

**FINAL AGENDA**  
**\*A M E N D E D**

**REGULAR COUNCIL MEETING**  
**TUESDAY**  
**JANUARY 6, 2015**

**COUNCIL CHAMBERS**  
**211 WEST ASPEN AVENUE**  
**4:00 P.M. AND 6:00 P.M.**

**4:00 P.M. MEETING**

*Individual Items on the 4:00 p.m. meeting agenda may be postponed to the 6:00 p.m. meeting.*

**1. CALL TO ORDER**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

**2. ROLL CALL**

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

MAYOR NABOURS

VICE MAYOR BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER PUTZOVA

**3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

**MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life of its citizens.*

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. Consideration and Approval of Minutes:** City Council Regular Meeting of November 3, 2014.

**RECOMMENDED ACTION:**

Amend/approve the minutes of the City Council Regular Meeting of November 3, 2014.

**5. PUBLIC PARTICIPATION**

*Public Participation enables the public to address the Council about an item that is not on the agenda (or is listed under Possible Future Agenda Items). Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the*

*recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

**6. PROCLAMATIONS AND RECOGNITIONS**

**7. APPOINTMENTS**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body...., pursuant to A.R.S. §38-431.03(A)(1).*

**A. Consideration of Appointments: Tourism Commission.**

**RECOMMENDED ACTION:**

Make one At Large appointment to a term expiring January 2018.

**B. Consideration of Appointments: Parks and Recreation Commission**

**RECOMMENDED ACTION:**

Make one appointment to term expiring August 2015  
Make three appointments to terms expiring August 2017

**C. Consideration of Appointments: Airport Commission.**

**RECOMMENDED ACTION:**

Make three appointments to terms expiring October 2017.

**D. Consideration of Appointments: Water Commission**

**RECOMMENDED ACTION:**

Make two appointments to terms expiring December 2017

**E. Consideration of Appointments: Sustainability Commission.**

**RECOMMENDED ACTION:**

Make two appointments to terms expiring October 2017.

**F. Consideration of Appointments: Heritage Preservation Commission.**

**RECOMMENDED ACTION:**

Make one At-Large appointment to a term expiring December 2017.  
Make one Professional appointment to a term expiring December 2017.

**G. Consideration of Appointments: Planning and Zoning Commission.**

**RECOMMENDED ACTION:**

Make two appointments to terms expiring December 2017.

**8. LIQUOR LICENSE PUBLIC HEARINGS**

- A. Consideration and Action on Liquor License Application:** John Kennelly, "Historic Brewing Company Barrel and Bottle House", 110 S. San Francisco St., Series 07 (beer and wine bar), Person and Location Transfer.

**RECOMMENDED ACTION:**

Hold public hearing.

The City Council has the option to:

- 1) Forward the application to the State with a recommendation for approval;
- 2) Forward the application to the State with no recommendation; or
- 3) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- B. Consideration and Action on Liquor License Application:** Jared Repinski, "Agave", 1580 E. Route 66, Series 12 (restaurant), New License.

**RECOMMENDED ACTION:**

Hold the Public Hearing

The City Council has the option to:

- 1) Forward the application to the State with a recommendation for approval;
- 2) Forward the application to the State with no recommendation; or
- 3) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**9. CONSENT ITEMS**

*All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.*

- A.** Consideration and Approval of Purchase: One (1) Wastewater Lagoon Dredge with attachments for Wildcat Hill Wastewater Treatment Plant (**Approve purchase of dredge for Wildcat Hill Wastewater Treatment Plant**).

**RECOMMENDED ACTION:**

1.) Staff recommends that City Council reject all bids as submitted for Invitation for Bids (IFB), bid # 2015-07, Utilities Wastewater Dredge Equipment.

2.) Approve the purchase of one (1) Model MD-615 diesel powered Dredge and attachments in the amount of \$304,691.70 from VMI, Inc. located in Cushing, Oklahoma, for the replacement of the existing Dredge equipment at Wildcat Hill Wastewater Treatment Plant (WWTP).

- B. Consideration and Approval of Purchase Under National Joint Powers Alliance (NJPA) Contract :** Two (2) Elgin Broom Bear Twin Engine Street Sweepers (**Approve purchase of two street sweepers**).

**RECOMMENDED ACTION:**

Approve the purchase of two (2) Elgin Broom Bear Twin Engine Street Sweepers from Norwood Equipment of Phoenix, Arizona in the amount of \$489,730.44, including sales tax.

C. **Consideration of Appointments: Acting City Manager.\***

**RECOMMENDED ACTION:**

Appoint Jeff Meilbeck as the Acting City Manager effective January 9, 2015 for the City of Flagstaff for an appointment extending up to eight (8) months.

10. **ROUTINE ITEMS**

A. **Consideration and Adoption of Ordinance No. 2014-34:** An Ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-05, *Privilege Taxes*, levying a local transaction privilege tax increase of 33 cents per \$100 of taxable gross income (sales) as approved by the majority of the qualified electors of the city voting in the November 4, 2014 General Election, Proposition 406, "Road Repair and Street Safety Initiative"; providing for use of tax revenues, providing for penalties, repeal of conflicting ordinances, severability, authority for clerical corrections, and establishing an effective date (***Transaction Privilege Tax - Road Repair and Street Safety Initiative***)

**RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2014-34 for the final time by title only
- 2) City Clerk reads Ordinance No. 2014-34 by title only (if approved above)
- 3) Adopt Ordinance No. 2014-34

B. **Consideration and Adoption of Resolution No. 2014-39 and Ordinance No. 2014-32:**

Amending the Employee Handbook of Regulations and Flagstaff City Code by adopting those amendments as shown in "2014 Addendum 6 of the Employee Handbook of Regulations" relating to the Employee Advisory Committee (***Employee Advisory Committee election terms; updates***)

**RECOMMENDED ACTION:**

- 1) Adopt Resolution No. 2014-39 (declaring public record)
- 2) Read Ordinance No. 2014-32 for the final time by title only
- 3) City Clerk reads Ordinance No. 2014-32 by title only (if approved above)
- 4) Adopt Ordinance No. 2014-32

C. **Consideration and Approval of Intergovernmental Agreement:** Flagstaff Watershed Protection Project (FWPP) Intergovernmental Agreement No. 15-1: Section 30 Forest Treatment Agreement with AZ State Forestry Division (***Approve Intergovernmental Agreement with AZ State Forestry Division for forest treatment work associated with FWPP***).

**RECOMMENDED ACTION:**

Approve FWPP Intergovernmental Agreement 15-1 Section 30 Forest Treatment Agreement with AZ State Forestry

D. **Consideration and Approval of Agreement:** Amendment #1 – Intergovernmental Agreement (IGA) for Vegetation Monitoring associated with the Flagstaff Watershed Protection Project (FWPP) with Northern Arizona University (approved by Council October 7, 2014) (***Amend IGA with NAU for FWPP vegetation monitoring***).

**RECOMMENDED ACTION:**

Amend the effective date of the FWPP Vegetation Monitoring IGA to July 1, 2014.

**RECESS****6:00 P.M. MEETING****RECONVENE****NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

**11. ROLL CALL**

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

MAYOR NABOURS

VICE MAYOR BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER PUTZOVA

**12. PUBLIC PARTICIPATION****13. CARRY OVER ITEMS FROM THE 4:00 P.M. AGENDA****14. PUBLIC HEARING ITEMS**

None

**15. REGULAR AGENDA**

- A. Consideration and Adoption of Resolution No. 2014-43:** A resolution of the Council of the City of Flagstaff, Arizona, ordering questions be submitted to the qualified electors of the City with respect to amendments to the Flagstaff City Charter, said questions to be submitted at a City Special Election to be held on May 19, 2015 ***(Calling a Special Election and approving ballot language for Charter amendments)***

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2014-43 by title only
- 2) City Clerk reads Resolution No. 2014-43 by title only (if approved above)
- 3) Adopt Resolution No. 2014-43

- B. Consideration and Adoption of Resolution No. 2015-02:** A resolution of the Mayor and Council of the City of Flagstaff, Arizona adopting the Community Reinvestment Plan ***(Community Reinvestment Plan)***

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2015-02 by title only
- 2) Clerk reads Resolution No. 2015-02 by title only (if approved above)
- 3) Adopt Resolution No. 2015-02

- C. **Consideration and Adoption of Resolution No. 2015-01:** A Resolution of the Council of the City of Flagstaff, Arizona, adopting the *2015 Student Housing Work Plan* for the City of Flagstaff.

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2015-01 by title only
- 2) City Clerk reads Resolution No. 2015-01 by title only (if approved above)
- 3) Adopt Resolution No. 2015-01

16. **DISCUSSION ITEMS**

- A. **Discussion:** Potential provision of City owned land on McMillan Mesa (the area currently used for materials storage) to the Arizona Department of Veteran's Services for the construction and operation of a Veteran's Facility. *(Use of City land for a Veteran's home)*

**RECOMMENDED ACTION:**

Provide staff with guidance regarding the potential provision of City owned land for the development of a Veterans Home operated by the Arizona Department of Veterans Services.

17. **POSSIBLE FUTURE AGENDA ITEMS**

*Verbal comments from the public on any item under this section must be given during Public Participation near the beginning of the meeting. Written comments may be submitted to the City Clerk. After discussion and upon agreement of three members of the Council, an item will be moved to a regularly-scheduled Council meeting.*

- A. **Possible Future Agenda Item:** Citizen Petition to place the Principles of Sound Water Management on a future agenda

**RECOMMENDED ACTION:**

Council direction

- B. ~~**Possible Future Agenda Item:** Request by Vice Mayor Barotz to place discussion of an Ethics Policy on a future agenda~~ **REMOVED FROM AGENDA AT REQUEST OF VICE MAYOR BAROTZ\***

**RECOMMENDED ACTION:**

Council direction

- C. **Possible Future Agenda Item:** Request by Mayor Nabours to place on a future agenda the discussion of a Lighting Ad hoc Committee

**RECOMMENDED ACTION:**

Council direction

- D. **Possible Future Agenda Item:** Request by Councilmember Oravits to place discussion of a revision to the Personnel Manual to allow employees to run for non-City offices.

**RECOMMENDED ACTION:**

Council direction

18. **INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, REQUESTS FOR FUTURE AGENDA ITEMS**

19. **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 \_\_\_\_\_, 2015.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 01/02/2015  
**Meeting Date:** 01/06/2015



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**TITLE**

**Consideration and Approval of Minutes:** City Council Regular Meeting of November 3, 2014.

**RECOMMENDED ACTION:**

Amend/approve the minutes of the City Council Regular Meeting of November 3, 2014.

**INFORMATION**

Attached are copies of the minutes of the City Council Regular Meeting of November 3, 2014.

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**Attachments:** [11.03.2014.CCRM.Minutes](#)

## 4:00 P.M. MEETING

### 1. CALL TO ORDER

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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### 2. ROLL CALL

PRESENT

ABSENT

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

COUNCILMEMBER BREWSTER

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

### 3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

The City Council and audience recited the Pledge of Allegiance and Mayor Nabours read the Mission Statement of the City.

#### **MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life of its citizens.*

### 4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

#### A. Consideration and Approval of Minutes : City Council Special Meeting (Executive Session) of October 28, 2014.

Councilmember Overton noted that he was present at the October 28, 2014, meeting and asked that the minutes be amended to reflect that.

**Moved by** Councilmember Jeff Oravits, **seconded by** Councilmember Coral Evans to approve the minutes of the City Council Special Meeting (Executive Session) of October 28, 2014, as amended.

**Vote:** 6 - 0 Passed - Unanimously

**5. PUBLIC PARTICIPATION**

*Public Participation enables the public to address the Council about an item that is not on the agenda (or is listed under Possible Future Agenda Items). Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

None

**6. PROCLAMATIONS AND RECOGNITIONS**

None

**7. APPOINTMENTS**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body...., pursuant to A.R.S. §38-431.03(A)(1).*

None

**8. LIQUOR LICENSE PUBLIC HEARINGS**

- A. Consideration and Action on Liquor License Application:** Andrea Lewkowitz, "Smashburger", 1020 S. Milton Rd. Ste #102., Series 12 (restaurant), New License.

Mayor Nabours opened the Public Hearing. There being no public input, Mayor Nabours closed the Public Hearing.

**Moved by** Councilmember Scott Overton, **seconded by** Vice Mayor Celia Barotz to forward the application to the State with a recommendation for approval.

**Vote:** 6 - 0 Passed - Unanimously

**9. CONSENT ITEMS**

*All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.*

None

**10. ROUTINE ITEMS**

- A. Consideration and Adoption of Ordinance No. 2014-28:** An ordinance of the Mayor and Council amending Title II, Boards and Commissions, of the Flagstaff City Code by amending various boards and commissions of the City to provide for consistency in the number of members and their terms.

City Clerk Elizabeth Burke briefly reviewed the ordinance, noting that it reflected the changes requested by the Council at previous meetings.

**Moved by** Mayor Jerry Nabours, **seconded by** Councilmember Scott Overton to read Ordinance No. 2014-28 by title only for the first time.

**Vote:** 6 - 0 Passed - Unanimously

*AN ORDINANCE OF THE FLAGSTAFF MAYOR AND COUNCIL AMENDING TITLE II, BOARDS AND COMMISSIONS, OF THE FLAGSTAFF CITY CODE BY AMENDING VARIOUS BOARDS AND COMMISSIONS OF THE CITY TO PROVIDE FOR CONSISTENCY IN THE NUMBER OF MEMBERS AND THEIR TERMS*

**B. Presentation of City Manager Awards**

City Manager Kevin Burke presented the annual City Manager's Awards as follows:

**Fremont Award**

Teamwork: Captain Steve Winicki, Fire Department  
Accountability: Pat Bourque, Public Works  
Communication: Angel Baca  
Quality: Police Officer Joseph Candelaria  
Leadership: Rick Barrett, Engineering

**Agassiz Award**

Teamwork: Tim Harrington, Utilities IT  
Accountability: Rick Tadder, Finance  
Communication: (Group) CVB  
Quality: Jen Brown, Police  
Leadership, Jerry Bills, Fire Department

**Humphrey Award**

Marcia Neal

Mr. Burke thanked everyone for coming and noted there would be a reception in the lobby, with the rest of the meeting continuing at 6:00 p.m.

**RECESS**

The 4:00 p.m. portion of the November 3, 2014, meeting recessed at 4:47 p.m.

**6:00 P.M. MEETING****RECONVENE**

Mayor Nabours reconvened the meeting of November 3, 2014, at 6:00 p.m.

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

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**11. ROLL CALL**

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

PRESENT

ABSENT

MAYOR NABOURS

None

VICE MAYOR EVANS

COUNCILMEMBER BAROTZ

COUNCILMEMBER BREWSTER (telephonically; left meeting at 6:10 p.m.)

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER WOODSON

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

**12. PUBLIC PARTICIPATION**

Terry O'Neill, Flagstaff, said that he was present at the 4:00 p.m. portion of the meeting and was glad to see Ms. Neal receive the Humphreys Award as she was very deserving.

John Viktora, Flagstaff, said that the County, City and School District were all asking for more money from citizens and the Council should support an increase in the minimum wage. He said that a majority of cities with increased minimum wages have seen increases in employment.

**13. CARRY OVER ITEMS FROM THE 4:00 P.M. AGENDA**

**14. PUBLIC HEARING ITEMS**

- A. Public Hearing, Consideration and Adoption of Ordinance No. 2014-30:** An ordinance of the City Council of the City of Flagstaff, Arizona, extending and increasing the corporate limits of the City of Flagstaff, Coconino County, State of Arizona, pursuant to the provisions of Title 9, Chapter 4, Arizona Revised Statutes, by annexing certain land totaling approximately 3.14 acres located at 2701 S. Woody Mountain Road, which land is contiguous to the existing corporate limits of the City of Flagstaff and establishing city zoning for said land as RR, Rural Residential. ***(Annexation of property for Aspen Heights located on Woody Mountain Road)***

Mayor Nabours said that this was a continuation of the Public Hearing from October 21, 2014. He said that they would have updates from staff and the applicant, and then public comment.

Tiffany Antol, Planning Manager, reviewed the few updates received since the last hearing:

1. Revised Development Agreement provided by applicant that addresses some of the concerns of last week. The language now reads the management agent shall live on site, and there shall be onsite staff members available on a 24/7 basis.
2. They have agreed to increased site security, increasing it from 6:00 p.m. on Thursdays with security guards to maintain order.

Ms. Antol said that staff heard some of the concerns as well with the project so they drafted some potential conditions of approval which were forwarded to the developers to help in any deliberations.

Councilmember Barotz asked if the Development Agreement addressed how they would deal with problems. Ms. D'Andrea said that the City could sue to enforce the DA. One of the remedies would be to seek the change of zoning back if the conditions were not met.

Councilmember Brewster left the meeting at this time telephonically (6:10 p.m.)

Jeff Meilbeck, CEO and General Manager of NAIPTA, addressed the Council stating that the Board is willing to work with the developer to provide service from 7:00 a.m. to 7:00 p.m. when school was in session, every 15 minutes, through a contract rate of \$137,802 annually for ten years. Mayor Nabours asked if that would be done through so many bus passes, etc. Mr. Meilbeck said that was one of the terms for them to work out. Based on their verbal discussions, every resident would receive an annual pass for this sum of money so they have access to not only Route 10A, but all of the buses in the line.

Mayor Nabours asked if the applicant was comfortable with the general terms. Ms. Kjellgren said that they have been discussing these terms for 1.5 months with NAIPTA and staff, and the Board agreed to them generally, understanding that they need to work out the details.

Councilmember Barotz said that her impression was that the Board still has to sign off on the contract, and until the Board sees the final document, there is no final determination. Ms. Kjellgren said that her understanding was that the attorneys for NAIPTA would draft an agreement, the applicant would review it and then it would go to the Board and Aspen Heights for deliberations and a decision.

Mr. Meilbeck said that the next Board meeting was scheduled for November 20, 2014. Councilmember Overton asked if there was a revised version of the agreement with NAIPTA. Ms. Kjellgren said that the provisions they originally had in the Development Agreement were aspirational, stating that the developer would negotiate in good faith.

Ms. Kjellgren said that she believed they had zoning conditions before them that would require the developer to have an agreement with NAIPTA in place or provide a private shuttle service. Ms. D'Andrea said that until the property is completely constructed the City would have the ability to enforce zoning conditions and the Development Agreement through withholding permits.

Ms. Kjellgren then briefly reviewed the project noting that the main two issues previously brought forward were: 1) transportation; and 2) management of student housing. She said that because they are providing service to the entire City, they are hoping that students would leave their vehicles at home.

Ms. Kjellgren then reviewed the management issues and lighting concerns, incorporating information previously provided by Dr. Payne at a recent dark skies conference. She said that if the property were not rezoned they could have an output of 10,000 lumens per acre, and they are proposing slightly less than that. She said that they also heard about concerns with the spectrum of light used, and amber LED's is what is now being proposed.

Wayne Compton, lighting consultant for the developer, addressed the Council noting that prior to retiring he was in the outdoor lighting industry for 43 years and his company was one of the first to have fully shielded lumens. He then reviewed their proposed lighting plan and various mitigating options.

Mr. Vatterott said that this development is bringing already existing concerns to light with management policies, transportation and lighting. They feel the solutions will be through best practices, to be a model for future development in Flagstaff.

Councilmember Barotz said that she has seen a lot of e-mails come to the Council with big concerns about Aspen Heights developments in other communities, and she has googled some of those problems.

Mr. Vatterott said that they have created 13,000 beds over the last eight years and there are going to be times that they learn from their mistakes. Based on those past problems they have made adjustments. An example is that in Harrisburg, VA in Fall of 2013 they had an event that demonstrated they had the wrong person in the management position.

Thomas Giallanza, Deputy Receiver for Landmark (who was in receivership) said that they have been in the process of liquidating their 386 assets; they are now down to 14, one of which is this property. They have worked hard and this City has made a commitment to NAU. He said that they are looking for approval of a concept plan by annexing a small amount of land. They have been working diligently to meet the needs of the community.

The following individuals spoke re concerns with the development:

- Adam Shimoni
- Marilyn Weismann, representing Friends of Flagstaff's Future
- Moran Henn
- John Fisher
- Dorothy Rissel
- Bart Bartel
- Bob Mason

The following comments were made:

- Looking at the development through the eyes of a cyclist, it is scary, and he had concerns about adding a bunch of students
- Hopes to see Council vote against the development
- Has researched Aspen Heights in other communities; concerned with allowing it here
- Valued according to the Regional Plan, it is not an appropriate development
- It discourages multi modes of transportation
- Concern with impact on Route 66, Milton, and parking on the southside
- Being off campus leads to more police calls; concerned with assaults
- There may be a need but the permanent residents should have more say
- Nowhere to walk
- Impaired driving concerns
- Inadequate bike paths
- Weekend bus service?

- Would like to see improvements on Route 66
- Still a plan 20,000 sq. ft. of retail; nightlight; Westside is incompatible with that
- Works at Gore; has ridden bike on West Route 66 to Woody Mountain; fairly dangerous route
- Dormitory housing is not as stable as apartments
- Was looking at policy of Columbia, MO development which did not permit more than four guests per bedroom
- Concerns with evening activity
- Potential for a lot of guest vehicles
- Road going up to Woody Mountain Road – when there is snow/ice vehicles are all over the place

A break was taken from 7:30 p.m. to 7:46 p.m. at which time public comment continued from the following:

- James Baker

Comments included:

- That stretch of Route 66 is known as Blood Alley; concern with lighting, traffic, etc.
- Project is wrong for Flagstaff; shame on anyone that supports it

Captain William Doster of the US Department of Navy, addressed the Council noting that his father was a long-time member of the Buckeye Council. He said that he did not believe that it was well known exactly what goes on at the Observatory. He said that there are a few very sensitive missions that are not done anywhere else in the country. He said that the Department of Navy is in opposition to the development; they cannot and will not accept any negative lighting while it is yet to be defined. He said that that lighting plan on the website wasn't sufficient to analyze. He said that the 305,000 lumens would have a significant impact. He said that he would propose that they leverage the Department of Navy's Master Plan, and would be happy to partner with the City to address this difficult and complex issue.

Paul Shanklan, read into the record a letter from US Navy Captain B.D. Connon, Exhibit A attached hereto and made a part hereof.

Mayor Nabours said that the property has certain zoning right now and under that zoning there can be so many lumens. The applicant has said if they got the other zoning, they would still honor the lumens limited under the existing zoning. He asked what their position would be if their proposals did not increase the lumens and provided screening.

Mr. Shankland said that he understood that concern. The challenge is that his mission is separate and impacted differently than what the City Code and Regional Plan provide. He said at this point, with the kind of operations, this makes the operations unacceptable and he is not in a position to speak differently than the Department of Defense.

Councilmember Overton said that he understood the significant encroachment concern; they have expressed that viewpoint strongly. He asked how they are supposed to address a national security concern at the podium with the City's enforcement of the Zoning Ordinance, and wondered if they needed legal advice. Ms. D'Andrea said that she would be happy to address the issue further if they moved into executive session.

Capt. Doster said that when a formal proposal was submitted, they could provide comments but it was not something they could do at this time. Councilmember Overton said that it was hard for him to consider all of this when the City is drafting their zoning codes and they have not been involved in those discussions.

Councilmember Barotz said that the Observatory has been prohibited in engaging in any negotiations and it was transferred up; the Navy is following its protocol.

Mayor Nabours asked if the County had a Lighting Code and if it was similar to the City's. Ms. Antol said that the County's Code is almost the same as the City's however, they are in the process of amending their codes and believed they were looking to expand Zone 1.

Public comments continued from:

- James Fredenberg
- Mary McClellan
- Jamie Hasapis
- Dale Hoskins
- Luke Maring
- Lauren Fielding
- Jim McCarthy
- Sharon Watkins
- Chris Luginbuhl
- Lance Diskan
- Renee Rosales
- Dennis Kirsten
- Debbie Coon
- Ted Reed
- Vaughn Peterson

Comments included:

- Student housing is associated with drinking. While he appreciated the developer's attempts to make concessions, they need to keep in mind that kids will continue to drink and go right down Woody Mountain Road and into the National Forest and Trust Lands. They see that occurring now with students.
- City needs a Student Housing Plan in place.
- City has a wonderful, clean industry in astronomy; can't take a chance with moving more development toward the Observatory.
- Public disturbance is a concern
- 712 students, plus guests, with one property manager
- Currently resides in Presidio in the Pines with a 1 ½ year old son. This development will bring in underage drinking with students drinking and doing silly things, like walking into their neighborhood and visiting their park, disturbing the residents
- A few weeks ago they had a community conversation on student housing; what did they learn from that?
- Communication works for security if the managers are willing to cooperate
- Distributed pictures after the parties at The Grove and trash left behind, two days later; similar parties could be carried over to Woody Mountain Road and possibly cause forest fires
- The concept of zoning is to provide for compatible uses; is this high density student housing compatible with Presidio in the Pines?
- The project is not ready to move forward
- Forget about lighting codes; need to consider light pollution
- Does not feel that this development complies with either the Regional Plan or the Lighting Code
- In 10-20 years they may not have this amount of students as more and more education is handled online
- There are seven communities that will be impacted by this development
- Thinks it is a great project, but in the wrong part of the City

- Developer needs to work with NAU and build it on their property

Additionally, written comment cards in opposition to the development were received from:

- Emily Outhwaite
- Natasha K. Warmenhoven
- Mike Bencic
- Dawn Dyer
- Brian Young
- Lauren Novoselac
- Carrie Monroy
- Pamela Martens
- Brad Hebets
- Linda Christy
- Beth Reed
- Vaughn Peterson
- Whitney Biggerstaff
- Enver M. & Nancy D. Zaky
- Anthony R.
- Renee Rosales
- Warren and Ruth Cutright
- Brad Denison
- Anaa L. Elliott
- Wayne McLellan
- John Erick Robbins
- Daniel Moan
- Sarah Hammer
- Jill Koelling
- Sarah Friedmann
- Ted Reed
- Jay Douglass
- Luke Maring
- Linda & Joseph Fox

Mayor Nabours closed the Public Hearing at this time.

A break was held from 8:46 p.m. to 9:02 p.m.

Mr. Vatterott said that college is a balancing act of books, grades, part-time jobs, student loans, etc. It does include an aspect of enjoyment with peers, but the Grove is very atypical and is not the type of community they have.

With regard to bike safety, they were concerned as well and would like to speak to City staff further on where they see the connectivity. The plan is not to create a bike experience along Route 66. With regard to the dormitory style buildings, this development is restricted to one student per bedroom

Mr. Vatterott said that there were some issues with their developments in Missouri, South Carolina and Georgia with building codes. They have since gone back in to cure those problems with added insulation above and beyond the codes. He added that some of these units will be ADA units as required by law.

He said that the Grove is surrounded by bars. This development does have a retail component up to 20,000 sq. ft., but if the community wants a restriction on that to not allow bars, they would be happy to give that restriction.

He said that ADOT would have to look at the two lane versus four lane traffic issue. With regard to lighting, they need to cultivate some discussion with the Naval Observatory, but their inability to talk to them makes it difficult to show the sincere progress that they have made. He said that they were happy to get to less than rural residential lighting requirements and throwing in motion detectors, and they could look at a weekend shuttle if necessary. He would hope that the Council would see the efforts of Aspen Heights and be open to other things, perhaps create some focus group meetings.

Mr. Vatterott replied to the comments regarding Harrisonburg and asked if anyone called Rockingham County and their supervisors to find out what has happened in the last 14 months. He said that they had a difficult open, and had the wrong property manager which they no longer have. He said that Aspen Heights owns that mistake. They were not ready when they opened up, but they are now getting ready for Phase II in the same community. He continued with information on some of their other communities.

Stewart Watkins, Director of Public Relations, said that from the property management aspect, they have to have a robust plan—something they take serious. It takes months to put together and every plan is different. They have to be unique, through complete collaboration with local law enforcement, the university, city leaders, etc. They hosted community forums and brought in representatives from neighborhoods to talk about the issues.

Mr. Watkins continued that the method they use for managing guests is different at the various locations. At several they have initiated a limit of guests. They monitor that by having control when they enter a gate.

Brief discussion was held on the Code of Conduct through NAU. Vice Mayor Evans said that it was her understanding that the Student Code of Conduct cannot be extended off campus. Ms. Kjellgren said that the most it can be is communication and clear channels so management at Aspen Heights can understand the trends NAU is seeing. It is not an established channel, but hopefully their discussions would lead to that. She added that according to her reading of it, the President of the University could adopt policies to make it apply off campus, but she did not know if NAU would choose to do that.

Vice Mayor Evans said that two weeks ago Mr. Vanderott said that this development was not going to be a gated facility. Mr. Vanderott said that the reason there may be some confusion is that it is something they look at with each development and try to reflect what the community wants. Their prior understanding was the Flagstaff does not like gates. He said that it would be fenced.

Mr. Watkins said that their Ft. Collins property is not gated and their team is able to manage the property. He said that at that facility they have implemented a wrist band and each resident gets two guest passes.

Ms. Kjellgren noted that Route 66 is an ADOT-controlled road. The City does not fund it and cannot make improvements to it. There is an urban trail section that will hook up with Kiltie in the future, but at this point the urban trail segments are not improved.

She asked why the Naval Observatory has not acquired the land within a certain radius of their property if it is deemed to be critical. They have not looked at that issue and had not made any effort to acquire the property or provide for conservation easements. She said that given the budget for the Department of Defense, purchase of that property would be a drop in the bucket.

Councilmember Barotz asked staff for further clarification of the FUTS trail. Ms. Antol said

that there is a proposed segment of the FUTS trail. They would expect that as the adjacent properties were developed the respective segments of the trail would be developed.

Mr. Vanderott said that they would love to continue to have communication with the Observatory but right now they do not have a target to shoot for. If they could possibly table this for two weeks, he thought they could come back with additional questions/answers.

Mayor Nabours said that there has been some merit in the comments received tonight and believed it needed to be studied further. Councilmember Overton said that he also had a legal question to be addressed regarding possible wording for conditions of the zoning.

Councilmember Woodson asked about the mixed use development. He asked if anything was defined for the corner parcel. Additionally, he asked if there was a way to integrate a way to capture the costs for public safety calls.

Ms. Antol said that the mixed use definition comes from the Zoning Code and the standard from the 2001 Regional Plan is different than the new one, but it does not preclude what they are doing. The commercial component is to meet the mixed use. They do not yet know what the use is, but they have agreed to a list of uses. The retail service would be to serve that neighborhood.

Councilmember Woodson additionally had questions regarding the Lighting Code and whether there was a curfew for the Zone 1.

Councilmember Overton asked if they had ever had an ADOT representative come forward and talk about their TIA (Traffic Impact Analysis). Ms. Antol replied that they have not, but staff could ask them to attend. Councilmember Overton asked what could happen if the City disagreed with their analysis, and asked what their next level of discussion would be.

Jeff Bauman, City Traffic Engineer, said that they could request ADOT to come to the next meeting to address the TIA.

Mr. Burke noted that there were already 19 items on that agenda and asked if they anticipated further public comment. Mayor Nabours noted that the public comment portion of the Public Hearing was closed; this would be for Council questions to staff or ADOT.

- B. Public Hearing, Consideration and Adoption of Ordinance No. 2014-31:** An Ordinance amending the Flagstaff Zoning Map designation of approximately 36.94 acres of real property generally located at the intersection of Route 66 and Woody Mountain Road, from Rural Residential ("RR") to Highway Commercial ("HC") for 3.6 acres, and to Medium Density Residential ("MR") for 33.33 acres. ***(Rezoning of property for Aspen Heights located on Woody Mountain Road)***

***See discussion above***

**15. REGULAR AGENDA**

- A. Consideration and Approval of Resolution No. 2014-38:** A resolution authorizing the execution of a First Amended and Restated Development Agreement between Pinnacle DevCo, Ltd., and the City of Flagstaff related to the development of approximately 18.6 acres of real property generally located at 800 E Sterling Lane. ***(Pinnacle Pines)***

Planning Manager Brian Kulina reviewed the resolution which authorized the execution of a First Amended and Restated Development Agreement.

**Moved by** Mayor Jerry Nabours, **seconded by** Councilmember Jeff Oravits to read Resolution No. 2014-38 by title only.

**Vote:** 6 - 0 Passed - Unanimously

*A RESOLUTION AUTHORIZING THE EXECUTION OF A FIRST AMENDED AND RESTATED DEVELOPMENT AGREEMENT BETWEEN PINNACLE DEVCO, LTD., AND THE CITY OF FLAGSTAFF RELATED TO THE DEVELOPMENT OF APPROXIMATELY 18.6 ACRES OF REAL PROPERTY GENERALLY LOCATED AT 800 EAST STERLING LANE*

**Moved by** Mayor Jerry Nabours, **seconded by** Councilmember Jeff Oravits to adopt Resolution No. 2014-38.

**Vote:** 6 - 0 Passed - Unanimously

- B. Consideration and Approval of a Final Plat and Map of Dedication** request by Mogollon Engineering & Surveying, Inc., on behalf of Pinnacle 146 LLC, for the subdivision of approximately 0.63 acres into 8 single-family residential townhouse lots located at 800 E Sterling Lane within the Medium Density Residential (MR) zone and the dedication of right-of-way within a portion of Tract 22 of The Estates at Pine Canyon One.

**Moved by** Councilmember Scott Overton, **seconded by** Mayor Jerry Nabours to approve the final plat and Map of Dedication and authorize the Mayor to sign the final plat, the City/Subdivider Agreement and Map of Dedication when notified by staff that all documents are ready for signature and recordation.

**Vote:** 6 - 0 Passed - Unanimously

- C. Consideration of Cancelling the December 23, 2014, Council Meeting**

**Moved by** Councilmember Jeff Oravits, **seconded by** Mayor Jerry Nabours to cancel the December 23, 2014, Council Meeting.

**Vote:** 6 - 0 Passed - Unanimously

**16. DISCUSSION ITEMS**

None

**17. POSSIBLE FUTURE AGENDA ITEMS**

*Verbal comments from the public on any item under this section must be given during Public Participation near the beginning of the meeting. Written comments may be submitted to the City Clerk. After discussion and upon agreement of three members of the Council, an item will be moved to a regularly-scheduled Council meeting.*

None

**18. INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, REQUESTS FOR FUTURE AGENDA ITEMS**

Vice Mayor Evans requested a Possible Future Agenda Item regarding a conversation of the Grove and its management. She also requested information from the Police Chief re the snow plow ordinance and how it would be enforced. Lastly, she asked that a residential parking permit system for the neighborhoods surrounding NAU be discussed.

**19. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held November 3, 2014, adjourned at 10:10 p.m.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CERTIFICATION

STATE OF ARIZONA,            )  
  ) ss.  
Coconino County.             )

I, ELIZABETH A. BURKE, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on November 3, 2014. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 6th day of January, 2015.

\_\_\_\_\_  
CITY CLERK

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Tourism Commission.

**RECOMMENDED ACTION:**

Make one At Large appointment to a term expiring January 2018.

**Policy Decision or Reason for Action:**

By making the above appointment, the Tourism Commission will be at full membership and will be able to continue meeting on a regular basis. There are four applications on file, they are as follows:

- Debbi Grogan (new applicant)
- Jocelyn Monteverde (new applicant)
- Ben Murphy (new applicant)
- Christopher Shields (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

- 1) Appoint one Commissioner: By appointing a member at this time, the Tourism Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.
- 2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Tourism Commission consists of seven citizens serving three-year terms; four of these citizens shall be from the hospitality industry. There is currently one at large seat available.

The mission of the Tourism Commission is to develop, promote, and maintain Flagstaff as a year-round visitor destination with professional visitor services that will benefit the community economically, environmentally, and socially.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

The City Council recently reduced the number of commissioners on the Tourism Commission from nine members to seven.

**Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the opening by Commission members and City staff has occurred, informing others of this vacancy through word of mouth.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Councilmember Overton and Mayor Nabours.

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**Attachments:**    [Tourism - Roster](#)  
                          [Tourism - Authority](#)  
                          [Tourism - Applicant Roster](#)  
                          [Tourism - Applications](#)



## City of Flagstaff, AZ

### TOURISM COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Abeyta, Ruben</u></b> HOSPITALITY General Manager/Fairfield Inn by Marriott 2348 Keams Canyon Trail Flagstaff, AZ 86001 Cell Phone: 505-515-5006 Term: (1st 7/14-1/17)	07/15/2014	01/17	No
<b><u>Dullbson, Dino</u></b> HOSPITALITY General Manager/Owner/Econo Lodge 2480 E. Lucky Lane Flagstaff, AZ 86004 Cell Phone: 928-380-3450 Term: (1st 2/10 - 1/13; 2nd 1/13 - 1/16)	02/19/2013	01/16	02/16/2012
<b><u>Hasapis, James "Jamey", Chairman</u></b> AT-LARGE Owner/President/Muttley Krew Dog Biscuits, LLC 3235 S. Debbie St. Flagstaff, AZ 86001 Cell Phone: 928-310-8974 Term: (1st 11/07-1/09; 2nd 1/09 - 1/12; 3rd 1/12 - 1/15)	01/03/2012	01/15	03/18/2010
<b><u>Hockman, Jean</u></b> AT-LARGE Retired 1970 Fox Hill Road Flagstaff, AZ 86004 Home Phone: 526-5813 Term: (1st 1/11-1/12; 2nd 1/12-1/15)	09/21/2010	01/15	No



## City of Flagstaff, AZ

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<b><u>Pappas, Lori</u></b>	<b>02/19/2013</b>	<b>01/16</b>	<b>04/24/2008</b>
AT-LARGE Market Segment Manager/Suddenlink 902 N. Fox Hill Flagstaff, AZ 86004 Work Phone: 928-266-0693 Term: (1st 11/07 - 1/10; 2nd 1/10 - 1/13; 3rd 1/13-1/16)			
<b><u>Patel, Minesh</u></b>	<b>01/21/2014</b>	<b>01/17</b>	<b>03/12/2013</b>
HOSPITALITY Owner/JTT R&B LLC 2331 S. Rocking Horse Lane Flagstaff, AZ 86001 Cell Phone: 928-300-7115 Term: (1st 11/12 - 1/14; 2nd 1/14-1/17)			
<b><u>Price, Mark</u></b>	<b>01/03/2012</b>	<b>01/15</b>	<b>10/20/2011</b>
HOSPITALITY General Manager/Sonesta ES Suites - Flagstaff 3883 N. Steves Blvd. Flagstaff, AZ 86004 Cell Phone: 928-221-4283 Term: (1st 1/09-1/12; 2nd 1/12-1/15)			
<b><u>Schindler, Kevin</u></b>	<b>01/21/2014</b>	<b>01/16</b>	<b>No</b>
AT-LARGE Outreach Manager/Lowell Observatory 1400 W. Mars Hill Rd. Flagstaff, AZ 86001 Cell Phone: 928-607-1387 Term: (1st 1/14-1/16)			
<b><u>Shields, Susan</u></b>	<b>02/13/2014</b>	<b>01/17</b>	<b>No</b>
HOSPITALITY Director of Sales/Little America Hotel 2697 N. Sandstone Way Flagstaff, AZ 86004 Cell Phone: 928-637-5467 Term: (1st 2/14-1/17)			



## *City of Flagstaff, AZ*

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**Staff Representative: Heidi Hansen**

**As Of: December 23, 2014**

## CHAPTER 2-13 TOURISM COMMISSION

### SECTIONS:

- 2-13-001-0001 CREATION OF THE COMMISSION:
- 2-13-001-0002 COMPOSITION AND TERM OF OFFICE:
- 2-13-001-0003 COMPENSATION OF COMMISSION MEMBERS:
- 2-13-001-0004 ORGANIZATION:
- 2-13-001-0005 MEETINGS:
- 2-13-001-0006 DUTIES:

#### **2-13-001-0001 CREATION OF THE COMMISSION:**

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There is hereby established a City Tourism Commission. There shall be seven (7) voting members of said Commission who shall meet as hereinafter provided to consider and recommend programs for the expenditure of the portion of the Bed, Board and Booze Tax as designated by Ordinance No. 1532. (Ord. No. 1579, Enacted, 08/02/88; Ord. 2001-27, Amended, 11/20/2001; Ord. 2014-28, Amended, 11/18/2014)

#### **2-13-001-0002 COMPOSITION AND TERM OF OFFICE:**

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The composition of the membership shall consist of:

- A. Four (4) members to be appointed by the City Council. Each member shall be from the hospitality industry and serve for three (3) years, on a staggered term basis.
- B. Three (3) additional members to be appointed by the City Council, to serve for three (3) years, on a staggered term basis.
- C. The City Manager or the Manager's designee shall be an ex officio member of the Commission. The member shall have no voting privileges.

The City Manager shall be responsible for staff support of the Tourism Commission.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission.

A member's term in office shall commence with the first regular Commission meeting following the appointment and terminate with the regular Commission meeting at which the successor takes office. No voting member of the Commission may be appointed to more than two (2) consecutive full terms. (Ord. No. 1579, Enacted, 08/02/88; Ord. No. 1674, Amended, 09/18/90; Ord. 2001-27, Amended, 11/20/2001; Ord. No. 2006-09, Amended 04/10/2006; Ord. 2014-28, Amended, 11/18/2014)

**2-13-001-0003 COMPENSATION OF COMMISSION MEMBERS:**

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Members of the Commission shall serve without compensation.

(Ord. No. 1579, Enacted, 08/02/88)

**2-13-001-0004 ORGANIZATION:**

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The Commission shall elect a Chairperson from among its members. The term of the Chairperson shall be one year with eligibility for reelection. Commission members may not serve more than two (2) consecutive terms as Chairperson. The Council representative shall not be eligible for the Chair.

(Ord. No. 1579, Enacted, 08/02/88)

**2-13-001-0005 MEETINGS:**

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A. The Commission shall hold at least one (1) regular meeting per month, which shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with the applicable Arizona State Statutes.

A quorum consisting of a minimum of four (4) voting members shall be required to conduct business.

B. The Chairperson of the Commission shall meet with the Chairpersons of the Economic Development Commission and the Beautification Commission at least once per month. The purpose of the meeting is for coordination of the three (3) commissions only. The intent is not to create another commission. The meeting shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with applicable Arizona State Statutes.

C. If a member is absent for three (3) meetings within a twelve (12) month period, excused or unexcused, that member may be replaced by the City Council. (Ord. No. 1579, Enacted, 08/02/88; Ord. 2001-27, Amended, 11/20/2001; Ord. 2014-28, Amended, 11/18/2014)

**2-13-001-0006 DUTIES:**

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The duties of the Commission shall be to:

A. Prepare a Five (5) Year Master Plan. The Five Year Plan shall be used as a guideline for future programs. Said Plan shall be presented to the Council prior to April 1 of each year.

B. Develop and present to City Council an Annual Plan outlining the Commission's program recommendations for the upcoming fiscal year. Said plan shall be presented to the Council prior to April 1 of each year.

C. Make recommendations to the City Council concerning the annual budgetary allocation of the tourism portion of the Bed, Board and Booze Tax, as outlined in Ordinance No. 1532, Section 4 A. 3.b.(1)-(7).

D. Perform any additional duties as determined by the City Council, related to tourism activities. (Ord. 1579, 8-2-88)

(Ord. No. 1579, Enacted, 08/02/88)



## City of Flagstaff, AZ

### TOURISM COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Gorgan, Debbi</u></b> AT-LARGE Owner/Peak Events, LLC 3616 Fox Lair Dr. Flagstaff, AZ 86004 Cell Phone: 928-606-5601			No
<b><u>Monteverde, Jocelyn</u></b> Operations Manager/Bearizona Wildlife Park 3828 S. Oxbow Loop Flagstaff, AZ 86005 Cell Phone: 928-607-7414			No
<b><u>Murphy, Ben</u></b> Founder/Lead Guide/All-Star Grand Canyon Tours 3834 N. Paradise Rd. Flagstaff, AZ 86004 Cell Phone: 928-864-9554			No
<b><u>Shields, Christopher</u></b> AT-LARGE Director of Sales & Marketing/High Country Conference Center 2697 N. Sandstone Way Flagstaff, AZ 86004 Cell Phone: 928-203-6765			No

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**Staff Representative: Heidi Hansen**

**As Of: December 23, 2014**

# Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Tuesday, July 22, 2014 10:48 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 07/22/2014  
Board/Commission you wish to serve on:\* Toursim  
If applicable, type of seat for which you are qualified: Hospitality and At large

### Your Information

Name:\* Debbi Grogan Home Phone:\* 928-526-6835  
Home Address:\* 3616 Fox Lair Drive Zip:\* 86004  
Mailing Address (If different from above):  
Employer:\* Peak Events, LLC Job Title:\* Owner  
Business Phone: 928-606-5601 Cell: 928-606-5601  
E-mail:\* Deb@PeakEventsaz.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work  
Please indicate age group:\*  
 18-34  35-54  
 35-54  55+  
Please indicate education:\*  
 High School  Post Graduate  
 College  
Number of years living in the Flagstaff area:\* 38

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Peak Events produces the Flagstaff Blues and Brews, the Mountain Country Music Festival and the Flagstaff Oktoberfest. We are heavily involved with tourism and bringing people to Flagstaff. I am a member of the Flagstaff Chamber of Commerce, on the NAU Alumni Board, and involved with the Flagstaff Music and Entertainment Coalition. I have served on the Pine Country Pro Rodeo in the 90s, worked with the Marine League Charities Bed Races, produced the Route 66 Days, the Pine Cone Drop and worked with numerous non profits throughout the years. I believe I bring the production side of events to the commission which will be helpful when making recommendations to Council. I served on the Tourism Commission when the Visitor's Center was brought to the train station and also when the BBB tax was first implemented.

Why do you want to serve on the board or commission you listed?

I believe it's time for event producers to be represented on the commission because we work hard to bring in tourists to attend our festivals. I think it's important for us all to be on the same team and work together to bring people into Flagstaff not only in the summer and during the snow season, but during our shoulder seasons as well. Events attract visitors and they should have a seat at the table.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 07/22/2014

Board/Commission you wish to serve on:: Toursim

If applicable, type of seat for which you are qualified:: Hospitality and At large

Name:: Debbi Grogan

Home Phone:: 928-526-6835

Home Address:: 3616 Fox Lair Drive

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Peak Events, LLC

Job Title:: Owner

Business Phone:: 928-606-5601

Cell:: 928-606-5601

E-mail:: Deb@PeakEventsaz.com

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 38

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Peak Events produces the Flagstaff Blues and Brews, the Mountain Country Music Festival and the Flagstaff Oktoberfest. We are heavily involved with tourism and bringing people to Flagstaff. I am a member of the Flagstaff Chamber of Commerce, on the NAU Alumni Board, and involved with the Flagstaff Music and Entertainment Coalition. I have served on the Pine Country Pro Rodeo in the 90s, worked with the Marine League Charities Bed Races, produced the Route 66 Days, the Pine Cone Drop and worked with numerous non profits throughout the years. I believe I bring the production side of events to the commission which will be helpful when making recommendations to Council. I served on the Tourism Commission when the Visitor's Center was brought to the train station and also when the BBB tax was first implemented.

Why do you want to serve on the board or commission you listed?: I believe it's time for event producers to be

represented on the commission because we work hard to bring in tourists to attend our festivals. I think it's important for us all to be on the same team and work together to bring people into Flagstaff not only in the summer and during the snow season, but during our shoulder seasons as well. Events attract visitors and they should have a seat at the table.

**Additional Information:**

Form submitted on: 7/22/2014 10:48:25 AM

Submitted from IP Address: 71.223.75.202

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=994>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, December 04, 2014 4:11 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

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## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

**Date:\*** 12/4/2014  
**Board/Commission you wish to serve on:\*** Tourism Commission  
**If applicable, type of seat for which you are qualified:**

#### Your Information

**Name:\*** Jocelyn Monteverde **Home Phone:\*** NA  
**Home Address:\*** 3828 S Oxbow Loop **Zip:\*** 86005  
**Mailing Address (If different from above):**  
**Employer:\*** Bearizona Wildlife Park **Job Title:\*** Operations Manager  
**Business Phone:** 928-635-2289 **Cell:** 9286077414  
**E-mail:\*** jocelyn@bearizona.com  
**Indicate preferred telephone:\***  Home  Cell  
 Work  
**Please indicate age group:\***  18-34  35-54  55+  
**Please indicate education:\***  High School  Post Graduate  
 College  
**Number of years living in the Flagstaff area:\*** 15+

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have worked in the tourism industry coming up on 5 years in March. I have a deep sense of pride in the city of Flagstaff and the surrounding community. I have had direct involvement with regional chambers of commerce, C.V.B.'s, hotels, attractions etc. I have worked collaboratively with private businesses as well as local and state wide governmental organizations in regards to Northern Arizona Tourism. I represented Bearizona Wildlife Park at the National Tourism Association Convention and have two other large scale conventions scheduled for this year including Go West Summit and International Pow Wow.

Why do you want to serve on the board or commission you listed?

I would like to serve on the tourism commission because I am devoted to promoting regional tourism. I believe I could bring additional perspective to the group, and am willing to serve in any capacity needed.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13876>

The following form was submitted via your website: Board/Commission Application

Date:: 12/4/2014

Board/Commission you wish to serve on:: Tourism Commission

If applicable, type of seat for which you are qualified::

Name:: Jocelyn Monteverde

Home Phone:: NA

Home Address:: 3828 S Oxbow Loop

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Bearizona Wildlife Park

Job Title:: Operations Manager

Business Phone:: 928-635-2289

Cell:: 9286077414

E-mail:: [jocelyn@bearizona.com](mailto:jocelyn@bearizona.com)

Indicate preferred telephone:: Cell

Please indicate age group:: 18-34

Please indicate education:: College

Number of years living in the Flagstaff area:: 15+

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have worked in the tourism industry coming up on 5 years in March. I have a deep sense of pride in the city of Flagstaff and the surrounding community. I have had direct involvement with regional chambers of commerce, C.V.B.'s, hotels, attractions etc. I have worked collaboratively with private businesses as well as local and state wide governmental organizations in regards to Northern Arizona Tourism. I represented Bearizona Wildlife Park at the National Tourism Association Convention and have two other large scale conventions scheduled for this year including Go West Summit and International Pow Wow.

Why do you want to serve on the board or commission you listed?: I would like to serve on the tourism commission because I am devoted to promoting regional tourism. I believe I could bring additional perspective to the group, and am willing to serve in any capacity needed.

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, November 20, 2014 11:47 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 11/20/14  
Board/Commission you wish to serve on:\* Tourism Commission  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* Ben Murphy Home Phone:\* 928-864-9554  
Home Address:\* 3834 N. Paradise Rd Zip:\* 86004  
Mailing Address (If different from above):  
Employer:\* All-Star Grand Canyon Tours Job Title:\* Founder/ Lead Guide  
Business Phone: 928-814-8887 Cell: 928-864-9554  
E-mail:\* cmurphy0208@gmail.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work  
Please indicate age group:\*  
 18-34  55+  
 35-54  
Please indicate education:\*  
 High School  Post Graduate  
 College  
Number of years living in the Flagstaff area:\* 17

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My wife and I own All-Star Grand Canyon Tours and currently I am Treasurer of Flagstaff Lodging and Restaurant Association. This gives me knowledge about the tourism industry, and a connection with every hotel, restaurant and activity in the area.

Why do you want to serve on the board or commission you listed?

I want to make Flagstaff the number one place to stay when visiting Grand Canyon National Park as it was historically. I also feel Arizona is losing its title as "The Grand Canyon State" to Nevada and I want the City of Flagstaff, its citizens, and its small businesses to fight to regain that title.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13708>

The following form was submitted via your website: Board/Commission Application

Date:: 11/20/14

Board/Commission you wish to serve on:: Tourism Commission

If applicable, type of seat for which you are qualified::

Name:: Ben Murphy

Home Phone:: 928-864-9554

Home Address:: 3834 N. Paradise Rd

Zip:: 86004

Mailing Address (If different from above)::

Employer:: All-Star Grand Canyon Tours

Job Title:: Founder/ Lead Guide

Business Phone:: 928-814-8887

Cell:: 928-864-9554

E-mail:: [cmurphy0208@gmail.com](mailto:cmurphy0208@gmail.com)

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 17

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My wife and I own All-Star Grand Canyon Tours and currently I am Treasurer of Flagstaff Lodging and Restaurant Association. This gives me knowledge about the tourism industry, and a connection with every hotel, restaurant and activity in the area.

Why do you want to serve on the board or commission you listed?: I want to make Flagstaff the number one place to stay when visiting Grand Canyon National Park as it was historically. I also feel Arizona is loosing its title as "The Grand Canyon State" to Nevada and I want the City of Flagstaff, its citizens, and its small businesses to fight to regain that title.

Additional Information:

Form submitted on: 11/20/2014 11:46:35 AM

Submitted from IP Address: 24.121.199.196

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

**RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001**

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 01/17/2014

BOARD/COMMISSION YOU WISH TO SERVE ON: Tourism Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Christopher J. Shields HOME PHONE: 928-203-6765

HOME ADDRESS: 2697 N. Sandstone Way, Flagstaff, AZ ZIP: 86004

MAILING ADDRESS (If Different from Above): same

EMPLOYER: High Country Conference Center JOB TITLE: Director of Sales and Marketing

BUS. PHONE: 928-523-7778 CELL: 928-203-6765 E-MAIL: christopher.shields@sodexo.com

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have been in the tourism and hospitality business for 22 years and have held positions of varying responsibilities. Having lived in Flagstaff for three years I have grown to love the community and would like to help our business grow. I also was the title sponsor for the "Walk for a Change" event here in Flagstaff and look forward to continuing our relationship with them.

**Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)**

Being a hospitality professional my dream is to be an Integral part of growing the tourism business in Flagstaff. I have a strong passion for Flagstaff and for the people in our community.

I understand that any information provided above is public information and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

*Chris J. Shields*

Applicant Signature

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Parks and Recreation Commission

**RECOMMENDED ACTION:**

Make one appointment to term expiring August 2015  
Make three appointments to terms expiring August 2017

**Policy Decision or Reason for Action:**

By making the above appointments, the Parks and Recreation Commission will be at full membership and will be able to continue meeting on a regular basis. There are six applications on file, as follows:

Andrew Benally (new applicant)  
Ardis Easton (new applicant)  
Charles Hammersley (seated commissioner)  
Adam Kaupisch (seated commissioner)  
Charles King (new applicant)  
Jim Stratton (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

1) Appoint four Commissioners: By appointing members at this time, the Parks and Recreation Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.

2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Parks and Recreation Commission consists of seven citizens serving three-year terms. There are currently four seats available.

This commission makes recommendations to the Council regarding City parks and recreational programs, the annual budget and capital improvements for the Parks and Recreation Divisions.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

**Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the opening by Commission members and City staff has occurred, informing others of this vacancy through word of mouth.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Vice Mayor Barotz and Councilmember Overton.

**Council Action:**

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**Attachments:**    [P&R Roster](#)  
                          [P&R - Authority](#)  
                          [P&R Applicant Roster](#)  
                          [P&R Applications](#)



## City of Flagstaff, AZ

### PARKS AND RECREATION COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Fitchett, Jessica, Vice Chairman</u></b> Asst. To the VP for Finance and Administration/Northern Arizona University 1151 W. University Heights N. Flagstaff, AZ 86001 Cell Phone: 928-607-7664 Term: (1st 8/13-8/16)	<b>08/26/2013</b>	<b>08/16</b>	<b>11/04/2013</b>
<b><u>Hammersley, Charles</u></b> Park & Rec Professor/NAU 5950 E. Mountain Oaks Dr. Flagstaff, AZ 86004 Work Phone: 928-523-6655 Term: (1st 10/11 - 8/14)	<b>10/04/2011</b>	<b>08/14</b>	<b>10/20/2011</b>
<b><u>Kaupisch, Adam</u></b> Sr. Software Engineer/Northern Arizona Healthcare 1330 W. Melissa Dr. Flagstaff, AZ 86005 Home Phone: 406-438-3594 Term: (1st 5/14-8/14)	<b>05/06/2014</b>	<b>08/14</b>	<b>No</b>
<b><u>Kleiner, Greg, Chairman</u></b> Retired 2206 N. Twisted Limb Way Flagstaff, AZ 86004 Home Phone: 526-6567 Term: (1st 10/07-08/09; 2nd 8/09 - 8/12; 3rd 8/12-8/15)	<b>09/18/2012</b>	<b>08/15</b>	<b>12/03/2009</b>



## City of Flagstaff, AZ

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<b>Ziegler, Thomas</b>	<b>08/26/2013</b>	<b>08/16</b>	<b>11/04/2013</b>
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Adjunct Instructor/Student Teacher  
Supervisor/NAU  
1455 W. Melissa Dr.  
Flagstaff, AZ 86005  
Cell Phone: 928-637-8568  
Term: (1st 8/13-8/16)

<b><u>Z-VACANT,</u></b>		<b>08/15</b>	<b>No</b>
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<b><u>Z-VACANT,</u></b>		<b>08/17</b>	<b>No</b>
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**Staff Representative: Brian Grube**

**As Of: December 23, 2014**

## CHAPTER 2-03 PARKS AND RECREATION COMMISSION

### SECTIONS:

- 2-03-001-0001 COMMISSION CREATED; MEMBERS:
- 2-03-001-0002 TERMS; VACANCIES; COMPENSATION:
- 2-03-001-0003 ORGANIZATION AND RULES:
- 2-03-001-0004 POWERS AND DUTIES:

#### **2-03-001-0001 COMMISSION CREATED; MEMBERS:**

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There is hereby created a Parks and Recreation Commission for the City, consisting of seven (7) members appointed by the City Council. (Ord. No. 2007-11, Amended 02/06/2007; Ord. 2014-28, Amended, 11/18/2014)

#### **2-03-001-0002 TERMS; VACANCIES; COMPENSATION:**

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Terms of the appointed members shall be for three (3) years.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission and no member of the Commission shall receive compensation for services thereon. (Ord. 1475, 2-3-87)

#### **2-03-001-0003 ORGANIZATION AND RULES:**

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Upon the taking effect of this Chapter, and when appointed, the members shall meet and organize and elect a Chairman to serve for one year with a new Chairman being elected each succeeding year. The Commission may adopt by-laws, procedures and standards for the operation of the Commission not inconsistent with the provisions of this Chapter. A quorum shall consist of four (4) voting members. The Commission shall meet not less than four (4) times each year.

(Ord. No. 2007-11, Amended 02/06/2007)

#### **2-03-001-0004 POWERS AND DUTIES:**

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The duties of the Commission shall be to advise the Council, through periodic written reports to the Council, recommending policy direction on City lands, structures and facilities that are set aside or should be set aside or dedicated to recreational purposes, including but not limited to parks, swimming pools, playgrounds, playing and sports fields and golf courses. The scope of the activities of the Commission shall also include but not be limited to advising and recommending policy direction in activities involving recreational and cultural pursuits of the elderly and the young and to otherwise employ in constructive and wholesome manner and leisure time of the citizens.

The City Council may consider the advice and recommendation of the Commission and thereafter give direction through the City Manager to implement the recreational program as they see fit. (Ord. 865, 12-12-72)

The Commission shall review and make recommendation on the annual budget of the Parks Section and Recreation Section prior to the submittal thereof to the City Manager.

(Ord. 1335, 10-16-84)



## City of Flagstaff, AZ

### PARKS AND RECREATION COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Benally, Andrew</u></b> Porter/Findlay Toyota 3109 N. Schevene Blvd Flagstaff, AZ 86004 Cell Phone: 928-266-6185			No
<b><u>Easton, Ardis</u></b> Retired 415 N. Leroux St. Flagstaff, AZ 86001 Cell Phone: 928-221-7310			No
<b><u>Hammersley, Charles</u></b> Professor/Northern Arizona University 5950 E. Mountain Oaks Dr. Flagstaff, AZ 86004 Work Phone: 928-523-6655 Term: (1st 10/11-8/14)		08/14	10/20/2011
<b><u>Kaupisch, Adam</u></b> Sr. Software Engineer/Northern Arizona Healthcare 1330 W. Melissa Dr. Flagstaff, AZ 86005 Home Phone: 406-438-3594 Term: (1st 5/14-8/14)	05/06/2014	08/14	No
<b><u>King, Charles</u></b> Retired 2655 N. Sandstone Way Flagstaff, AZ 86004 Cell Phone: 602-576-6055			No



## *City of Flagstaff, AZ*

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**Stratton, Jim**

**No**

Consultant/Self Employed  
4244 W. Coburn Dr.  
Flagstaff, AZ 86004  
Cell Phone: 602-818-1827

---

**Staff Representative: Brian Grube**

**As Of: December 23, 2014**

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Monday, May 26, 2014 8:30 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**

**Date:\*** 5/26/2014  
**Board/Commission you wish to serve on:\*** Transportation commission/ Parks and Rec  
**If applicable, type of seat for which you are qualified:**

**Your Information**

**Name:\*** Andrew Benally **Home Phone:\*** (928) 266-6184  
**Home Address:\*** 3109 N Scheven Blvd **Zip:\*** 86004  
**Mailing Address (If different from above):**  
**Employer:\*** Findlay Toyota **Job Title:\*** Porter  
**Business Phone:** (928) 779-2445 **Cell:** (928)266- 6184  
**E-mail:\*** BenallyAndrew@gmail.com  
**Indicate preferred telephone:\***  Home  Cell  
 Work

**Please indicate age group:\***  18-34  35-54  55+  
 35-54

**Please indicate education:\***  High School  Post Graduate  
 College

**Number of years living in the Flagstaff area:\*** two years

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.  
My community activities are limited to helping friends start up their own business and helping other citizens I've met to go back to school for college. What I lack in a full filled resume I make up with drive, determination and motivation. I'm a citizen of Flagstaff and a student who has come to love this town.  
Why do you want to serve on the board or commission you listed?  
My strong point with my fellow co-workers and student peers is my ability to motivate them to follow life goals. You may ask yourself how can I apply this to a board and committee position. What we do as a committee is to help increase the value of our community. The value of our community is not the overall city laws and zoning issues that pass but it's our citizens that make Flagstaff such a great city that we have all come to love. I want to serve on the committee for transportation or Parks and Rec is because I live next to bush master and I have seen what it has become over the past couple of years. The reason I want to serve on the Transportation committee is because I'm a student at CCC and I rode the public transportation for my first year of college. Experiencing the bus first hand everyday for a year has taught me about the inner working of the bus and the public who ride it to class and work.  
By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 5/26/2014

Board/Commission you wish to serve on:: Transportation commission/ Parks and Rec

If applicable, type of seat for which you are qualified::

Name:: Andrew Benally

Home Phone:: (928) 266-6184

Home Address:: 3109 N Scheven Blvd

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Findlay Toyota

Job Title:: Porter

Business Phone:: (928) 779-2445

Cell:: (928)266- 6184

E-mail:: BenallyAndrew@gmail.com

Indicate preferred telephone:: Cell

Please indicate age group:: 18-34

Please indicate education:: College

Number of years living in the Flagstaff area:: two years

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My community activities are limited to helping friends start up their own business and helping other citizens I've met to go back to school for college. What I lack in a full filled resume I make up with drive, determination and motivation. I'm a citizen of Flagstaff and a student who has come to love this town.

Why do you want to serve on the board or commission you listed?: My strong point with my fellow co-workers and student peers is my ability to motivate them to follow life goals. You may ask yourself how can I apply this to a board and committee position. What we do as a committee is to help increase the value of our community. The value of our community is not the overall city laws and zoning issues that pass but it's our citizens that make Flagstaff such a great city that we have all come to love.

I want to serve on the committee for transportation or Parks and Rec is because I live next to bush master and I have seen what it has become over the past couple of years. The reason I want to serve on the Transportation committee is because I'm a student at CCC and I rode the public transportation for my first year of college.

Experiencing the bus first hand everyday for a year has taught me about the inner working of the bus and the public who ride it to class and work.

**Additional Information:**

Form submitted on: 5/26/2014 8:29:30 PM

Submitted from IP Address: 24.121.120.190

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Friday, May 09, 2014 1:23 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

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Application to Serve on a Board/Commission			
<b>Please note that this information is public information.</b>			
Date: *	5/9/2014		
Board/Commission you wish to serve on: *	Parks and Recreation		
If applicable, type of seat for which you are qualified:			
<b>Your Information</b>			
Name: *	Ardis Easton	Home Phone: *	928-773-1703
Home Address: *	415 N Leroux St	Zip: *	86001
Mailing Address (If different from above):			
Employer: *	Retired	Job Title: *	Retired
Business Phone:		Cell:	928-221-7310
E-mail: *	ardis.easton@gmail.com		
Indicate preferred telephone: *	<input type="checkbox"/> Home	<input checked="" type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:	<input type="checkbox"/> 18-34	<input checked="" type="checkbox"/> 35-54	<input type="checkbox"/> 55+
	<input type="checkbox"/> 35-54		
Please indicate education:	<input type="checkbox"/> High School	<input type="checkbox"/> Post Graduate	
	<input checked="" type="checkbox"/> College		
Number of years living in the Flagstaff area:	26		
<b>Background Information</b>			
Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.			
I am a grandmother raising 3 grandsons and feel that I would like to make a contribution to the activities available to the children of Flagstaff.			
Why do you want to serve on the board or commission you listed?			
See above			
By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.			

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 5/9/2014

Board/Commission you wish to serve on:: Parks and Recreation

If applicable, type of seat for which you are qualified::

Name:: Ardis Easton

Home Phone:: 928-773-1703

Home Address:: 415 N Leroux St

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Retired

Job Title:: Retired

Business Phone::

Cell:: 928-221-7310

E-mail:: [ardis.easton@gmail.com](mailto:ardis.easton@gmail.com)

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 26

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I am a grandmother raising 3 grandsons and feel that I would like to make a contribution to the activities available to the children of Flagstaff.

Why do you want to serve on the board or commission you listed?: See above

Additional Information:

Form submitted on: 5/9/2014 1:22:44 PM

Submitted from IP Address: 24.121.234.146

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 08, 2014 6:36 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date: \* 5/8/2014  
Board/Commission you wish to serve on: \* Parks & Recreation  
If applicable, type of seat for which you are qualified:

#### Your Information

Name: \* Jim Stratton Home Phone: \* 928-522-8288  
Home Address: \* 4244 E. Coburn Drive, Flagstaff, AZ 86004 Zip: \* 86004  
Mailing Address: (If different from above):  
Employer: \* Self Employed Job Title: \* Consultant  
Business Phone: \* 602-818-1827 Cell: \* 602-818-1827  
E-mail: \* jim@i2consulting.org  
Indicate preferred telephone: \*  Home  Cell  
 Work  
Please indicate age group:  18-34  35-54  55+  
Please indicate education:  High School  Post Graduate  
 College  
Number of years living in the Flagstaff area: \* 13

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have been in and around youth services for 45 years. Currently serving on the board of directors of the Flagstaff Boys & Girls Clubs. I have taught non-profit management at ASU and been a training consultant in board governance for the Lode Star Non Profit Center at ASU. My experience includes developing collaborative partnerships with several public recreation departments in Arizona.

Why do you want to serve on the board or commission you listed?

I have a desire to give back to the community and preserve and enhance the services currently available to the public.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date: 5/8/2014

Board/Commission you wish to serve on:: Parks & Recreation

If applicable, type of seat for which you are qualified::

Name:: Jim Stratton

Home Phone:: 928-522-8288

Home Address:: 4244 E. Coburn Drive Flagstaff

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Self Employed

Job Title:: Consultant

Business Phone:: 602-818-1827

Cell:: 602-818-1827

E-mail:: [jim@i2consulting.org](mailto:jim@i2consulting.org)

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 13

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have been in and around youth services for 45 years. Currently serving on the board of directors of the Flagstaff Boys & Girls Clubs. I have taught non profit management at ASU and been a training consultant in board governance for the Lode Star Non Profit Center at ASU. My experience includes developing collaborative partnerships with several public recreation departments in Arizona.

Why do you want to serve on the board or commission you listed?: I have a desire to give back to the community and preserve and enhance the services currently available to the public.

Additional Information:

Form submitted on: 5/8/2014 6:36:04 AM

Submitted from IP Address: 24.156.84.97

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

# Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Friday, April 18, 2014 8:52 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date: \* 04/18/2014  
Board/Commission you wish to serve on: \* Parks and Recreation Commission  
If applicable, type of seat for which you are qualified:

### Your Information

Name: \* Charles Hammersley Home Phone: \* 928-266-5453  
Home Address: \* 5950 E. Mountain Oaks Drive, Flagstaff, AZ Zip: \* 86004  
Mailing Address (If different from above):  
Employer: \* NAU Job Title: \* Professor  
Business Phone: \* 928-523-6655 Cell: \* 928-266-5453  
E-mail: \* charles.hammersley@nau.edu  
Indicate preferred telephone: \*  Home  Cell  Work

Please indicate age group: \*  18-34  35-54  55+  
Please indicate education: \*  High School  College  Post Graduate  
Number of years living in the Flagstaff area: \* 17

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have served on the County Parks and Recreation Commission from 2000 to 2009 and on the Flagstaff Parks and Recreation Commission for the past seven years. I have assisted in city recreation public meetings and park planning over the past 17 years.

Why do you want to serve on the board or commission you listed?

Parks and recreation is not only my job but my passion. Flagstaff has on-going challenges to meet the needs and desires for open space and recreation by its citizens and visitors.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 04/18/2014

Board/Commission you wish to serve on:: Parks and Recreation Commission

If applicable, type of seat for which you are qualified::

Name:: Charles Hammersley

Home Phone:: 928-266-5453

Home Address:: 5950 E. Mountain Oaks Drive, Flagstaff AZ

Zip:: 86004

Mailing Address (If different from above)::

Employer:: NAU

Job Title:: Professor

Business Phone:: 928-523-6655

Cell:: 928-266-5453

E-mail:: [charles.hammersley@nau.edu](mailto:charles.hammersley@nau.edu)

Indicate preferred telephone:: Work

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 17

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have served on the County Parks and Recreation Commission from 2000 to 2009 and on the Flagstaff Parks and Recreation Commission for the past seven years. I have assisted in city recreation public meetings and park planning over the past 17 years.

Why do you want to serve on the board or commission you listed?: Parks and recreation is not only my job but my passion. Flagstaff has on-going challenges to meet the needs and desires for open space and recreation by its citizens and visitors.

Additional Information:

Form submitted on: 4/18/2014 8:52:27 AM

Submitted from IP Address: 134.114.53.139

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Friday, September 12, 2014 10:02 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 9/12/2014  
Board/Commission you wish to serve on:\* Parks and Recreation  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* Adam Kaupisch Home Phone:\* 9286994630  
Home Address:\* 1330 W Melissa Dr Zip:\* 86005  
Mailing Address (If different from above):  
Employer:\* Northern Arizona Healthcare Job Title:\* Sr Software Engineer  
Business Phone: 9282136687 Cell: 9286994630  
E-mail:\* akaupisch@gmail.com  
Indicate preferred telephone:\*  Home  Cell  
 Work  
Please indicate age group:\*  18-34  55+  
 35-54  
Please indicate education:\*  High School  Post Graduate  
 College  
Number of years living in the Flagstaff area:\* 1+

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I was appointed to the board to fill a spot that was vacated. The appointment ended 8/14 and I am interested in continuing my involvement with the board.

Why do you want to serve on the board or commission you listed?

I was appointed to the board to fill a spot that was vacated. The appointment ended 8/14 and I am interested in continuing my involvement with the board.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date: 9/12/2014

Board/Commission you wish to serve on:: Parks and Recreation

If applicable, type of seat for which you are qualified::

Name:: Adam Kaupisch

Home Phone:: 9286994630

Home Address:: 1330 W Melissa Dr

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Northern Arizona Healthcare

Job Title:: Sr Software Engineer

Business Phone:: 9282136687

Cell:: 9286994630

E-mail:: akaupisch@gmail.com

Indicate preferred telephone:: Home

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 1+

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I was appointed to the board to fill a spot that was vacated. The appointment ended 8/14 and I am interested in continuing my involvement with the board.

Why do you want to serve on the board or commission you listed?: I was appointed to the board to fill a spot that was vacated. The appointment ended 8/14 and I am interested in continuing my involvement with the board.

**Additional Information:**

Form submitted on: 9/12/2014 10:01:43 AM

Submitted from IP Address: 207.224.163.172

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: June 23, 2014

BOARD/COMMISSION YOU WISH TO SERVE ON: Parks and Recreation Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Charles M King HOME PHONE: 602-576-6055 (cell)

HOME ADDRESS: 2655 N Sandstone Way, Flagstaff, AZ ZIP: 86004

MAILING ADDRESS (If Different from Above): \_\_\_\_\_

EMPLOYER: Retired

JOB TITLE: \_\_\_\_\_

BUS. PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL \_\_\_\_\_

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

PLEASE INDICATE AGE GROUP:  18-34  35-54  55+

PLEASE INDICATE EDUCATION:  High School  College  Post Graduate

NUMBER OF YEARS LIVING IN THE FLAGSTAFF AREA: 3

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I recently retired from a 36-year career as a commercial real estate lawyer with Fennemore Craig. In the course of that career, I had extensive experience with complex commercial and financing transactions, many of which involved development projects with municipalities. Those experiences, in turn, gave me an understanding of the legal and practical aspects of municipal operations, including the legal and economic constraints that cities are subject to. With that background, I believe that I can make a useful contribution by serving on one of the City's boards or commissions. Personal and professional information: married, two grown children, one grandchild; AB Duke University 1975, JD University of Chicago Law School 1978, Certified Specialist in Real Estate Law, Martindale Hubbell rating: Preeminent AV.

**Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)**

I believe that parks, community centers, and recreation programs are essential to the community and enhance the quality of life in a city.

I have been a full-time resident of Flagstaff since June 2011. We relocated to Flagstaff because it is such a wonderful city, and I would like to make a contribution to this community. Before relocating to Flagstaff, I taught fencing classes at a Phoenix community center for over 20 years. Since the relocation to Flagstaff, I established and currently run a year-around fencing training program at the YMCA to train participants up to a competitive level.

I UNDERSTAND THAT ANY INFORMATION PROVIDED ABOVE IS PUBLIC INFORMATION AND I CERTIFY THAT I MEET THE CITY CHARTER REQUIREMENT OF LIVING WITHIN THE FLAGSTAFF CITY LIMITS AND HAVE READ AND UNDERSTAND THE RIGHT TO HAVE MY APPLICATION CONSIDERED IN A PUBLIC MEETING.

  
Applicant Signature

STATE OF TEXAS

IN SENATE, FEBRUARY 15, 1906.

REPORT OF THE COMMISSIONERS OF THE GENERAL LAND OFFICE, FOR THE YEAR ENDING DECEMBER 31, 1905.

COMMISSIONERS: J. W. HAYES, JOHN W. HAYES, JR., JOHN W. HAYES, III.

PRINTED BY THE STATE PRINTING OFFICE, AUSTIN, TEXAS, 1906.

RECEIVED IN THE OFFICE OF THE ATTORNEY GENERAL, FEBRUARY 15, 1906.

BY THE ATTORNEY GENERAL, J. W. HAYES, JR.

BY THE COMMISSIONERS, J. W. HAYES, JR., JOHN W. HAYES, III.

BY THE CLERK OF THE SENATE, J. W. HAYES, JR.

BY THE CLERK OF THE HOUSE OF REPRESENTATIVES, J. W. HAYES, JR.

BY THE CLERK OF THE SUPREME COURT, J. W. HAYES, JR.

BY THE CLERK OF THE DISTRICT COURTS, J. W. HAYES, JR.

BY THE CLERK OF THE COUNTY COURTS, J. W. HAYES, JR.

BY THE CLERK OF THE JUSTICE COURTS, J. W. HAYES, JR.

BY THE CLERK OF THE PROBATE COURTS, J. W. HAYES, JR.

BY THE CLERK OF THE DISTRICT ATTORNEYS, J. W. HAYES, JR.

BY THE CLERK OF THE DISTRICT CLERKS, J. W. HAYES, JR.

BY THE CLERK OF THE DISTRICT CLERKS, J. W. HAYES, JR.

BY THE CLERK OF THE DISTRICT CLERKS, J. W. HAYES, JR.

REPORT OF THE COMMISSIONERS OF THE GENERAL LAND OFFICE, FOR THE YEAR ENDING DECEMBER 31, 1905.

PRINTED BY THE STATE PRINTING OFFICE, AUSTIN, TEXAS, 1906.

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 08, 2014 6:36 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**

**Date:\*** 5/8/2014  
**Board/Commission you wish to serve on:\*** Parks & Recreation  
**If applicable, type of seat for which you are qualified:**

**Your Information**

**Name:\*** Jim Stratton **Home Phone:\*** 928-522-8288  
**Home Address:\*** 4244 E. Coburn Drive Flagstaff **Zip:\*** 86004  
**Mailing Address (If different from above):**  
**Employer:\*** Self Employed **Job Title:\*** Consultant  
**Business Phone:** 602-818-1827 **Cell:** 602-818-1827  
**E-mail:\*** jim@i2consulting.org  
**Indicate preferred telephone:\***  Home  Cell  
 Work  
**Please indicate age group:\***  18-34  55+  
 35-54  
**Please indicate education:\***  High School  Post Graduate  
 College  
**Number of years living in the Flagstaff area:\*** 13

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have been in and around youth services for 45 years. Currently serving on the board of directors of the Flagstaff Boys & Girls Clubs. I have taught non profit management at ASU and been a training consultant in board governance for the Lode Star Non Profit Center at ASU. My experience includes developing collaborative partnerships with several public recreation departments in Arizona.

Why do you want to serve on the board or commission you listed?

I have a desire to give back to the community and preserve and enhance the services currently available to the public.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date: 5/8/2014

Board/Commission you wish to serve on:: Parks & Recreation

If applicable, type of seat for which you are qualified::

Name:: Jim Stratton

Home Phone:: 928-522-8288

Home Address:: 4244 E. Coburn Drive Flagstaff

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Self Employed

Job Title:: Consultant

Business Phone:: 602-818-1827

Cell:: 602-818-1827

E-mail:: [jim@i2consulting.org](mailto:jim@i2consulting.org)

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 13

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have been in and around youth services for 45 years. Currently serving on the board of directors of the Flagstaff Boys & Girls Clubs. I have taught non profit management at ASU and been a training consultant in board governance for the Lode Star Non Profit Center at ASU. My experience includes developing collaborative partnerships with several public recreation departments in Arizona.

Why do you want to serve on the board or commission you listed?: I have a desire to give back to the community and preserve and enhance the services currently available to the public.

Additional Information:

Form submitted on: 5/8/2014 6:36:04 AM

Submitted from IP Address: 24.156.84.97

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Airport Commission.

**RECOMMENDED ACTION:**

Make three appointments to terms expiring October 2017.

**Policy Decision or Reason for Action:**

By making the above appointments, the Airport Commission will be at full membership.

There are five applications on file and they are as follows:

Brian Cox (new applicant)  
Terry Greene (new applicant)  
William Hagan (new applicant)  
Stuart McDaniel (new applicant)  
Ben Murphy (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

1) Appoint three Commissioners: by appointing three members at this time, the Airport Commission be at full membership, allowing the group to meet and provide recommendations to the City Council.

2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Airport Commission consists of seven citizens serving three-year terms. There are currently three seats available.

The Airport Commission is responsible for reviewing and reporting to the Council on the development of the Airpark and on matters affecting the operation and efficiency of the airport, using the Airport Master Plan as a guide.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

**Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: Board members and City staff have informed the community of these vacancies though word of mouth in addition to the vacancies being posted on the City's website.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Councilmember Oravits and Councilmember Evans

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**Attachments:**     [Airport - Roster](#)  
                          [Airport - Authority](#)  
                          [Airport - Applicant Roster](#)  
                          [Airport - Applications](#)



## City of Flagstaff, AZ

### AIRPORT COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Applebee, Beth</u></b> Executive Director/Northern Arizona University 1621 Slippery Rock Rd. Flagstaff, AZ 86004 Cell Phone: 928-699-9784 Term: (1st 8/14-10/15)	08/25/2014	10/15	No
<b><u>Brace, Roger</u></b> Facility Electrical/W. L. Gore 603 W. Beal Rd. Flagstaff, AZ 86001 Home Phone: 928-556-9123 Term: (1st 6/11-10/14)	06/07/2011	10/14	10/20/2011
<b><u>Evans, Matthew</u></b> Vice-President/Relationship Mgr./National Bank of America 2138 Tombaugh Way Flagstaff, AZ 86001 Cell Phone: 928-600-1387 Term: (1st 1/08 -10/10; 2nd 10/10-10/13; 3rd 10/13-10/16)	12/03/2013	10/16	No
<b><u>Hagan, Mary Lou</u></b> Retired 4100 N. Fanning Dr. Apt. 4 Flagstaff, AZ 86004 Home Phone: 928-255-5621 Term: (1st 12/13-10/16)	12/03/2013	10/16	No



## City of Flagstaff, AZ

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<b><u>Keegan, Jack</u></b>	<b>02/07/2012</b>	<b>10/14</b>	<b>10/08/2008</b>
CHAIRMAN Retired 3295 S. Tehama Circle Flagstaff, AZ 86001 Home Phone: 928-266-0889 Term: (1st 10/08 - 10/11; 2nd 10/11 - 10/14)			
<b><u>Shankland, Paul</u></b>	<b>02/07/2012</b>	<b>10/14</b>	<b>No</b>
Director and Installation Commander/U.S. Navel Observatory 3217 West Lois Lane Flagstaff, AZ 86001 Home Phone: 336-508-6317 Term: (1st 2/12 - 10/14)			
<b><u>Wheless, Jeff</u></b>	<b>08/25/2014</b>	<b>10/15</b>	<b>No</b>
N. America Aerospace & Defense Research Lead/Accenture 4683 South House Rock Trail Flagstaff, AZ 86005 Cell Phone: 480-239-2414 Term: (1st 8/14-10/15)			

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**Staff Representative: Barney Helmick**

**As Of: December 23, 2014**

**CHAPTER 2-11  
FLAGSTAFF AIRPORT COMMISSION**

SECTIONS:

- 2-11-001-0001 COMMISSION CREATED:
- 2-11-001-0002 COMPOSITION; TERMS:
- 2-11-001-0003 ORGANIZATION:
- 2-11-001-0004 COMPENSATION:
- 2-11-001-0005 MEETINGS:
- 2-11-001-0006 ACTIONS OF THE COMMISSION:

**2-11-001-0001 COMMISSION CREATED:**

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There is hereby established the Flagstaff Airport Commission to be composed of seven (7) members who shall meet as hereinafter provided to consider and deliberate upon matters of concern to the City Council and citizens that affect the operation and efficiency of the airport toward the end of providing an optimum level of services within available resources using the Airport Master Plan as a basic guide. (Ord. 1897, 11/21/95)

(Ord. No. 1897, Amended, 11/21/95)

**2-11-001-0002 COMPOSITION; TERMS:**

---

The composition of the membership of the Commission shall be as follows:

A. Seven (7) members to be appointed by the City Council who shall serve for three (3) year terms, on a staggered basis.

B. Ex Officio Members: The following persons shall be ex officio members of the Commission, but shall have no vote:

The Mayor;

The City Manager;

The Airport Manager;

The FAA Tower Operator.

C. A quorum shall be one (1) more than half the voting members. (Res. 1045, 9-20-77; Ord. No. 1897, Amended, 11/21/95; Ord. No. 2007-03, Amended 02/06/2007; Ord. 2014-28, Amended, 11/18/2014)

**2-11-001-0003 ORGANIZATION:**

---

At the first meeting after appointment and at the first meeting held in any calendar year thereafter, the members of the Commission shall elect a Chairperson and Vice-Chairperson. (Ord. No. 2007-03, Amended 02/06/2007)

**2-11-001-0004 COMPENSATION:**

---

The members of the Commission may be reimbursed by the City for necessary travel and subsistence expenses, but shall not receive compensation for their services. Any such travel must be approved in advance by the City Council or the City Manager with all budgetary considerations taken into account.

**2-11-001-0005 MEETINGS:**

---

The Commission shall hold regular monthly meetings, which shall at all times be open to the public, the time and place of said meetings shall be posted in accordance with any currently applicable Arizona State Statutes regulating public meetings and proceedings (open meeting laws). Special meetings may be called by the Chairperson on twenty-four (24) hours' notice.

**2-11-001-0006 ACTIONS OF THE COMMISSION:**

---

- A. The Commission, with the consent of the City Manager, may call on all City divisions for assistance in the performance of its duties, and it shall be the duty of such divisions to render such assistance to the Commission as may be reasonably required.
- B. All discussions, deliberations, actions and recommendations of the Commission shall be advisory to the City Council, and such advisories as the Commission may from time to time make shall be forwarded to the City Council through the City Manager. (Res. 1045, 9-20-77)



## City of Flagstaff, AZ

### AIRPORT COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Cox, Brian</u></b> Owner/Farmers Insurance/RT 66 Limo 1920 W. University Heights Drive N. Flagstaff, AZ 86005 Home Phone: 928-707-2886			No
<b><u>Greene, Terry</u></b> Architect/Self Employed PO Box 2636 Flagstaff, AZ 86003 Cell Phone: 650-799-1837			No
<b><u>Hagan, William</u></b> Retired 4100 N. Fanning Dr. Apt. 4 Flagstaff, AZ 86004 Home Phone: 928-255-5621			No
<b><u>McDaniel, Stuart</u></b> Government Affairs Director/Greater Flagstaff Chamber of Commerce 4401 E. Butler Flagstaff, AZ 86001 Work Phone: 928-774-4505			No
<b><u>Murphy, Ben</u></b> Founder/Lead Guide/All-Star Grand Canyon Tours 3834 N. Paradise Rd. Flagstaff, AZ 86004 Cell Phone: 928-864-9554			No

**Staff Representative: Barney Helmick**

**As Of: December 23, 2014**

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Monday, July 07, 2014 1:22 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

**Date:\*** 07/07/2014  
**Board/Commission you wish to serve on:\*** Airport Commission  
**If applicable, type of seat for which you are qualified:**

#### Your Information

**Name:\*** Brian Cox **Home Phone:\*** 928-707-2886  
**Home Address:\*** 1920 W. University Hts Dr N **Zip:\*** 86005  
**Mailing Address (If different from above):**  
**Employer:\*** Farmers Insurance / RT 66Limo **Job Title:\*** Owner  
**Business Phone:** 928-774-5433 **Cell:** 928-606-0696  
**E-mail:\*** BRIAN@RT66LIMO.COM  
**Indicate preferred telephone:\***  Home  Cell  
 Work

**Please indicate age group:\***  18-34  55+  
 35-54  
**Please indicate education:\***  High School  Post Graduate  
 College  
**Number of years living in the Flagstaff area:\*** 13

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Owning a limousine and car service, I have a vested interest in the operation of the airport and tourism industry in Flagstaff. I have many contacts and friends whose livelihood depends on the airport facilities and the impact it has on our community. My wife is employed by US Airways, so our medical insurance is directly tied to the airport operations. Why do you want to serve on the board or commission you listed?

I would like to serve on this commission because of the amount of impact it has on the community and on myself personally. The growth and management of Pulliam Airport is vital to our economy in so many ways. Helping to guide our airport in the future will enable me to give back to the airport that has helped my business, my family and my community. I have contracted with Clear Channel Media and will be one the major advertisers at the airport for the next 3 years.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 07/07/2014

Board/Commission you wish to serve on:: Airport Commission

If applicable, type of seat for which you are qualified::

Name:: Brian Cox

Home Phone:: 928-707-2886

Home Address:: 1920 W. University Hts Dr N

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Farmers Insurance / RT 66Limo

Job Title:: Owner

Business Phone:: 928-774-5433

Cell:: 928-606-0696

E-mail:: BRIAN@RT66LIMO.COM

Indicate preferred telephone:: Home

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 13

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Owning a limousine and car service, I have a vested interest in the operation of the airport and tourism industry in Flagstaff. I have many contacts and friends whose livelihood depends on the airport facilities and the impact it has on our community. My wife is employed by US Airways, so our medical insurance is directly tied to the airport operations.

Why do you want to serve on the board or commission you listed?: I would like to serve on this commission because of the amount of impact it has on the community and on myself personally. The growth and management of Pulliam Airport is vital to our economy in so many ways. Helping to guide our airport in the future will enable me to give back to the airport that has helped my business, my family and my community. I have contracted with Clear Channel Media and will be one the major advertisers at the airport for the next 3 years.

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF**  
**APPLICATION TO SERVE ON A BOARD/COMMISSION**

**RECEIVED**

JUL 21 2014

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.**  
**APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: July 15, 2014

BOARD/COMMISSION YOU WISH TO SERVE ON: Airport Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Terry W. Greene HOME PHONE: 928-266-0231

HOME ADDRESS: 3706 N. Paradise Rd ZIP: 86004

MAILING ADDRESS (if Different from Above): P.O. Box 2636, Flagstaff, AZ. 86003

EMPLOYER: Self Employed JOB TITLE: Architect (California 14067)

BUS. PHONE: 928-266-0231 CELL: 650-799-1837 E-MAIL: twgreene@earthlink.net

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

PLEASE INDICATE AGE GROUP:  18-34  35-54  55+

PLEASE INDICATE EDUCATION:  High School  College  Post Graduate

NUMBER OF YEARS LIVING IN THE FLAGSTAFF AREA: 2 yrs (1991 - 1993)

(residential property owner since 1992 - returned to occupy full time in June 2014)

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

See Attachment

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

See Attachment

I UNDERSTAND THAT ANY INFORMATION PROVIDED ABOVE IS PUBLIC INFORMATION AND I CERTIFY THAT I MEET THE CITY CHARTER REQUIREMENT OF LIVING WITHIN THE FLAGSTAFF CITY LIMITS AND HAVE READ AND UNDERSTAND THE RIGHT TO HAVE MY APPLICATION CONSIDERED IN A PUBLIC MEETING.

  
Applicant Signature

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer.

# Attachment

City of Flagstaff  
Application to Serve on the Airport Commission  
Terry W. Greene  
July 15, 2014

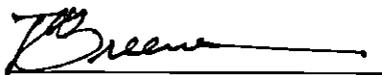
## Background Information - in descending order:

- Served the City of Cupertino as City Architect for 11 years managing the capital improvement program; supervised the development, design and construction of a variety of civic projects including a civic center, library, community hall, pedestrian bridge, community parks, bicycle and pedestrian trails, and stream and habitat restoration
- Served the City of San Jose as a Senior Architect for 3 years supervising the landside terminals, parking garages, and traffic circulation of the San Jose Airport master plan as well as the development, design and construction of the International Arrivals Facility
- Worked as a project manager for Bechtel International for 2 years in the development and design of a theme park and a combined luxury city in the middle east
- Served the City of San Jose as a Senior Architect for 3 years and managed the city hall master plan and a variety of library, park, community hall, and fire station projects
- Worked for W. L. Gore and Associates for 2 years in Flagstaff, Arizona
- Served the San Jose Redevelopment Agency as a Senior Construction Manager for 5 years supervising consultants and staff in the construction of the convention center and the design of the arena
- Served in the California Air National Guard at Moffett Field for 6 years as a Base Civil Engineer and as a search and rescue helicopter pilot
- Worked in several California private architectural practices for 9 years
- Served in the Montana Army National Guard for 3 years as a helicopter pilot while attending college
- Attended Auburn University for 2 years in architecture and graduated from Montana State University with a Bachelor of Architecture - awarded a retroactive Master of Architecture in 2013 by Montana State University
- Received an FAA Commercial Pilot Certificate for single and multi-engine airplanes and helicopters
- Served on active duty in the Army between 1966 and 1972 as a helicopter mechanic, Artillery officer, helicopter pilot in Viet Nam, flight instructor, flight examiner, and assistant director of the Army's cargo helicopter training program

## Reasons I wish to serve:

I, and my wife Susan, came to this community in 1991 with our two young children, while we were on vacation from California. We jumped at the chance several months later to move here and work for W. L. Gore, and we bought a home on Paradise Road. Our family ties in Arizona go all the way back to 1908 in Williams, where my grandparents raised their family, so moving to Flagstaff was like coming home. But, as life would have it, we were lured back to California for many more years of interesting and demanding work. Now, we're back home in Flagstaff, for good.

I believe that, with my years of aviation experience, and my years of collaborative work experience with the senior staff in other cities, I can assist the Flagstaff City staff and Council in their efforts to promote the airport as a valuable regional resource into the future. It would be an honor to serve on the Airport Commission.



Terry W. Greene

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

**RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001**

**PLEASE NOTE THAT THIS INFORMATION IS A PUBLIC RECORD.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

**DATE:** 08/08/2013

**BOARD/COMMISSION YOU WISH TO SERVE ON:** Airport

**IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED:**

**YOUR NAME:** William T. Hagan **HOME PHONE:** 928-255-5621

**HOME ADDRESS:** 4100 N. Fanning Dr., Apt 4, Flagstaff, AZ **ZIP:** 86004

**MAILING ADDRESS (If Different from Above):**

**EMPLOYER:** Retired **JOB TITLE:**

**BUS. PHONE:** **CELL:** 856-316-2314 **E-MAIL:**

**PLEASE INDICATE PREFERRED TELEPHONE:**  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

30 Years Quality Control Inspector  
13 Years Transportation Employee  
Instrumented Rated Private Pilot  
Angel Flight Pilot  
Homeland Security Aviation First Responder

**Why do you want to serve on the board or commission you listed? -(Attach additional page if needed.)**

EAA Young Eagle Flight Leader  
Volunteer Pilot for Marine Mammal Stranding Center

I can bring practical Aviation Knowledge and experience to the Board. I have extensive aircraft knowledge.

I understand that any information provided above is a public record and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

  
Applicant Signature

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer

**RECEIVED**  
AUG 13 2013  
BY: E.A. Bruto

CONFIDENTIAL - SECURITY INFORMATION

MEMORANDUM FOR THE DIRECTOR, FBI

FROM: SAC, NEW YORK (100-100000)

SUBJECT: [Illegible]

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 17, 2014 5:07 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Board/Commission Application

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

#### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 12/17/2014  
Board/Commission you wish to serve on:\* Airport Commission  
If applicable, type of seat for which you are qualified:

#### Your Information

Name:*	Stuart W McDaniel	Home Phone:*	520-349-5600
Home Address:*	4401 E Butler	Zip:*	86001
Mailing Address (If different from above):	Flagstaff, AZ	Job Title:*	Government Affairs Director
Employer:*	Greater Flagstaff Chamber of Commerce	Cell:	520-349-5600
Business Phone:	928-774-4505		
E-mail:*	smcdaniel@flagstaffchamber.com		
Indicate preferred telephone:*	<input type="radio"/> Home <input checked="" type="radio"/> Work	<input type="radio"/> Cell:	
Please indicate age group:*	<input type="radio"/> 18-34 <input checked="" type="radio"/> 35-54	<input type="radio"/> 55+	
Please indicate education:*	<input type="radio"/> High School <input checked="" type="radio"/> College	<input type="radio"/> Post Graduate	
Number of years living in the Flagstaff area:*	1		

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

I have served or continue to serve on the following; Community and Economic Development Committee (CEDD) of the Chamber ECONA's Business Attraction Committee Student Housing Steering Committee Military Affairs Advisory Panel Dew Downtown & WinterFest Planning Committee's N. AZ Film Industry committee Liaison to the N. AZ Chamber Alliance My experience working to diplomatically find common ground with diverse groups of people on various boards as well as my political experience will be an asset on the airport commission. I have a vast established network of elected and appointed officials - Local, State and National that will be helpful in promoting Flagstaff Pulliam Airport and advancing economic development in the region.

Why do you want to serve on the board or commission you listed?

I am passionate about serving my community and working to make a positive difference. Thank you for your consideration.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14044

The following form was submitted via your website: Board/Commission Application

Date:: 12/17/2014

Board/Commission you wish to serve on:: Airport Commission

If applicable, type of seat for which you are qualified::

Name:: Stuart W McDaniel

Home Phone:: 520-349-5600

Home Address:: 4401 E Butler

Zip:: 86001

Mailing Address (If different from above):: Flagstaff, AZ

Employer:: Greater Flagstaff Chamber of Commerce

Job Title:: Government Affairs Director

Business Phone:: 928-774-4505

Cell:: 520-349-5600

E-mail:: smcdaniel@flagstaffchamber.com

Indicate preferred telephone:: Work

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 1

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have served or continue to serve on the following;

Community and Economic Development Committee (CEDD) of the Chamber

ECONA's Business Attraction Committee

Student Housing Steering Committee

Military Affairs Advisory Panel

Dew Downtown & WinterFest Planning Committee's

N. AZ Film Industry committee

Liaison to the N. AZ Chamber Alliance

My experience working to diplomatically find common ground with diverse groups of people on various boards as well as my political experience will be an asset on the airport commission.

I have a vast established network of elected and appointed officials - Local, State and National that will be

helpful in promoting Flagstaff Pulliam Airport and advancing economic development in the region.

Why do you want to serve on the board or commission you listed?: I am passionate about serving my community and working to make a positive difference. Thank you for your consideration.

**Additional Information:**

Form submitted on: 12/17/2014 5:07:17 PM

Submitted from IP Address: 174.26.192.65

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, November 20, 2014 12:06 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

**Date:\*** 11/20/14  
**Board/Commission you wish to serve on:\*** Airport Commission  
**If applicable, type of seat for which you are qualified:**

#### You: Information

<b>Name:*</b>	Ben Murphy	<b>Home Phone:*</b>	928-864-9554
<b>Home Address:*</b>	3834 N. Paradise Rd	<b>Zip:*</b>	86004
<b>Mailing Address (If different from above):</b>			
<b>Employer:*</b>	All-Star Grand Canyon Tours, Inc.	<b>Job Title:*</b>	Founder/ Lead Guide
<b>Business Phone:</b>	928-814-8887	<b>Cell:</b>	928-864-9554
<b>E-mail:*</b>	cmurphy0208@gmail.com		
<b>Indicate preferred telephone:*</b>	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input checked="" type="checkbox"/> Cell	
<b>Please indicate age group:*</b>	<input type="checkbox"/> 18-34 <input checked="" type="checkbox"/> 35-54	<input type="checkbox"/> 55+	
<b>Please indicate education:*</b>	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College	<input type="checkbox"/> Post Graduate	
<b>Number of years living in the Flagstaff area:*</b>	17		

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I work in tourism and constantly are informing guests of where to fly in and out of to visit the area. Being a guide I have extensive knowledge of the area and the lay of the land. I am also the current Treasurer of the Flagstaff Lodging and Restaurant Association, so I understand the needs of local tourism based businesses related to air travel.

Why do you want to serve on the board or commission you listed?

I want to see flights in and out of Flagstaff from Las Vegas and LA.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13709>

The following form was submitted via your website: Board/Commission Application

Date:: 11/20/14

Board/Commission you wish to serve on:: Airport Commission

If applicable, type of seat for which you are qualified::

Name:: Ben Murphy

Home Phone:: 928-864-9554

Home Address:: 3834 N. Paradise Rd

Zip:: 86004

Mailing Address (If different from above)::

Employer:: All-Star Grand Canyon Tours, Inc.

Job Title:: Founder/ Lead Guide

Business Phone:: 928-814-8887

Cell:: 928-864-9554

E-mail:: cmurphy0208@gmail.com

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 17

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I work in tourism and constantly are informing guests of where to fly in and out of to visit the area. Being a guide I have extensive knowledge of the area and the lay of the land. I am also the current Treasurer of the Flagstaff Lodging and Restaurant Association, so I understand the needs of local tourism based businesses related to air travel.

Why do you want to serve on the board or commission you listed?: I want to see flights in and out of Flagstaff from Las Vegas and LA.

Additional Information:

Form submitted on: 11/20/2014 12:06:25 PM

Submitted from IP Address: 24.121.199.196

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



---

**TITLE:**

**Consideration of Appointments:** Water Commission

**RECOMMENDED ACTION:**

Make two appointments to terms expiring December 2017

**Policy Decision or Reason for Action:**

By making the above appointments, the Water Commission will be at full membership.

There are nine applications on file and they are as follows:

Bradley Garner (current commissioner)  
Willis Jensen (new applicant)  
George Kladnik (new applicant)  
Jim McCarthy (new applicant)  
Stephen Mead (new applicant)  
Gavin O'Connor (new applicant)  
Kira Russo (new applicant)  
Karin Wadsack (new applicant)  
Abigail Wellumson (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

- 1) Appoint two Commissioners: by appointing members at this time, the Water Commission will be at full membership, allowing the group to continue meeting to provide recommendations to the City Council.
- 2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Water Commission consists of seven citizens serving three year terms. Additionally, the Chair of the Planning and Zoning Commission serves as a non-voting member during their term of office. There are currently two citizen seats available.

This Commission is charged to review matters such as extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

The City Council recently reduced the number of commissioners on the Water Commission from nine members to seven. We have been able to address the reduction through attrition and elimination of a current vacancy.

**Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: Board members and City staff have informed the community of these vacancies through word of mouth in addition to the vacancies posting on the City's website.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Councilmember Brewster and Vice Mayor Barotz.

**Council Action:**

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**Attachments:**    [Water - Roster](#)  
                          [Water - Authority](#)  
                          [Water - Applicant Roster](#)  
                          [Water - Applications](#)



## City of Flagstaff, AZ

### WATER COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Cortner, Hanna</u></b> Cortner and Associates 6064 E. Mountain Oaks Dr. Flagstaff, AZ 86004 Home Phone: 928-526-1514 Term: (1st 2/10 - 12/12; 2nd 12/12 - 12/15)	12/04/2012	12/15	10/20/2011
<b><u>Garner, Bradley</u></b> Hydrologist/US Geological Survey 3407 N. Patterson Blvd. Flagstaff, AZ 86004 Cell Phone: 443-841-6972 Term: (1st 4/12 - 12/14)	04/03/2012	12/14	03/12/2013
<b><u>Kersey, Richard J.</u></b> President/CEO/Orenda Management, Inc. 2600 E. Hemberg Drive Flagstaff, AZ 86004-6853 Home Phone: 928-527-6855 Term: (1st 3/07-12/09; 2nd 12/09-12/12; 3rd 12/12-12/14)	12/04/2012	12/14	10/20/2011
<b><u>Ketter, Brian</u></b> CHAIRMAN Associate/WL Gore 822 W. Birch Avenue Flagstaff, AZ 86001 Cell Phone: 928-853-5889 Term: (1st 11/10 - 12/12; 2nd 12/12 - 12/15)	12/04/2012	12/15	03/12/2013



## City of Flagstaff, AZ

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<b><u>Malin, John</u></b>	<b>12/04/2012</b>	<b>12/15</b>	<b>No</b>
Director of Golf Operations/In Celebration of Golf Management 1040 N. Lakepoint Way Flagstaff, AZ 86004 Cell Phone: 928-864-6158 Term: (1st 12/12-12/15)			
<b><u>Nowakowski, John</u></b>	<b>12/03/2013</b>	<b>12/16</b>	<b>10/20/2011</b>
Retired 3798 N. Zurich St. Flagstaff, AZ 86004 Cell Phone: 928-607-8371 Term: (1st 8/09-12/10; 2nd 12/10-12/13; 3rd 12/13-12/16)			
<b><u>Odegaard, Charlie</u></b>	<b>12/03/2013</b>	<b>12/16</b>	<b>No</b>
Owner/Odegaard's Sewing Center 1639 W. Stevanna Way Flagstaff, AZ 86001 Cell Phone: 928-853-2262 Term: (1st 12/13-12/16)			
<b><u>Ramsey, Justin</u></b>	<b>02/07/2012</b>	<b>12/14</b>	<b>11/04/2013</b>
PLANNING AND ZONING REPRESENTATIVE Senior Project Manager/Westland Resources, Inc. 950 N. Sinagua Hts. Drive Flagstaff, AZ 86001 Home Phone: 928-606-3598 Term: (1st 2/12-12/14)			
<b><u>Shinham, C. Robert</u></b>	<b>04/03/2009</b>	<b>12/14</b>	<b>04/18/2007</b>
Civil Engineer/Retired 1544 West Daydream Drive Flagstaff, AZ 86001 Home Phone: 928-214-6129 Term: (1st 3/09 - 12/11; 2nd 12/11 - 12/14)			
<b><u>Z-VACANT,</u></b>		<b>12/16</b>	<b>No</b>

---



# *City of Flagstaff, AZ*

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**Staff Representative: Hill / Alter**

**As Of: December 23, 2014**

## **CHAPTER 2-04 WATER COMMISSION**

### SECTIONS:

- 2-04-001-0001 PURPOSE AND EFFECT:
- 2-04-001-0002 DEFINITIONS
- 2-04-001-0003 DECLARATION OF POLICY
- 2-04-001-0004 WATER COMMISSION
- 2-04-001-0005 OFFICERS OF THE COMMISSION
- 2-04-001-0006 MEETINGS
- 2-04-001-0007 APPLICATION; PROCEDURE FOR
- 2-04-001-0008 ACTION ON APPLICATION
- 2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY
- 2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM
- 2-04-001-0011 INVESTIGATIONS

### **2-04-001-0001 PURPOSE AND EFFECT:**

---

The provisions of this Chapter shall be deemed to be the minimum requirements for the promotion of public health, safety, convenience and public welfare. These provisions shall govern whenever they are more stringent than any other statute, provision of this Code, legal covenant, agreement or contract, but shall not abrogate any other requirement which is more stringent or restrictive than the provisions of this Chapter.

### **2-04-001-0002 DEFINITIONS:**

---

Whenever any of the following words are used in this Chapter, they shall have the meaning herein ascribed to them:

**BUSINESS USE:** The use of water which is primarily for business or commercial purposes, including the occasional furnishing of water to travelers or tourists by hotels, motels or other owners of places of public convenience.

**COMMISSION:** The Commission as designated and established by this Chapter.

**COUNCIL:** The Council of the City of Flagstaff.

**RECLAIMED WASTEWATER:** The treated effluent which is the product of the municipal wastewater system, which although not suitable for human consumption, may be used for certain industrial or commercial purposes. (Ord. 1789, 01/05/93)

**RESIDENTIAL USE:** The use of water which is primarily for the persons and property residing in a building or a portion thereof designed to be occupied as an abode. (Ord. 447, 8-26-58)

**STORMWATER RUNOFF:** The direct response of a watershed or drainage area to precipitation from a storm event and/or snowmelt and includes surface and subsurface runoff or drainage that enters a watercourse, street, storm drain or other concentrated flow during and following precipitation.

**SEWER SYSTEM:** All the facilities within and without the City required or convenient for the collection and treatment of sewage including the disposal, recycling or utilization of the resulting effluent by the City, within or without the corporate limits. (Ord. 980, 12-7-76)

**STORMWATER MANAGEMENT DESIGN MANUAL:** A manual of technical hydrologic and hydraulic calculations and computations by which all designs of stormwater facilities shall adhere.

**STORMWATER MASTER PLAN:** A comprehensive plan for all city watercourses that sets forth necessary plans and improvements to improve or mitigate the effects of flooding throughout the community.

**STORMWATER QUALITY PROGRAM:** A program that involves best management practices that result in an improvement to stormwater quality and that includes the National Pollutant Discharge Eliminations System (NPDES) as mandated United States Environmental Protection Agency (USEPA) and other improvements as may be necessary and approved by the Council.

**STORMWATER MANAGEMENT ACTIVITIES:** All activities associated with the Stormwater Management Design Manual, the Stormwater Master Plan, the City's Stormwater Quality Program, and the National Flood Insurance Program (NFIP).

**URBAN SERVICE BOUNDARY:** The boundary established by the City Council that surrounds vacant land areas bypassed by urban growth and immediately adjacent to urban growth that can be most efficiently and effectively provided facilities and services by the City. (Ord. 1789, 01/05/93)

**WATER SYSTEM:** All the facilities within and without the City required or convenient for the production and distribution of water by the City within or without the corporate limits. (Ord. 447, 8-26-58)

(Ord. No. 1789, Amended, 01/05/93)

**2-04-001-0003 DECLARATION OF POLICY:**

---

The Mayor and Council of the City declare that one of the most important duties of the City is to furnish its citizens with water, to collect, treat and dispose of sewage, to reclaim and distribute wastewater, and to develop and implement and effective stormwater management program. It is further declared that production and distribution of water, and collection, treatment, reclamation and disposal of sewage, and management of stormwater within and without its corporate limits requires special investigation and sound recommendations. In order to insure these objectives, both from the standpoint of economy and convenience, a Commission is required to investigate extensions, and priority of extensions, of the water, sewer, and reclaimed wastewater systems; the use and priority of use of water furnished by the City; the treatment, reclamation, and ultimate disposal of the resultant effluent of the sewage system of the City; the management of stormwater; and make appropriate recommendations. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

**2-04-001-0004 WATER COMMISSION:**

---

There is hereby established a Water Commission. There shall be seven (7) voting members of said Commission, who shall consist of:

- A. Seven (7) voting members to be appointed by the Council of the City, who shall serve for three (3) year terms on a staggered basis.
- B. The Chair of the Planning and Zoning Commission, or a member of the Planning and Zoning Commission, to serve as a nonvoting member during his or her term of office.
- C. Repealed by Ord. 2014-28.
- D. Membership on the Commission shall terminate if any member has two (2) consecutive unexcused absences. The Chair shall determine, prior to any meeting, if a member's absence is excusable. (Ord. No. 1789, Amended, 01/05/93; Ord. No. 1926, Amended, 12/17/96; Ord. No. 2007-12, Amended 02/06/2007; Ord. No. 2009-08, Amended, 03/03/09; Ord. 2014-28, Amended, 11/18/2014)

**2-04-001-0005 OFFICERS OF THE COMMISSION:**

---

- A. Ex-Officio Members: The following persons shall be ex-officio members of the Commission, but shall have no vote:

The City Manager

The City Attorney

The City Engineer

The City Utilities Director, and

The Coconino County Manager or designated representative.

B. At the first meeting held in any calendar year, the members of the Commission shall elect a Chair and a Vice Chair from among its voting members. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

**2-04-001-0006 MEETINGS:**

---

The meetings of the Commission shall be held at the time and place adopted for the regular monthly meetings of the Commission.

Meetings shall be conducted in accordance with the Board and Commission Members' Rules and Operations Manual adopted by resolution of the Flagstaff City Council, and in compliance with all other local, State, and Federal laws.

A quorum shall be one (1) more than half the voting membership of the Commission. (Ord. 1789, 01/05/93; Ord. No. 2007-12, Amended 02/06/2007; Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09; Ord. 2014-28, Amended, 11/18/2014)

**2-04-001-0007 APPLICATION; PROCEDURE FOR:**

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Any person, corporation or association desiring a water connection or tap, reclaimed wastewater connection, or sewer connection outside the limits of the City shall first apply to the Commission for such connection or tap. The application shall be in writing and shall be filed with the Clerk of the City, who shall forthwith submit it to the Commission or to a person designated by the Commission to receive the same. The Commission shall thereupon, at the next regular or special meeting called for the purpose, consider the application and may, in its sole discretion, require a public hearing before granting said application. In the event that a public hearing is thus required,

notice thereof shall be given in writing to those persons designated by the Commission and notice containing the time, place and purpose of the meeting shall be published at least once in the official newspaper of the City, which publication shall be at least five (5) days prior to the time set for such hearing. At such hearing, the Commission may hear such testimony as it may deem advisable and may, at its discretion, permit cross-examination of the applicant and other witnesses by any party interested; however, the

scope of the cross-examination shall at all times be discretionary with the Chairman of the Commission.

After any hearing provided by this Section, the Commission shall, within five (5) days thereafter, advise the Mayor and Council, in writing, of the nature of the application, whether a public hearing was held and the recommendations of the Commission on said application.

With the consent of the Mayor and Council, the Commission may give the City Manager or his or her designee authority within a prescribed area and within prescribed limits to allow water connections, sewer connections, and reclaimed wastewater connections for business and residential uses; provided, however, that such uses are in accordance with the regulations theretofore adopted by the Commission or Council. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

(See Title 7, Chapter 3 of this City Code for additional water regulations.)

#### **2-04-001-0008 ACTION ON APPLICATION:**

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After receipt of the application and the action thereon as provided in the preceding Section, the Council shall consider recommendations of the Commission at its next regular meeting, or at such meeting as may be determined by the Mayor and Council, whether regular or special, but in any event the application shall be acted upon not later than thirty (30) days after receipt of the recommendations of the Commission by the Mayor and Council. The Council may thereupon grant or reject the application and may provide such hearing or hearings as the Mayor and Council may, in their sole discretion, determine and shall give such notice of such hearing as may be determined to be advisable or convenient. (Ord. 244, Amended 8-26-58; Ord. 1541, Amended 1-5-88)

#### **2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY:**

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Any application for a water or sewer connection to serve a business, residence, or development in an area which would require an extension of the Urban Service Boundary, whether within or without the corporate limits of the City, shall be considered by the Water Commission and the recommendation of the Commission shall be forwarded to the Planning and Zoning Commission and the City Council. Impact on adjacent areas shall also be considered when evaluating applications for extension of the Urban Service Boundary. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

#### **2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM:**

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No extension, replacement, maintenance or repair of the production or distribution water system or collection of sewage, treatment thereof, reclamation or disposal of resulting effluent of the City, whether within or without its corporate limits, which requires a bond levy, shall be undertaken until the same has been submitted to the Commission for its recommendation in accordance with Section 2-04-001-0007 of this Chapter, and the Mayor and Council shall have approved the same in accordance with the procedure established in Section 2-04-001-0009 of this Chapter. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

#### **2-04-001-0011 INVESTIGATIONS:**

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In addition to those other duties, as provided by this Chapter, the Commission shall study and be responsible for the evaluation of the long range water needs of the City as well as the review and evaluation of the City water conservation program. It shall, on request after investigation and upon consideration of an orderly, normal increase of the population of the City, make recommendations to the Council regarding exploration and development and new and additional water resources. The Commission shall recommend to the City Council measures it deems necessary to protect existing and potential water resources.

The Commission shall request or study, evaluate, and from time to time make recommendations to the Council on sewage disposal, the degree of purification treatment, and the ultimate disposition and utilization of the resultant effluent and reclaimed wastewater, within guidelines and mandates of Municipal, State and Federal regulations and laws governing such activities. (Ord, 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

The Commission shall provide input to City staff; provide a forum for public comment and input; and study, evaluate, and make recommendations to the City Council regarding new initiatives and revisions, additions, and variance requests to Stormwater Management Activities. (Ord. No. 2009-08, Amended, 03/03/09)



## City of Flagstaff, AZ

### WATER COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Garner, Bradley</u></b> Hydrologist/US Geological Survey 3407 N. Patterson Blvd. Flagstaff, AZ 86004 Cell Phone: 443-841-6972 Term: (1st 4/12 - 12/14)	04/03/2012	12/14	03/12/2013
<b><u>Jensen, Willis</u></b> Statistician/W.L. Gore & Associates 2780 N. Eddy Drive Flagstaff, AZ 86001 Home Phone: 928-226-6948			No
<b><u>Kladnik, George</u></b> President Advanced Analytical/Self-employed 3530 N. Monte Vista Dr. Flagstaff, AZ 86004 Home Phone: 928-213-5712			No
<b><u>McCarthy, Jim</u></b> Sr. Project Engineer/Retired from Honeywell 2087 Fresh Aire Street Flagstaff, AZ 86001-2898 Home Phone: 928-779-3748	02/05/2008		04/24/2008
<b><u>Mead, Stephen</u></b> Professor - Civil Engineering/Northern Arizona University 1500 N. Aztec Flagstaff, AZ 86001 Cell Phone: 928-853-1847			No



## City of Flagstaff, AZ

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**O'Connor, Gavin****No**

Attorney II/Navajo County  
1052 W. Lil Ben Trail  
Flagstaff, AZ 86005  
Cell Phone: 928-853-6971

**Russo, Kira****No**

Professor/Northern Arizona University  
1385 W. University Ave. #171  
Flagstaff, AZ 86001  
Cell Phone: 928-607-2855

**Wadsack, Karin****10/18/2011****12/13****03/12/2013**

Project Director/NAU  
33 Trail of the Woods  
Flagstaff, AZ 86001  
Cell Phone: 928-669-0112  
Term: (1st 10/11 - 12/13)

**Wellumson, Abigail****No**

Strategic Printing Manager/Giftcard Zen  
502 W. Cherry Ave. Apt. 1  
Flagstaff, AZ 86001

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**Staff Representative: Hill / Alter****As Of: December 23, 2014**

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS A PUBLIC RECORD.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 11/5/2014

BOARD/COMMISSION YOU WISH TO SERVE ON: Water Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: n/a

YOUR NAME: Bradley Garner HOME PHONE: 443-841-6972

HOME ADDRESS: 3407 N. Patterson Blvd. ZIP: 86004

MAILING ADDRESS (If Different from Above):

EMPLOYER: U.S. Geological Survey JOB TITLE: Hydrologist

BUS. PHONE: CELL: 443-841-6972 E-MAIL: bgarner606@gmail.com

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have a keen and demonstrated interest in how Flagstaff operates as a cohesive community. I attend and speak my mind at City Council meetings. I discuss issues with elected officials. I participate in local campaigns. I am on the Board of Directors of a local non-profit organization. But most significantly, I already have served on the Water Commission for nearly 3 years, and presently serve as its vice-chairperson (I have chaired one meeting in the chairperson's absence). My professional experience, wherein I spend most workdays thinking about the science of hydrology and facilitating meetings, also seemingly qualify me for a seat on this valuable commission as a voice of the science-policy nexus.

**Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)**

I am keenly interested in the upcoming water-rate setting endeavor. The purpose of my reappointment would be to see the rate study to completion and provide the City Council with the best insight this focused commission could offer. If reappointed, I would vie for the Chairperson position, where I feel I am ready to serve as facilitator and group leader. I am committed to the scientific path: I seek to listen to facts, question hidden assumptions, think independently and fearlessly, and be humble enough to accept a better argument when it presents itself. I feel that I am effective at speaking my own mind as well as drawing out insight from others in a group; I do so often in my professional and non-profit work. Flagstaff, our fair mountain town, is in an unusual semi-arid environment. This community's water decisions touch us all.

I understand that any information provided above is a public record and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

*\*\* My participation herein is as a private citizen. My opinions do not reflect official USGS positions.*

  
Applicant Signature

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Saturday, November 16, 2013 10:26 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 11/16/2013

Board/Commission you wish to serve on:\* Water

If applicable, type of seat for which you are qualified:

#### Your Information

Name:\* Willis Jensen Home Phone:\* 928-226-6948

Home Address:\* 2780 N Eddy Drive Zip:\* 86001

Mailing Address (If different from above):

Employer:\* W.L. Gore & Associates Job Title:\* Statistician

Business Phone: Cell:

E-mail:\* willisjensen@yahoo.com

Indicate preferred telephone:\*  Home  Cell

Work

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

I have spent the last 7 years as a member, vice chair and chair of the Transportation Commission. I filled a partial term and then 2 full terms which is the most one can do. I enjoyed the opportunity to work on a variety of matters related to all types of transportation, pedestrian, bicycles and vehicular traffic. I want to continue to serve the community on a commission.

Why do you want to serve on the board or commission you listed?

As I reviewed recent agendas and minutes, it looks like there is a lot of review and evaluation of rates and the underlying methodologies for calculating them. As a professional statistician, I feel that my objectivity and data based decision making skills would be valuable in helping making appropriate recommendations as a commission. Other commissions meet at times during the middle of the day which would be difficult for me given my employment schedule. The water commission has later in the afternoon meetings which is a better time for me.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 11/16/2013

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Willis Jensen

Home Phone:: 928-226-6948

Home Address:: 2780 N Eddy Drive

Zip:: 86001

Mailing Address (If different from above)::

Employer:: W.L. Gore & Associates

Job Title:: Statistician

Business Phone::

Cell::

E-mail:: [willisjensen@yahoo.com](mailto:willisjensen@yahoo.com)

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have spent the last 7 years as a member, vice chair and chair of the Transportation Commission. I filled a partial term and then 2 full terms which is the most one can do. I enjoyed the opportunity to work on a variety of matters related to all types of transportation, pedestrian, bicycles and vehicular traffic. I want to continue to serve the community on a commission.

Why do you want to serve on the board or commission you listed?: As I reviewed recent agendas and minutes, it looks like there is a lot of review and evaluation of rates and the underlying methodologies for calculating them. As a professional statistician, I feel that my objectivity and data based decision making skills would be valuable in helping making appropriate recommendations as a commission. Other commissions meet at times during the middle of the day which would be difficult for me given my employment schedule. The water commission has later in the afternoon meetings which is a better time for me.

Additional Information:

Form submitted on: 11/16/2013 10:25:32 PM

Submitted from IP Address: 97.117.151.243

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1883>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, November 05, 2013 9:39 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**  
Date:\* 11/05/2013  
Board/Commission you wish to serve on:\* Water Commission  
If applicable, type of seat for which you are qualified:

Your Information			
Name:*	George A Kladnik	Home Phone:*	928-213-5712
Home Address:*	3530 N Monte Vista Drive	Zip:*	86004-1771
Mailing Address (If different from above):			
Employer:*	Self-employed Consultant	Job Title:*	President Advanced Analytical
Business Phone:	415-699-2516	Cell:	415-699-2516
E-mail:*	gakaa@aol.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

I have an extensive academic and professional background in science and public administration in the analytical instrument and services, water treatment, drug development, and new power conversion and analytical instrument development. I have a BA from UCSB and attended Brandeis U. in a PhD program under a NSF fellowship in public administration with a focus on environmental problems. After graduate school I spent three years working in Washington, DC on environmental problems before going into the analytical instrument and services fields at all levels, inc. upper management. My wife and I have lived in Flagstaff since 2003 and I am a member of the F3 Technical Water Committee focused on new water and ww treatment technology relevant to Flagstaff's water treatment issues.

Why do you want to serve on the board or commission you listed?

Adequate supply and water quality are critical to Flagstaff's economic and environmental well-being, and it is essential we have sound conservative water supply and treatment plans in place to ensure a vibrant community, especially with the threat of climate change in the area and older wastewater treatment facilities that need to be up-graded to prevent serious aquifer contamination. There is new wastewater treatment technology for removal of both organic and inorganic contaminants now entering the market that will enable safe recycling and production of potable reclaimed water. The City needs to be proactive, not reactive to its water needs, for the costs could be much higher by only addressing the issues incrementally, and not systemically. My wife and I want to stay in Flagstaff, and water quality is of key importance to us and I have relevant experience that can help.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 11/05/2013

Board/Commission you wish to serve on:: Water Commission

If applicable, type of seat for which you are qualified::

Name:: George A Kladnik

Home Phone:: 928-213-5712

Home Address:: 3530 N Monte Vista Drive

Zip:: 86004-1771

Mailing Address (If different from above)::

Employer:: Self-employed Consultant

Job Title:: President Advanced Analytical

Business Phone:: 415-699-2516

Cell:: 415-699-2516

E-mail:: gakaa@aol.com

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have an extensive academic and professional background in science and public administration in the analytical instrument and services, water treatment, drug development, and new power conversion and analytical

instrument development. I have a BA from UCSB and attended Brandeis U. in a PhD program under a NSF fellowship in public administration with a focus on environmental problems. After graduate school I spent three years working in Washington, DC on environmental problems before going into the analytical instrument and services fields at all levels, inc. upper management. My wife and I have lived in Flagstaff since 2003 and I am a member of the F3 Technical Water Committee focused on new water and ww treatment technology relevant to Flagstaff's water treatment issues.

Why do you want to serve on the board or commission you listed?: Adequate supply and water quality are critical to Flagstaff's economic and environmental well-being, and it is essential we have sound conservative water supply and treatment plans in place to ensure a vibrant community, especially with the threat of climate change in the area and older wastewater treatment facilities that need to be up-graded to prevent serious aquifer contamination. There is new wastewater treatment technology for removal of both organic and inorganic contaminants now entering the market that will enable safe recycling and production of potable reclaimed water. The City needs to be proactive, not reactive to its water needs, for the costs could be much higher by only

addressing the issues incrementally, and not systemically. My wife and I want to stay in Flagstaff, and water quality is of key importance to us and I have relevant experience that can help. .

**Additional Information:**

Form submitted on: 11/5/2013 9:39:06 PM

Submitted from IP Address: 24.121.174.44

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Sunday, November 03, 2013 3:56 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**

Date:\* 11/03/2013  
Board/Commission you wish to serve on:\* Water Commission  
If applicable, type of seat for which you are qualified:

**Your Information**

Name:\* Jim McCarthy Home Phone:\* 928-779-3748  
Home Address:\* 2087 W. Fresh Aire St. Zip:\* 86001-2898  
Mailing Address (If different from above):  
Employer:\* Retired from Honeywell Job Title:\* Engineering Manager  
Business Phone: Cell:  
E-mail:\* jm436mc@gmail.com  
Indicate preferred telephone:\* (X) Home ( ) Cell  
( ) Work

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have a strong background applicable to the Water Commission. I am a mechanical engineer, with technical and business experience. I have a master degree in land use planning. I completed courses in organic, inorganic, and water chemistry. I focused essentially all my graduate course projects on water policy. After my master degree, I completed a water law and science course (ASU LAW-691/GPH-598). I served as the non-voting Planning and Zoning Commission liaison to the Water Commission for several years. I have attended Coconino Plateau Water Advisory Council meetings.

Why do you want to serve on the board or commission you listed?

For our form of government, citizens must be involved. I am qualified to serve on the Water Commission and consider it my responsibility to do so. The commission needs members with the background to understand complex issues, and needs a balanced membership. I not only have the technical and business background, I have an appreciation of the significance of water to our present and future residents. In light of the rule that a person may not serve on two commissions, and since my sixth and final year on the P&Z Commission is completed in December 2013, I will resign my P&Z position if appointed to the Water Commission.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date: 11/03/2013

Board/Commission you wish to serve on:: Water Commission

If applicable, type of seat for which you are qualified::

Name:: Jim McCarthy

Home Phone:: 928-779-3748

Home Address:: 2087 W. Fresh Aire St.

Zip:: 86001-2898

Mailing Address (If different from above)::

Employer:: Retired from Honeywell

Job Title:: Engineering Manager

Business Phone::

Cell::

E-mail:: jm436mc@gmail.com

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have a strong background applicable to the Water Commission. I am a mechanical engineer, with technical and business experience. I have a master degree in land use planning. I completed courses in organic, inorganic, and water chemistry. I focused essentially all my graduate course projects on water policy. After my master degree, I completed a water law and science course (ASU LAW-691/GPH-598). I served as the non-voting Planning and Zoning Commission liaison to the Water Commission for several years. I have attended Coconino Plateau Water Advisory Council meetings.

Why do you want to serve on the board or commission you listed?: For our form of government, citizens must be involved. I am qualified to serve on the Water Commission and consider it my responsibility to do so. The commission needs members with the background to understand complex issues, and needs a balanced membership. I not only have the technical and business background, I have an appreciation of the significance of water to our present and future residents.

In light of the rule that a person may not serve on two commissions, and since my sixth and final year on the P&Z Commission is completed in December 2013, I will resign my P&Z position if appointed to the Water Commission.

Additional Information:

Form submitted on: 11/3/2013 3:55:53 PM

Submitted from IP Address: 184.101.133.29

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Monday, December 09, 2013 8:11 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

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### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 12/8/13  
Board/Commission you wish to serve on:\* water commission  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* Steve Home Phone:\* 928.213.8140  
Home Address:\* 1500 North Aztec Zip:\* 86001  
Mailing Address (If different from above):  
Employer:\* Northern Arizona U Job Title:\* Professor - Civil Engineering  
Business Phone: 928.523.5650 Cell: 928.853.1847  
E-mail:\* stephen.mead@nau.edu  
Indicate preferred telephone:\*  
 Home  Cell  
 Work

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Have significant experience with water conservation and energy management of water systems. Publications include a Best Practices Guide for Water / Energy Management of Rural Water Systems in Arizona (2009). Currently the Associate Chairman of the Civil Engineering and Construction Management Department at NAU so I have some good connections. I like to think of my self as a team player who focuses on identifying creative solutions to problems.

Why do you want to serve on the board or commission you listed?

Want to help "give back" to our great community.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 12/8/13

Board/Commission you wish to serve on:: water commission

If applicable, type of seat for which you are qualified::

Name:: Steve

Home Phone:: 928.213.8140

Home Address:: 1500 North Aztec

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Northern Arizona U

Job Title:: Professor - Civil Engineering

Business Phone:: 928.523.5650

Cell:: 928.853.1847

E-mail:: [stephen.mead@nau.edu](mailto:stephen.mead@nau.edu)

Indicate preferred telephone:: Cell

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Have significant experience with water conservation and energy management of water systems. Publications include a Best Practices Guide for Water / Energy Management of Rural Water Systems in Arizona (2009). Currently the Associate Chairman of the Civil Engineering and Construction Management Department at NAU so I have some good connections. I like to think of my self as a team player who focuses on identifying creative solutions to problems.

Why do you want to serve on the board or commission you listed?: Want to help "give back" to our great community.

**Additional Information:**

Form submitted on: 12/9/2013 8:11:28 AM

Submitted from IP Address: 24.121.217.74

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Saturday, December 20, 2014 12:29 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 12/20/2014

Board/Commission you wish to serve on:\* Water

If applicable, type of seat for which you are qualified:

#### Your Information

Name:\* Gavin O'Connor Home Phone:\* 928.853.6971

Home Address:\* 1052 W Lil Ben Trail Zip:\* 86005

Mailing Address (If different from above):

Employer:\* Navajo County Job Title:\* Attorney II

Business Phone: 928.524.4080 Cell: 928.853.6971

E-mail:\* oconnorg@cenutrylink.net

Indicate preferred telephone:\*  Home  Cell

Work

Please indicate age group:\*  18-34  55+

35-54

Please indicate education:\*  High School  Post Graduate

College

Number of years living in the Flagstaff area:\* 1.5

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

When I worked for the Phoenix City Council I handled several projects that required coordinating with the water, development services and the planning department's on preserving and expanding the existing water infrastructure. Parts of the district were prone to heavy flooding and run-off during monsoon season which required development of new drainage systems and pumps. I also worked on sustainability campaigns to promote xeriscaping and low water usage yards. In the Navy I was required to become familiar with the collection, hold and transfer systems (the water/sewage transfer equipment) on ships. Growing up I learned a lot about water use and reuse because of my parents heavy involvement in the Upper San Gabriel Valley Municipal Water District. I learned from a very young age how vital water use and treatment can be to future of a region.

Why do you want to serve on the board or commission you listed?

I have always been fascinated about how water use and expansion of infrastructure guides the future of municipalities. As water becomes a more limited resource in the Southwest it is imperative to have policies heading in to the future that will help sustain growth and maintain Flagstaff's natural beauty. I look forward to hearing from you.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14079>

The following form was submitted via your website: Board/Commission Application

Date:: 12/20/2014

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Gavin O'Connor

Home Phone:: 928.853.6971

Home Address:: 1052 W Lil Ben Trail

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Navajo County

Job Title:: Attorney II

Business Phone:: 928.524.4080

Cell:: 928.853.6971

E-mail:: oconnorg@cenutrylink.net

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 1.5

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: When I worked for the Phoenix City Council I handled several projects that required coordinating with the water, development services and the planning department's on preserving and expanding the existing water infrastructure. Parts of the district were prone to heavy flooding and run-off during monsoon season which required development of new drainage systems and pumps. I also worked on sustainability campaigns to promote xeriscaping and low water usage yards. In the Navy I was required to become familiar with the collection, hold and transfer systems (the water/ sewage transfer equipment) on ships. Growing up I learned a lot about water use and reuse because of my parents heavy involvement in the Upper San Gabriel Valley Municipal Water District. I learned from a very young age how vital water use and treatment can be to future of a region.

Why do you want to serve on the board or commission you listed?: I have always been fascinated about how

water use and expansion of infrastructure guides the future of municipalities. As water becomes a more limited resource in the Southwest it is imperative to have policies heading in to the future that will help sustain growth and maintain Flagstaff's natural beauty. I look forward to hearing from you.

**Additional Information:**

Form submitted on: 12/20/2014 12:28:32 PM

Submitted from IP Address: 174.26.5.179

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Monday, December 01, 2014 6:00 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 12/1/2014

Board/Commission you wish to serve on:\* WATER

If applicable, type of seat for which you are qualified:

#### Your Information

Name:\* KIRA RUSSO Home Phone:\* 928-607-2855

Home Address:\* 1385 W. UNIVERSITY AVE. #171 Zip:\* 86001

Mailing Address (If different from above):

Employer:\* NORTHERN ARIZONA UNIVERSITY Job Title:\* PROFESSOR

Business Phone: Cell: 928-607-2855

E-mail:\* Kira.Russo@nau.edu

Indicate preferred telephone:\*  Home  Cell

Work

Please indicate age group:\*  18-34  55+

35-54

Please indicate education:\*  High School  Post Graduate

College

Number of years living in the Flagstaff area:\* 4 years in the 1980s/11 years recently

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

In general, I study water allocations in the Western United States. I also address other environmental issues, including water quality, political issues with regard to water, and overall environmental sustainability. More recently, I have been looking at community values of water--in other words how people value water outside traditional market economies. In 2013, Palgrave-Macmillan published a book I co-wrote with Dr. Zachary Smith. The book is titled "What Water Is Worth: Overlooked Noneconomic Value in Water Resources." I currently teach at Northern Arizona University. I enjoy teaching classes that involve media, politics and the environment. I am always willing to learn.

Why do you want to serve on the board or commission you listed?\*

Since the time I graduated with my Ph.D. in 2013, I have been looking at ways to give back to the community. I think I could be a valuable part of this commission, and I would be honored with a chance to serve.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13829>

The following form was submitted via your website: Board/Commission Application

Date:: 12/1/2014

Board/Commission you wish to serve on:: WATER

If applicable, type of seat for which you are qualified::

Name:: KIRA RUSSO

Home Phone:: 928-607-2855

Home Address:: 1385 W. UNIVERSITY AVE. #171

Zip:: 86001

Mailing Address (If different from above)::

Employer:: NORTHERN ARIZONA UNIVERSITY

Job Title:: PROFESSOR

Business Phone::

Cell:: 928-607-2855

E-mail:: Kira.Russo@nau.edu

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 4 years in the 1980s/11 years recently

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: In general, I study water allocations in the Western United States. I also address other environmental issues, including water quality, political issues with regard to water, and overall environmental sustainability. More recently, I have been looking at community values of water--in other words how people value water outside traditional market economies. In 2013, Palgrave-Macmillan published a book I co-wrote with Dr. Zachary Smith. The book is titled What Water Is Worth: Overlooked Noneconomic Value in Water Resources. I currently teach at Northern Arizona University. I enjoy teaching classes that involve media, politics and the environment. I am always willing to learn.

Why do you want to serve on the board or commission you listed?: Since the time I graduated with my Ph.D. in 2013, I have been looking at ways to give back to the community. I think I could be a valuable part of this commission, and I would be honored with a chance to serve.

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Friday, November 22, 2013 11:58 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**

Date:\* 11/22/13  
Board/Commission you wish to serve on:\* Water  
If applicable, type of seat for which you are qualified:

**Your Information**

Name:\* Karin Wadsack Home Phone:\* 928 699 0112  
Home Address:\* 33 Trail of the Woods Zip:\* 86001  
Mailing Address (If different from above):  
Employer:\* NAU Job Title:\* Project Director  
Business Phone: Cell:  
E-mail:\* Karin@Wadsack.com  
Indicate preferred telephone:\* (X) Home ( ) Cell  
( ) Work

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

I am a member of the Water Commission currently and hope to continue my service. Please see my original application for further details on my previous work and experiences. In my current term of service I've had the opportunity to tour some of Flagstaff's water infrastructure facilities, and I've learned a fair amount about the systems, policies, City government operations, and citizen points of view that all influence decisions about current and future water use and services in Flagstaff.

Why do you want to serve on the board or commission you listed?

I am a member of the Water Commission currently and hope to continue my service.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 11/22/13

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Karin Wadsack

Home Phone:: 928 699 0112

Home Address:: 33 Trail of the Woods

Zip:: 86001

Mailing Address (If different from above)::

Employer:: NAU

Job Title:: Project Director

Business Phone::

Cell::

E-mail:: [Karin@Wadsack.com](mailto:Karin@Wadsack.com)

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I am a member of the Water Commission currently and hope to continue my service. Please see my original application for further details on my previous work and experiences. In my current term of service I've had the opportunity to tour some of Flagstaff's water infrastructure facilities, and I've learned a fair amount about the systems, policies, City government operations, and citizen points of view that all influence decisions about current and future water use and services in Flagstaff.

Why do you want to serve on the board or commission you listed?: I am a member of the Water Commission currently and hope to continue my service.

Additional Information:

Form submitted on: 11/22/2013 11:57:40 AM

Submitted from IP Address: 216.105.223.192

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=1883>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Tuesday, October 07, 2014 8:31 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 10/7/2014  
Board/Commission you wish to serve on:\* Water  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* Abigail Wellumson Home Phone:\* 612-385-5191  
Home Address:\* 502 W. Cherry Ave. Apt. 1 Zip:\* 86001  
Mailing Address (If different from above):  
Employer:\* Giftcard Zen Job Title:\* Strategic Pricing Manager  
Business Phone: Cell:  
E-mail:\* ajwellumson@yahoo.com  
Indicate preferred telephone:\*  
(X) Home ( ) Cell  
( ) Work  
Please indicate age group:\*  
(X) 18-34 ( ) 55+  
( ) 35-54  
Please indicate education:\*  
( ) High School ( ) Post Graduate  
(X) College  
Number of years living in the Flagstaff area:\* 2.5

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.\*

I was initially interested in serving on the Water Commission while working for Warner's Landscape Company as their business administrator. I learned a lot about irrigation while in that position and about the unique water usage issues and challenges putting in a system of that nature can cause in a climate such as this one. I now work for a start-up company here in town called Giftcard Zen, and I am interested in remaining focused and involved in our town in a civic capacity while working for a growing company in Flagstaff that achieves e-commerce all over the United States. While I do not have not studied water, I am very interested in it and would love to learn about the water concerns this town has and help contribute to the prosperity and healthy growth of our community. My degree is in Accounting which I feel may be an asset on an commission such as this to determine which plans are best fiscally. Also, as someone working for a start-up company, I know how to be very frugal and how to research and plan in such a way as to be as responsible with the assets available as possible.

Why do you want to serve on the board or commission you listed?

The majority of my experience comes from working for a non-profit organization based out of Oregon where too much water is often an issue, and I take a lot of interest in living in a climate where the scarcity of water is now the concern. Flagstaff is an amazing community, and I feel called to serve it in the best ways I can. I am a logical and reasonable person, and I feel I would be an asset in researching and implementing sound decisions which will help keep our community vibrant and healthy. Serving on the water commission seems to be a key place to be as we grow

to make sure we are implementing policies and procedures that will help us continue to be a vibrant and successful city.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 10/7/2014

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Abigail Wellumson

Home Phone:: 612-385-5191

Home Address:: 502 W. Cherry Ave. Apt. 1

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Giftcard Zen

Job Title:: Strategic Pricing Manager

Business Phone::

Cell::

E-mail:: ajwellumson@yahoo.com

Indicate preferred telephone:: Home

Please indicate age group:: 18-34

Please indicate education:: College

Number of years living in the Flagstaff area:: 2.5

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I was initially interested in serving on the Water Commission while working for Warner's Landscape Company as their business administrator. I learned a lot about irrigation while in that position and about the unique water usage issues and challenges putting in a system of that nature can cause in a climate such as this one.

I now work for a start-up company here in town called Giftcard Zen, and I am interested in remaining focused

and involved in our town in a civic capacity while working for a growing company in Flagstaff that achieves e-commerce all over the United States. While I do not have not studied water, I am very interested in it and would love to learn about the water concerns this town has and help contribute to the prosperity and healthy growth of our community.

My degree is in Accounting which I feel may be an asset on an commission such as this to determine which plans are best fiscally. Also, as someone working for a start-up company, I know how to be very frugal and how to research and plan in such a way as to be as responsible with the assets available as possible.

Why do you want to serve on the board or commission you listed?: The majority of my experience comes from working for a non-profit organization based out of Oregon where too much water is often an issue, and I take a lot of interest in living in a climate where the scarcity of water is now the concern.

Flagstaff is an amazing community, and I feel called to serve it in the best ways I can. I am a logical and reasonable person, and I feel I would be an asset in researching and implementing sound decisions which will help keep our community vibrant and healthy. Serving on the water commission seems to be a key place to be as we grow to make sure we are implementing policies and procedures that will help us continue to be a vibrant and successful city.

**Additional Information:**

Form submitted on: 10/7/2014 8:30:55 PM

Submitted from IP Address: 24.121.234.237

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Sustainability Commission.

**RECOMMENDED ACTION:**

Make two appointments to terms expiring October 2017.

**Policy Decision or Reason for Action:**

By making the above appointments, the Sustainability Commission will be at full membership and will be able to continue meeting on a regular basis. There are seven new applications on file, they are as follows:

- Dominique Bain (new applicant)
- Cori Cusker (new applicant)
- Molly Groyer (new applicant)
- Branden Jordan (new applicant)
- Ted Martinez (new applicant)
- Jodi Norris (new applicant)
- Ellen Vaughn (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

- 1) Appoint two Commissioners: By appointing members at this time, the Sustainability Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.
- 2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Sustainability Commission consists of seven citizens serving three-year terms. There are currently two seats available.

The commission is responsible for recommending and coordinating activities in concert with the Flagstaff sustainability program, the U.S. Mayors' Climate Protection Agreement, and other sustainability initiatives. To accomplish these objectives, the commission will address issues including, but not limited to: climate and air quality; transportation; energy; solid waste and toxic substances; water, wastewater, and stormwater; sustainable building and purchasing practices; and sustainable economic development. Among the commission's directives are promotion of sustainable practices in all spheres of life and educating the public.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

**Expanded Financial Considerations:****Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the openings by Board members and City staff has occurred, informing others of these vacancies through word of mouth.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Councilmember Putzova and Councilmember Oravits

**Council Action:**

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**Attachments:**     [Sustainability - Roster](#)  
                          [Sustainability - Authority](#)  
                          [Sustainability - Applicant Roster](#)  
                          [Sustainability - Applications](#)



## City of Flagstaff, AZ

### SUSTAINABILITY COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Barnell, Todd</u></b> Program Manager/Institute for Tribal Environmental Professionals 601 W. Whipple Flagstaff, AZ 86001 Home Phone: 928-774-7098 Term: (1st 12/13-10/16)	12/03/2013	10/16	No
<b><u>Dorfsmith, Elisha</u></b> Owner of dorfsmith.com/Self Employed 4858 E. Merriam Dr. Flagstaff, AZ 86004 Cell Phone: 928-864-6310 Term: (1st 1/13-10/15)	01/15/2013	10/15	03/12/2013
<b><u>Norris, Jodi</u></b> Quantitative Ecologist/National Park Service 1916 N. Marion Flagstaff, AZ 86001 Cell Phone: 928-310-6495 Term: (1st 5/13-10/14)	05/07/2013	10/14	No
<b><u>Ordean, Kevin</u></b> NAU 813 W. Clay Ave, B Flagstaff, AZ 86001 Cell Phone: 928-600-0654 Term: (1st 12/13-10/16)	12/03/2013	10/16	No
<b><u>Stevenson, Jeffrey</u></b> Assistant to the CEO/Good Pay Low Rates, Inc. 1741 N. Fairway Dr. Flagstaff, AZ 86004 Cell Phone: 928-522-4133 Term: (1st 12/13-10/16)	12/03/2013	10/16	No



## City of Flagstaff, AZ

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**Welch, Jack**

12/18/2012

10/15

04/24/2008

Retired

2600 East 7th #18

Flagstaff, AZ 86004

Home Phone: (928) 714-0504

Term: (1st 4/09-10/09; 2nd 10/09-10/12; 3rd  
10/12-10/15)

**Z-VACANT,**

10/17

No

---

**Staff Representative: Nicole Woodman**

**As Of: December 23, 2014**

## **CHAPTER 2-17 SUSTAINABILITY COMMISSION**

### SECTIONS

2-17-001-0001 COMMISSION ESTABLISHED; ORGANIZATIONAL STRUCTURE

2-17-001-0002 PURPOSE; POWERS AND DUTIES

#### **2-17-001-0001 COMMISSION ESTABLISHED; ORGANIZATIONAL STRUCTURE**

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##### A. Establishment of the Commission.

1. There is hereby created the Sustainability Commission (the "Commission"), which shall replace the Clean and Green Committee.
2. The membership of the Commission shall consist of seven (7) members. Members of the Commission shall be appointed by the City Council and shall represent the diverse interests and views of the community. The Commission shall be a working Commission, in which each member takes an active role in accomplishing the goals and objectives of the Commission. Members shall serve a term of three (3) years with no member appointed for more than two (2) full consecutive terms.
3. The Commission shall be responsible for electing a Chair and a Vice-Chair. The Chair shall act as public spokesperson for the Commission at public functions, shall serve as an ex officio member of all standing committees, shall appoint the Chair of all standing committees upon the advice and consent of the Commission, and shall perform other duties as required. The Vice-Chair shall act in the absence of the Chair. (Ord. 2014-28, Amended, 11/18/2014)

#### **2-17-001-0002 PURPOSE; POWERS AND DUTIES**

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The purpose of this Commission shall be to continue the work initiated by the Clean and Green Committee and to further work with the City Council and the City Staff by recommending and coordinating activities as part of the Flagstaff Sustainability Program, the U.S. Mayors Climate Protection Agreement, and any future sustainability initiatives pursued by the City.

Subject to state law and the procedures prescribed herein, the Sustainability Commission shall have and may exercise the following powers, duties, and responsibilities:

A. The Commission shall work with City staff toward the development and implementation of the Flagstaff Sustainability Program. The issues addressed by this program may include, but not be limited to, the following:

1. Climate and air quality
2. Transportation
3. Energy
4. Solid waste and toxic substances
5. Water, wastewater, and stormwater
6. Sustainable building and purchasing practices
7. Sustainable economic development

B. The Commission shall work with the City staff toward the development and implementation of the U.S. Mayors Climate Protection Agreement and any future sustainability initiatives passed by the City Council.

C. The Commission shall work with the City Council in the development of initiatives linking the concepts of sustainability with economic development and affordability for the benefit of all community members.

D. The Commission shall promote the benefits of sustainable practices in all spheres of life and shall educate the public concerning such practices.

E. The Commission shall promote compliance with City ordinances concerning sustainability and environmental management.

F. The Commission shall encourage sustainable practices by individuals, groups, organizations, industrial and commercial enterprises, educational institutions, and government agencies.

(Ord. 2007-27, Amended 04/17/2007)



## City of Flagstaff, AZ

### SUSTAINABILITY COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Bain, Dominique</u></b> GK-12 Fellow/National Science Foundation 2627 N. Rose #3 Flagstaff, AZ 86004			No
<b><u>Cusker, Cori</u></b> Sustainability Coordinator/Northern Arizona University 2366 N. Izabel Street Flagstaff, AZ 86004 Cell Phone: 502-345-4395			No
<b><u>Groyer, Molly</u></b> Student Worker Supervisor/NAU Financial Aid 813 W. University Ave. #613 Flagstaff, AZ 86001 Cell Phone: 602-373-4255			No
<b><u>Jordan, Branden</u></b> Fire Science Student/Arizona Snowbowl/Student PO Box 544 Flagstaff, AZ 86001 Home Phone: 928-237-3757			No
<b><u>Martinez, Ted</u></b> Honors Lecturer/NAU 2620 N. Center St. Flagstaff, AZ 86004 Work Phone: 928-523-3383			No
<b><u>Norris, Jodi</u></b> Ecologist/National Park Service 1916 N. Marion Flagstaff, AZ 86001			No



## *City of Flagstaff, AZ*

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**Vaughan, Ellen**

**No**

Manager, Office of Sustainability/Northern  
Arizona University  
1988 N. Southern Hills Dr.  
Flagstaff, AZ 86004  
Cell Phone: 315-472-7959

---

**Staff Representative: Nicole Woodman**

**As Of: December 23, 2014**

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, March 28, 2013 2:42 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is a public record.**

Date:\* 03/28/2013  
Board/Commission you wish to serve on:\* Sustainability  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* Dominique Bain Home Phone:\* 314-910-7526  
Home Address:\* 2627 N. Rose #3 Zip:\* 86004  
Mailing Address (If different from above):  
Employer:\* National Science Foundation Job Title:\* GK-12 Fellow  
Business Phone: Cell:  
E-mail:\* dmg269@nau.edu  
Indicate preferred telephone:\*  Home  Cell  
 Work

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I am finishing my Master's degree at Northern Arizona University (NAU) in Environmental Sciences and Policy. During my time at NAU, I have worked to learn about and promote clean energy and environmental sustainability. I have focused my classes on those topics. I am a part of the Energy Mentors at NAU - promoting energy efficiency. As a GK-12 fellow, I work with local students on a regular basis and we often structure our lessons around clean energy and sustainability.

Why do you want to serve on the board or commission you listed?

I want to become more involved in Flagstaff. My husband and I have lived here for about a year and a half and we love the city and surrounding areas. Cultivating sustainable practices around energy use and climate change are imperative to a community's ability to thrive by helping to maximum the efficiency of community resources and enabling the community to adapt to a changing world. I want to be a part of creating those sustainable practices in Flagstaff. The community here is vibrant, intellectual, and connected. While I have seen these in many ways in Flagstaff, one of the best examples was the crowd at William deBuys's lecture at the Orpheum this fall. The theater was packed. Clearly, the community of Flagstaff is concerned about climate change and its potential impacts. When deBuys discussed the unique opportunity Flagstaff has to be a leader because of its location and the risk of drought here, the crowd cheered. They know Flagstaff is a special place and they want the community here to continue to thrive, but they also understand there will be challenges in the future.

By submitting this electronic form, I acknowledge that any information provided above is a public record, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 03/28/2013

Board/Commission you wish to serve on:: Sustainability

If applicable, type of seat for which you are qualified::

Name:: Dominique Bain

Home Phone:: 314-910-7526

Home Address:: 2627 N. Rose #3

Zip:: 86004

Mailing Address (If different from above)::

Employer:: National Science Foundation

Job Title:: GK-12 Fellow

Business Phone::

Cell::

E-mail:: [dmg269@nau.edu](mailto:dmg269@nau.edu)

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I am finishing my Master's degree at Northern Arizona University (NAU) in Environmental Sciences and Policy. During my time at NAU, I have worked to learn about and promote clean energy and environmental sustainability. I have focused my classes on those topics. I am a part of the Energy Mentors at NAU - promoting energy efficiency. As a GK-12 fellow, I work with local students on a regular basis and we often structure our lessons around clean energy and sustainability.

Why do you want to serve on the board or commission you listed?: I want to become more involved in Flagstaff. My husband and I have lived here for about a year and a half and we love the city and surrounding areas. Cultivating sustainable practices around energy use and climate change are imperative to a community's ability to thrive by helping to maximum the efficiency of community resources and enabling the community to adapt to a changing world. I want to be a part of creating those sustainable practices in Flagstaff. The community here is vibrant, intellectual, and connected. While I have seen these in many ways in Flagstaff, one of the best examples was the crowd at William deBuys's lecture at the Orpheum this fall. The theater was packed. Clearly, the community of Flagstaff is concerned about climate change and its potential impacts. When deBuys discussed the unique opportunity Flagstaff has to be a leader because of its location and the risk of drought here, the crowd cheered. They know Flagstaff is a special place and they want the community here to continue to thrive, but they also understand there will be challenges in the future.

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

RECEIVED

DEC 18 2013

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION BY:**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 12/12/13

BOARD/COMMISSION YOU WISH TO SERVE ON: Sustainability

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: N/A

YOUR NAME: Cori Cusker HOME PHONE: 502-345-4395

HOME ADDRESS: 2366 N. Izabel Street ZIP: 86004

MAILING ADDRESS (if Different from Above): —

EMPLOYER: NAV JOB TITLE: Sustainability Coordinator

BUS. PHONE: 928-523-5063 CELL: 502-345-4395 E-MAIL: Cori.cusker@nav.edu

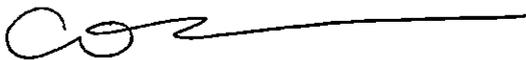
PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

See attached

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

I understand that any information provided above is public information and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.



Applicant Signature

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer.

## Sustainability Commission Application – Cori Cusker

### **Interests that are applicable to this Commission:**

Some of the experiences and knowledge that I could provide to the Commission are as follows. Most recently, I just completed my Master of Arts in Sustainable Communities at Northern Arizona University. The interdisciplinary nature of this degree program provided me with the opportunity to seek out a wide variety of sustainability focused classes to help me achieve my academic and professional goals. My primary goal was to take classes that would provide me with a diverse and multi-faceted perspective on what sustainability is, how it can be applied in everyday settings, and gain practical skills and knowledge with real world applications. Some of the classes that provided me with this type of knowledge and experiences include the following, and I believe would contribute to my effectiveness in serving in this type of role. I took include a Construction Management class on sustainable building development and construction, which also resulted in my LEED Green Associate accreditation, a business class entitled Implementing Sustainability that examined how business practices and corporations can be sustainably focused and economically viable, and a Sustainable Planning class that looked at the intersection of community planning and sustainable practices. My professional interests also include psychology so I took a class on Conservation Psychology, which focused on psychological techniques for successfully promoting behavior change. In conjunction with my Master's degree, I also obtained the Graduate Certificate in Community Planning, which provided me a broad perspective and education on city and community planning philosophy, issues, and trends.

My current position is Sustainability Coordinator for the Housing and Residence Life department at Northern Arizona University, where I report to our Associate Director for Facilities. Again, the experiences and knowledge I gain through my work could be useful. The primary goal for my position is to identify and implement strategies for more sustainable practices within our department, from top to bottom. This includes looking at the operations of our facilities, our business policies and practices, and the behaviors and knowledge of our employees and the students we serve.

Finally, prior to entering the field of higher education administration, I was employed by American Tower Corporation as a Zoning and Project Manager working on projects throughout the country in both rural and urban settings. The placement and construction of wireless communication towers is a controversial issue in most communities. My role required ensuring that we completed our due diligence to locate towers in the most appropriate locations as well as seeking any zoning permits that were required. I often presented to zoning commissions and boards as part of the process to obtain conditional use or special use permits. As a result, I am quite familiar and comfortable with navigating city and community processes as well as presenting to and communicating with a variety of city and community stakeholders, boards, and commissions.

### **Why do I want to serve on this Commission:**

After spending 3 years in Flagstaff working on my degree, my spouse and I fell in love with the community and actively worked to stay here. We recently bought a house in the Sunnyside neighborhood, so we are committed to staying and committed to giving back to help improve our adopted community. I have been involved in other communities in the past in a variety of ways ranging from Junior League, to young professional organizations, to volunteering with organizations. This is the first time that I will be able to make time to do something in the Flagstaff community, and I thought this would be an interesting way to become involved. Additionally, as I described above, I think I have

education and experience that would allow me to be a contributing member to the Commission as well as have the opportunity to continue to grow and learn as a professional and as a community member. I know that Flagstaff is already intentional in its sustainability efforts, and I would like the opportunity to help identify ways to assist the city in continuing to make it a priority and seek out innovative and practical ways to make it happen.

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Thursday, March 28, 2013 2:01 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is a public record.**

**Date:\*** 03/28/2013  
**Board/Commission you wish to serve on:\*** Sustainability Commission  
**If applicable, type of seat for which you are qualified:**

**Your Information**

**Name:\*** Molly Groyer **Home Phone:\*** 602-373-4255  
**Home Address:\*** 813 W. University Ave., Apt 612 **Zip:\*** 86001  
**Mailing Address (If different from above):**  
**Employer:\*** NAU Financial Aid **Job Title:\*** Student Worker Supervisor  
**Business Phone:** **Cell:** 602-373-4255  
**E-mail:\*** [mq464@nau.edu](mailto:mq464@nau.edu)  
**Indicate preferred telephone:\***  Home  Cell  
 Work

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Currently, I am a senior in the Environmental Science-Policy and Administration major at NAU. I believe that in order to protect the environment, all citizens must work together to change their consumption behaviors. I was an intern for the Coconino County Sustainable Building Program. I performed a project assessment on past buildings certified through the program by conducting face-to-face interviews with homeowners, as well as analyzing and evaluating data and comparing the data to AZ and U.S. averages. The goal of the assessment was to determine energy and water savings, in addition to providing the community with an idea of what types of systems and actions are the most efficient. Therefore, I believe I have the educational, as well as real-world experience to be part of the Sustainability Commission.

Why do you want to serve on the board or commission you listed?

I want to serve on the board to both expand my knowledge and experience with implementing real-world sustainability practices, in addition to providing the community with the knowledge that I have gained from my experiences in the class room and my internship.

By submitting this electronic form, I acknowledge that any information provided above is a public record, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 03/28/2013

Board/Commission you wish to serve on:: Sustainability Commission

If applicable, type of seat for which you are qualified::

Name:: Molly Groyer

Home Phone:: 602-373-4255

Home Address:: 813 W. University Ave., Apt 612

Zip:: 86001

Mailing Address (If different from above)::

Employer:: NAU Financial Aid

Job Title:: Student Worker Supervisor

Business Phone::

Cell:: 602-373-4255

E-mail:: [mg464@nau.edu](mailto:mg464@nau.edu)

Indicate preferred telephone:: Cell

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Currently, I am a senior in the Environmental Science-Policy and Administration major at NAU. I believe that in order to protect the environment, all citizens must work together to change their consumption behaviors. I was an intern for the Coconino County Sustainable Building Program. I performed a project assessment on past buildings certified through the program by conducting face-to-face interviews with homeowners, as well as analyzing and evaluating data and comparing the data to AZ and U.S. averages. The goal of the assessment was to determine energy and water savings, in addition to providing the community with an idea of what types of systems and actions are the most efficient. Therefore, I believe I have the educational, as well as real-world experience to be part of the Sustainability Commission.

Why do you want to serve on the board or commission you listed?: I want to serve on the board to both expand my knowledge and experience with implementing real-world sustainability practices, in addition to providing the community with the knowledge that I have gained from my experiences in the class room and my internship.

Additional Information:

Form submitted on: 3/28/2013 2:00:57 PM

Submitted from IP Address: 12.161.57.66

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Sunday, April 28, 2013 9:29 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is a public record.**

Date:\* 04/28/2013  
Board/Commission you wish to serve on:\* Flagstaff Sustainability Program  
If applicable, type of seat for which you are qualified:

### Your Information

Name:*	Branden Jordan	Home Phone:*	9282373757
Home Address:*	514 W Dale Ave #B	Zip:*	86001
Mailing Address (If different from above):	PO Box 544	Job Title:*	Fire Science Student
Employer:*	Arizona Snowbowl / Student	Cell:	
Business Phone:			
E-mail:*	<a href="mailto:boilermaker4@yahoo.com">boilermaker4@yahoo.com</a>		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I am an active member of the Greater Flagstaff Forest Partnership and am always looking for opportunities to help with the environment and community. I am rather new to the Flagstaff area and eager to get involved.

Why do you want to serve on the board or commission you listed?

I am very concerned about sustainability and conservation efforts and want to help in any way I can. I have a degree in Animal Science and Agribusiness MGMT from Purdue University which focused a lot on agricultural sustainability.

By submitting this electronic form, I acknowledge that any information provided above is a public record, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 04/28/2013

Board/Commission you wish to serve on:: Flagstaff Sustainability Program

If applicable, type of seat for which you are qualified::

Name:: Branden Jordan

Home Phone:: 9282373757

Home Address:: 514 W Dale Ave #B

Zip:: 86001

Mailing Address (If different from above):: PO Box 544

Employer:: Arizona Snowbowl / Student

Job Title:: Fire Science Student

Business Phone::

Cell::

E-mail:: [boilermaker4@yahoo.com](mailto:boilermaker4@yahoo.com)

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I am an active member of the Greater Flagstaff Forest Partnership and am always looking for opportunities to help with the environment and community. I am rather new to the Flagstaff area and eager to get involved.

Why do you want to serve on the board or commission you listed?: I am very concerned about sustainability and conservation efforts and want to help in any way I can. I have a degree in Animal Science and Agribusiness MGMT from Purdue University which focused a lot on agricultural sustainability.

**Additional Information:**

Form submitted on: 4/28/2013 9:28:30 PM

Submitted from IP Address: 184.98.196.90

Referrer Page: <https://www.facebook.com/>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 1/12/13

BOARD/COMMISSION YOU WISH TO SERVE ON: Flagstaff Sustainability Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Ted Martinez HOME PHONE: 928-779-6426

HOME ADDRESS: 2620 N Center St Flagstaff AZ ZIP: 86001

MAILING ADDRESS (if Different from Above): \_\_\_\_\_

EMPLOYER: NAU JOB TITLE: Honors Lecturer

BUS. PHONE: 523-3383 CELL: N/A E-MAIL: Theodore.Martinez@nau.edu

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I was on the Clean and Beautiful Commission in Yuma AZ and worked to bring curbside recycling to the city. I have been a teacher of environmental science in Yuma and Flagstaff. I have a degree in environmental science and policy from NAU

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

I want to become more involved in my community. I also want to be aware of what is occurring ~~in~~ in the community and contribute. I also think this is a good professional development opportunity.

I understand that any information provided above is public information and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Ted Martinez  
Applicant Signature

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Monday, October 27, 2014 2:07 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

**Date:\*** 10-27-2014  
**Board/Commission you wish to serve on:\*** Sustainability  
**If applicable, type of seat for which you are qualified:**

### Your Information

**Name:\*** Jodi Norris  
**Home Address:\*** 1916 N Marion  
**Mailing Address (If different from above):**  
**Employer:\*** National Park Service  
**Business Phone:**  
**E-mail:\*** jrn38@nau.edu  
**Indicate preferred telephone:\***  Home  Cell  
 Work  
**Please indicate age group:\***  18-34  35-54  55+  
 35-54  
**Please indicate education:\***  High School  College  Post Graduate  
**Number of years living in the Flagstaff area:\*** 7

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My education and experience are in studying ecosystems and their changes through time in response to drivers such as climate. I have also served on the Flagstaff Bicycle Advisory Committee and have previously served on the Flagstaff Sustainability Commission. I have gone through the process of making conservation and green energy improvements to our house but that process was not easy and has recently become much harder. I would like to make it easier for others than it was for us.

Why do you want to serve on the board or commission you listed?

I have the greatest connection and personal experience with the goals of the sustainability commission.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13401>

The following form was submitted via your website: Board/Commission Application

Date:: 10-27-2014

Board/Commission you wish to serve on:: Sustainability

If applicable, type of seat for which you are qualified::

Name:: Jodi Norris

Home Phone:: 9283106495

Home Address:: 1916 N Marion

Zip:: 86001

Mailing Address (If different from above)::

Employer:: National Park Service

Job Title:: Ecologist

Business Phone::

Cell::

E-mail:: [jrn38@nau.edu](mailto:jrn38@nau.edu)

Indicate preferred telephone:: Home

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 7

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My education and experience are in studying ecosystems and their changes through time in response to drivers such as climate. I have also served on the Flagstaff Bicycle Advisory Committee and have previously served on the Flagstaff Sustainability Commission. I have gone through the process of making conservation and green energy improvements to our house but that process was not easy and has recently become much harder. I would like to make it easier for others than it was for us.

Why do you want to serve on the board or commission you listed?: I have the greatest connection and personal experience with the goals of the sustainability commission.

Additional Information:

Form submitted on: 10/27/2014 2:06:43 PM

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

**RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001**

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 10/22/13

BOARD/COMMISSION YOU WISH TO SERVE ON: Sustainability Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Ellen Vaughan HOME PHONE: 315-472-7959

HOME ADDRESS: 1988 N. Southern Hills Drive ZIP: 86004

MAILING ADDRESS (if Different from Above): \_\_\_\_\_

EMPLOYER: NAU JOB TITLE: Manager, Office of Sustainability

BUS. PHONE: \_\_\_\_\_ CELL: 315-472-7959 E-MAIL: Ellen.Vaughan@nav.edu

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experiences/interests are applicable to this board or commission.

I'm the new manager of the Office of Sustainability at NAU (replacing Brian McLaren). I am on NAU's Environmental Caucus Steering Committee & the Coordinating Committee for Campus Sustainability. I hope to join multiple other groups soon.

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

- I hope to be the liaison between NAU and Flagstaff
- I hope to become integrally involved in multiple sustainable initiatives throughout the region

I understand that any information provided above is public information and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Ellen Vaughan  
Applicant Signature

# Ellen Lucinda Vaughan

1988 N Southern Hills Drive  
Flagstaff, AZ 86004

(315) 472-7959  
Ellen.L.Vaughan@gmail.com

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## Education:

### **Master of Professional Studies** (December, 2007)

*State University of New York, College of Environmental Science and Forestry,*  
Syracuse, New York.

- Major: Environmental Policy
  - Thesis studies: Analysis of carbon sequestration and storage potential of Syracuse, NY's urban forests in relation to Syracuse's overall greenhouse gas and particulate footprint

### **Bachelor of Liberal Arts** (May, 2006)

*Virginia Polytechnic Institute and State University,* Blacksburg, Virginia.

- Major: Interdisciplinary Studies
  - Concentration: Business, Forestry, Humanities

## Experience:

### **Manager, Office of Sustainability** (October 2013 – Present)

*Northern Arizona University,* Flagstaff, Arizona

### **Project Coordinator** (August 2011 – August 2013)

*Public Counsel of the Rockies,* Aspen, Colorado

- Responsible for managing the development, execution and follow-up of organization's programs
  - Current programs include a bimonthly presentation series, a "smart water" initiative to increase regional streamflow and a "hydroelectric collaborative" to support the development of regional sustainable hydropower
- Assisted in grant writing, event coordination, website development (Wordpress), accounting (TimeNet Law) and strategic planning.

### **Program Director** (April 2009 – June 2011)

*Renewable Natural Resources Foundation,* Bethesda, Maryland

- Lead staff member in charge of programs for consortium of natural resource professional and scientific organizations
- *Renewable Resources Journal* assistant editor
  - Responsible for article solicitation, editing news and articles, maintaining subscription database and promotion
- Managed annual national conferences including topic selection, background research, fundraising, delegate selection, press and writing of conference report

- Conducted “Washington Round Tables” to create a forum where scientists can discuss natural resource management public policy issues with federal employees
- Managed RNRN natural resource awards program
- Maintained and enhanced website

**Global Warming Field Organizer** (May, 2008 – January, 2009)

*Greenpeace*, Fairfax County, Virginia

- Worked on Project Hot Seat, Greenpeace’s grassroots campaign to stop climate change
- Successfully accomplished campaign goal of garnering candidate commitment to stopping climate change
- Educated and mobilized hundreds of community members across Northern Virginia to demand climate change leadership from their congressional candidates
- Directly lobbied congressional candidates on climate change, renewable energy, green collar jobs and OCS/ANWR drilling

**Director of Sustainability** (May, 2007 – May, 2008)

*Syracuse Center of Excellence in Environmental and Energy Systems (SCoE)*,  
Syracuse, New York

- Responsible for greening SCoE’s internal operations
- Collaborated with Syracuse’s convention centers and hotels to create green conferences
- Helped a local, rural community (Fabius, NY) in developing its sustainable energy plan
- Partnered with the Doris Duke Charitable Foundation to develop a template which assists universities in creating a sustainability plan
- Founded a regional Emerging Green Builders (EGB) chapter, a group of students and young professionals dedicated to the green building movement

**Business Manager** (Summer, 2006)

*Kenai River Float-n-Fish*, Cooper Landing, Alaska

- Responsible for business operations of a river fishing company

**Office Support** (Summers, 2002 and 2004)

*TRW*, Fairfax, Virginia

- Provided call-center assistance with a global manufacturing and services company
- Furnished IT support for Microsoft and Lotus-based applications

Computer skills:

- Strong command of MS Office (Word, Excel, PowerPoint), Photoshop and

Wordpress. Basic skills in Access, InDesign, Pagemaker, TimeNet Law (accounting) and GIS.

Personal Interests:

**Mountaintop Removal Coal Mining:**

Founder and President (2003 - 2006)

*Mountain Justice at Virginia Tech (MJVT)*, Blacksburg, Virginia

Mountain Justice is a student-run organization that works to educate themselves and their community about the destructive practices of mountain top removal coal mining.

**Hiking/Camping:**

Solo thru-hiked Appalachian Trail (2003)

Publications:

Co-Editor, Report on Assessing America's Renewable Energy Future. *Renewable Resources Journal*. Vol. 26, No. 2. 2010.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Heritage Preservation Commission.

**RECOMMENDED ACTION:**

Make one At-Large appointment to a term expiring December 2017.  
Make one Professional appointment to a term expiring December 2017.

**Policy Decision or Reason for Action:**

By making the above appointment, the Heritage Preservation Commission will be at full membership and will be able to continue meeting on a regular basis. There are three applications on file.

Stephanie Bauer (new applicant)  
Josh Edwards (new applicant)  
Jean Hockman (new applicant)

All applicants are eligible for the At-Large seat; Josh Edwards is eligible for the Professional seat.

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

1) Appoint two Commissioners: By appointing members at this time, the Heritage Preservation Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.

2) Table the action to allow for further discussion or expand the list of candidates.





## City of Flagstaff, AZ

### HERITAGE PRESERVATION COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Berry, Sean Patrick</u></b> AT LARGE Teaching Assistant/Northern Arizona University 550 S. Blackbird Roost #17 Flagstaff, AZ 86001 Cell Phone: 928-380-9854 Term: (1st 7/14-12/16)	07/15/2014	12/16	No
<b><u>Corbin, Lynne</u></b> AT LARGE Project Director/Northern Arizona University 215 N. Park Dr. Flagstaff, AZ 86001 Home Phone: 928-774-8471 Term: (1st 8/10 - 12/11; 2nd 12/11-12/14)	12/18/2012	12/14	03/12/2013
<b><u>Day, Jonathan</u></b> HISTORIC PROPERTY OWNER Self Employed 209 E. Cottage Ave. Flagstaff, AZ 86001 Home Phone: 928-853-3503 Term: (1st 8/12 - 12/13; 2nd 12/13-12/16)	07/15/2014	12/16	No
<b><u>Dunn, Laurel</u></b> HISTORIC PROPERTY OWNER Owner/England House Bed & Breakfast 614 W. Santa Fe Ave. Flagstaff, AZ 86001 Home Phone: 928-214-7350 Term: (1st part. 08/10-12/12; 2nd 12/12 - 12/15)	08/27/2012	12/15	10/20/2011



## City of Flagstaff, AZ

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<b><u>Paradis, Thomas, Chairman</u></b>	<b>08/27/2012</b>	<b>12/14</b>	<b>04/24/2008</b>
PROFESSIONAL Associate Professor/Northern Arizona University 4696 S. House Rock Trail Flagstaff, AZ 86001 Home Phone: 928-523-5853 Term: (1st 6/06-12/08; 2nd 12/08-12/11; 3rd 12/11-12/14)			
<b><u>Scandura, Philip</u></b>	<b>12/18/2012</b>	<b>12/15</b>	<b>03/18/2010</b>
AT LARGE Staff Engineer - Aerospace/Honeywell 4853 S. Bright Angel Trail Flagstaff, AZ 86001 Home Phone: 928-214-8194 Term: (1st 8/10 - 12/12; 2nd 12/12-12/15)			
<b><u>Zimmerman, David</u></b>	<b>08/27/2012</b>	<b>12/15</b>	<b>11/04/2013</b>
PROFESSIONAL Planner/Historic Preservation Specialist/ADOT 3001 N. Schevene Blvd. Flagstaff, AZ 86004 Home Phone: 928-380-3057 Term: (1st 12/12 - 12/15)			

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**Staff Representative: Karl Eberhard**

**As Of: December 23, 2014**

## CHAPTER 2-19 HERITAGE PRESERVATION COMMISSION

### SECTIONS:

- 2-19-001-0001 ESTABLISHMENT OF THE COMMISSION
- 2-19-001-0002 MEMBERSHIP
- 2-19-001-0003 TERMS AND OFFICERS
- 2-19-001-0004 MEETINGS
- 2-19-001-0005 POWERS AND DUTIES

### **2-19-001-0001 ESTABLISHMENT OF THE COMMISSION**

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There is hereby created a commission to be known as the Heritage Preservation Commission.

(Ord. 2010-35, Amended, 11/16/2010)

### **2-19-001-0002 MEMBERSHIP**

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A. The membership of the commission shall consist of seven (7) voting members. Additional members may be appointed in the future, if and when additional Historic Design Review Districts beyond the first district are created, to represent those additional districts and help develop and adopt design guidelines for those districts.

1. At least two (2) members must be professionals in the areas of architecture, history, architectural history, planning, or archaeology.
2. At least two (2) members shall be owners of locally designated historic properties or properties listed on the National Register of Historic Places.
3. At least three (3) members shall be from the general community.
4. Any member may satisfy more than one (1) of the above qualifications and any "professional" category may be filled by a person who is retired from that profession.

B. Appointed members shall have a demonstrated interest in the history of the community and be committed to represent not only their specific areas of expertise, but also the community at large. (Ord. No. 2005-08, Amended 04/05/2005; Ord. No. 2007-07, Amended 02/06/2007; Ord. 2010-35, Amended, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)

### **2-19-001-0003 TERMS AND OFFICERS**

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- A. Terms of appointment shall be three years, or until a successor is appointed.
- B. A chairperson and vice-chairperson shall be elected from and by the voting membership of the Commission to serve one-year terms. A chairperson may serve no more than two consecutive terms as chairperson (exclusive of a term as vice-chairperson). Upon the conclusion of a second, consecutive term as chairperson, such commission member shall be ineligible to serve as either Chairperson or Vice-Chairperson until a calendar year has expired.

(Ord. 2010-35, 11/16/2010)

#### **2-19-001-0004 MEETINGS**

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The Commission shall at a minimum hold at least one regular meeting quarterly, but shall normally hold monthly meetings.

A quorum shall be one more than half of the full membership of the Commission.

(Ord. No. 2005-08, Amended 04/05/2005; Ord. 2010-35, Amended, 11/16/2010)

#### **2-19-001-0005 POWERS AND DUTIES**

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- A. The Commission may recommend to the City Council that properties be designated landmarks or historic design review districts, subject to the procedures and requirements of the adopted land use regulations and/or development code of the City of Flagstaff. See Title 10, Chapter 30 of the City Code for Purpose, Applicability, Procedures and Requirements.
- B. The Commission shall increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.
- C. The Commission shall advise and assist owners of landmarks or historic structures on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.
- D. The Commission shall make recommendations to the City Council concerning the utilization of federal, state, local or private funds to promote the preservation of landmarks and historic districts within the City.
- E. The Commission may recommend acquisition of landmark structures by the City where:
  - 1. preservation is essential to the purposes of the Land Development Code;

2. private preservation is not feasible, and where either imminent demolition is pending or, for a period in excess of one year, required maintenance of said structures according to City Building Codes has not been accomplished due to deficiencies of ownership affecting maintenance; and

3. where preservation of said structures is related to some other existing plan or report.

F. The Commission shall review and make decisions on any development application for a Certificate of Appropriateness and require the same plans to be submitted to the Development Review Board, plus applicable elevation drawings.

G. The Commission shall develop and adopt design guidelines for historic and non-historic structures within designated design review districts, or individual historic structures or landmarks, to assist property owners and developers in preservation, renovation, rehabilitation, and reuse of historic structures and others within designated districts. If there is more than one designated district, the Commission shall develop appropriate design guidelines for each district. The design guidelines, and major amendments thereto, shall be subject to a public hearing before the Commission, including notification of the property owners within the district to which they would apply, per procedures outlined in Section 10-30.30 of the City Code.

H. The Commission shall carry out other such duties as determined by the City Council; and present other recommendations the City Council deems pertinent.

(Ord. No. 1857, Enacted, 02/07/95; Ord. No. 1997, Amended, 06/15/1999; Ord. 2010-35, Amended, 11/16/2010)



## City of Flagstaff, AZ

### HERITAGE PRESERVATION COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Bauer, Stephanie</u></b> Contract Administrator/Northern Arizona University 1613 N. Kutch Dr. Flagstaff, AZ 86001 Cell Phone: 623-363-8924			No
<b><u>Edwards, Josh</u></b> Archaeologist/Cornerstone Environmental 3631 N. Schevene Blvd. Flagstaff, AZ 86004 Cell Phone: 928-380-0373			No
<b><u>Hockman, Jean</u></b> AT-LARGE Retired 1970 Fox Hill Rd. Flagstaff, AZ 86004 Home Phone: 928-526-5813			No

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**Staff Representative: Karl Eberhard**

**As Of: December 23, 2014**

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, August 21, 2014 2:56 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 08/21/14  
Board/Commission you wish to serve on:\* Heritage Preservation  
If applicable, type of seat for which you are qualified: at large

#### Your Information

Name:\* Jean Hockman Home Phone:\* 928.526.5813  
Home Address:\* 1970 Fox Hill Rd Zip:\* 86004  
Mailing Address (If different from above):  
Employer:\* retired Job Title:\* retired  
Business Phone: Cell:  
E-mail:\* jdhkmn@hotmail.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work

Please indicate age group:\*  
 18-34  55+

35-54

Please indicate education:\*  
 High School  Post Graduate

College

Number of years living in the Flagstaff area:\* 29

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

previously served on the historic preservation, and planning commissions of Galena, Illinois. A national historic site. My service was while the city was in the early planning stages. Galena is now a prime historic and tourism site in Illinois. Over a period of 15 years I restored an historic home in Galena and studied that city's distinguished history. I am currently president of the Flagstaff Arts Council and a member of the Flagstaff Tourism Commission (term expired December 2014). For most of 20 years I held leadership positions on the Literacy Volunteers board of directors. Other volunteer service in Flagstaff has included Citizens Against Substance Abuse and the Flagstaff Book Festival. I was executive director of The Guidance Center from 1985 until 1997.

Why do you want to serve on the board or commission you listed?

I have enjoyed serving on the Tourism Commission and wish to continue service. My experience in Galena should be helpful in Heritage Preservation in Flagstaff.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 08/21/14

Board/Commission you wish to serve on:: Heritage Preservation

If applicable, type of seat for which you are qualified:: at large

Name:: Jean Hockman

Home Phone:: 928 526 5813

Home Address:: 1970 Fox Hill Rd

Zip:: 86004

Mailing Address (If different from above)::

Employer:: retired

Job Title:: retired

Business Phone::

Cell::

E-mail:: [jdhkmn@hotmail.com](mailto:jdhkmn@hotmail.com)

Indicate preferred telephone:: Home

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 29

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: previously served on the historic preservation, and planning commissions of Galena, Illinois. A national historic site. My service was while the city was in the early planning stages. Galena is now a prime historic and tourism site in Illinois. Over a period of 15 years I restored an historic home in Galena and studied that city's distinguished history.

I am currently president of the Flagstaff Arts Council and a member of the Flagstaff Tourism Commission (term expired December 2014). For most of 20 years I held leadership positions on the Literacy Volunteers board of directors. Other volunteer service in Flagstaff has included Citizens Against Substance Abuse and the Flagstaff Book Festival.

I was executive director of The Guidance Center from 1985 until 1997.

Why do you want to serve on the board or commission you listed?: I have enjoyed serving on the Tourism Commission and wish to continue service. My experience in Galena should be helpful in Heritage Preservation in Flagstaff.

**Additional Information:**

Form submitted on: 8/21/2014 2:55:33 PM

Submitted from IP Address: 24.121.115.161

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=994>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 19, 2013 8:19 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is a public record.

Date:\* 6/19/2013  
Board/Commission you wish to serve on:\* Heritage Preservation Commission  
If applicable, type of seat for which you are qualified:

#### Your Information

Name:\* Stephanie Bauer Home Phone:\* 928-637-6111  
Home Address:\* 1613 N. Kutch Dr. Zip:\* 86001  
Mailing Address (If different from above):  
Employer:\* Northern Arizona University/Museum Club Job Title:\* Contract Administrator/Owner  
Business Phone: Cell: 623-363-8924  
E-mail:\* [stephanie.damiani@gmail.com](mailto:stephanie.damiani@gmail.com)  
Indicate preferred telephone:\*  Home  Cell  
 Work

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I work full-time at Northern Arizona University's Facility Services as the construction contract administrator. I work closely with Project Managers, Architects/Engineers, Contractors, and other stake holders to process construction projects for the campus. Additionally, my spouse and I own 50% of the Museum Club, which is located in a historic building. I know the importance preserving Flagstaff's heritage has on not only our local community, but also our tourism and visitors.

Why do you want to serve on the board or commission you listed?

I would like to serve on the Heritage Preservation Commission because I have an interest in preserving Flagstaff's treasured history. As a small-business owner of a business that draws a lot of visitors because of its historic building, I know the value that preservation brings to individuals and the community as a whole. Arizona is still a young state, but the heritage we have is strong. I would love to contribute to its preservation in any way I can.

By submitting this electronic form, I acknowledge that any information provided above is a public record, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 6/19/2013

Board/Commission you wish to serve on:: Heritage Preservation Commission

If applicable, type of seat for which you are qualified::

Name:: Stephanie Bauer

Home Phone:: 928-637-6111

Home Address:: 1613 N. Kutch Dr.

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Northern Arizona University/Museum Club

Job Title:: Contract Administrator/Owner

Business Phone::

Cell:: 623-363-8924

E-mail:: [stephanie.damiani@gmail.com](mailto:stephanie.damiani@gmail.com)

Indicate preferred telephone:: Cell

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I work full-time at Northern Arizona University's Facility Services as the construction contract administrator. I work closely with Project Managers, Architects/Engineers, Contractors, and other stake holders to process construction projects for the campus. Additionally, my spouse and I own 50% of the Museum Club, which is located in a historic building. I know the importance preserving Flagstaff's heritage has on not only our local community, but also our tourism and visitors.

Why do you want to serve on the board or commission you listed?: I would like to serve on the Heritage Preservation Commission because I have an interest in preserving Flagstaff's treasured history. As a small-business owner of a business that draws a lot of visitors because of its historic building, I know the value that preservation brings to individuals and the community as a whole. Arizona is still a young state, but the heritage we have is strong. I would love to contribute to its preservation in any way I can.

Additional Information:

Form submitted on: 6/19/2013 8:19:15 AM

Submitted from IP Address: 134.114.50.56

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1883>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**IMPORTANT NOTICE:** The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF  
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.  
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!**

DATE: 1/24/14

BOARD/COMMISSION YOU WISH TO SERVE ON: Historic Preservation Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: \_\_\_\_\_

YOUR NAME: Josh Edwards HOME PHONE: 928-380-0373

HOME ADDRESS: 3631 N. Scherene Blvd., Flagstaff, AZ ZIP: 86004

MAILING ADDRESS (If Different from Above): \_\_\_\_\_

EMPLOYER: Cornerstone Environmental JOB TITLE: Archaeologist

BUS. PHONE: N/A CELL: 928-380-0373 E-MAIL: geomorphjosh@gmail.com

PLEASE INDICATE PREFERRED TELEPHONE:  HOME  WORK  CELL

**BACKGROUND INFORMATION:** Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

*I have been an archaeologist for over 20 years and have training and experience with the Section 106 process of the National Historic Preservation Act.*

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

*To contribute to the Flagstaff community and be involved in how historic properties are treated.*

I understand that any information provided above is public information and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

  
\_\_\_\_\_  
Applicant Signature

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments:** Planning and Zoning Commission.

**RECOMMENDED ACTION:**

Make two appointments to terms expiring December 2017.

**Policy Decision or Reason for Action:**

By making the above appointments, the Planning and Zoning Commission will be at full membership and will be able to continue meeting on a regular basis. There are five applications on file, they are as follows:

Bruce Aiken (new applicant)  
Bart Bartel (new applicant)  
Jim McCarthy (new applicant) (has also applied to Water Commission)  
Steve Thibault (new applicant)  
Margo Wheeler (new applicant)

**Financial Impact:**

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

None.

**Options and Alternatives:**

1) Appoint two Commissioners: By appointing members at this time, the Planning and Zoning Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.

2) Table the action to allow for further discussion or expand the list of candidates.

**Background/History:**

The Planning and Zoning Commission consists of seven citizens serving three-year terms. There are currently two seats available.

Please note that Jim McCarthy has applied for both the Planning and Zoning Commission and the Water Commission; he will only be able to serve on one. Additionally, he previously served on the Planning and Zoning Commission from 2008 to 2013.

This commission serves as an advisory board to the Council on matters relating to the growth and physical development of the City. The commission also conducts hearings on amendments to the Zoning Map, tentative subdivision plats, and Development Review Board appeals.

**Key Considerations:**

It is important to fill the vacancies so as to allow the Commission to continue meeting on a regular basis.

**Community Benefits and Considerations:**

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

**Community Involvement:**

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the opening by Board members and City staff has occurred, informing others of these vacancies through word of mouth.

**Expanded Options and Alternatives:**

**COUNCIL INTERVIEW TEAM:** Mayor Nabours and Councilmember Brewster

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**Attachments:**    [P&Z - Roster](#)  
                          [P&Z - Authority](#)  
                          [P&Z - Applicant Roster](#)  
                          [P&Z - Applications](#)



## City of Flagstaff, AZ

### PLANNING AND ZONING COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Carpenter, David</u></b> Owner/Hope Construction 1715 E. Tradewinds Ct. Flagstaff, AZ 86005 Cell Phone: 928-380-5808 Term: (1st 2/10-12/12; 2nd 12/12-12/15)	01/15/2013	12/15	03/18/2010
<b><u>Dorsett, Stephen, Chairman</u></b> President/Architect/Shapes & Forms Architects 1823 W. Heavenly Court Flagstaff, AZ 86001 Work Phone: 928-213-9626 Term: (1st 6/09-12/10; 2nd 12/10-12/13; 3rd 12/13-12/16)	12/03/2013	12/16	10/20/2011
<b><u>Jackson, Steve</u></b> Owner/Broker/Coldwell Banker NARICO 4417 E. Burning Tree Loop Flagstaff, AZ 86004 Work Phone: 928-226-3188 Term: (1st 1/13-12/15)	01/15/2013	12/15	No
<b><u>Moore, Paul</u></b> Architect/Self 1665 N. Turquoise Dr. Flagstaff, AZ 86001 Work Phone: 773-1624 Term: (1st 9/10-12/11; 2nd 12/11-12/14)	09/21/2010	12/14	08/24/2008
<b><u>Pfeiffer, Tina</u></b> Mortgage Loan Officer/Prime Lending 4391 E. Savannah Cir. Flagstaff, AZ 86004 Cell Phone: 928-600-3143 Term: (1st 9/11-12/12; 2nd 12/12-12/15)	01/15/2013	12/15	02/16/2012



## City of Flagstaff, AZ

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<b><u>Ramsey, Justin, Vice Chairman</u></b>	<b>02/07/2012</b>	<b>12/14</b>	<b>11/04/2013</b>
Senior Project Manager/Westland Resources, Inc. 950 N. Sinagua Hts. Drive Flagstaff, AZ 86001 Home Phone: 928-606-3598 Term: (1st 2/12-12/14)			
<b><u>Turner, Paul W.</u></b>	<b>12/03/2013</b>	<b>12/16</b>	<b>No</b>
Principal/President/Turner Engineering, Inc. 4825 E. Hightimber Lane Flagstaff, AZ 86004 Work Phone: 928-779-1814 Term: (1st 12/13-12/16)			

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**Staff Representative: Mark Sawyers**

**As Of: December 23, 2014**

## CHAPTER 2-01 PLANNING AND ZONING COMMISSION

### SECTIONS:

- 2-01-001-0001 CREATION OF COMMISSION
- 2-01-001-0002 INTENT AND PURPOSE
- 2-01-001-0003 MEMBERSHIP
- 2-01-001-0004 MEETINGS
- 2-01-001-0005 DUTIES AND FUNCTIONS

Prior legislation: Ords. 339, 859, 1427, 1826 and 2007-09.

### **2-01-001-0001 CREATION OF COMMISSION**

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There is hereby established a Planning and Zoning Commission for the City of Flagstaff under the provisions of A.R.S. § 9-461.02. (Ord. 339, 10-8-45; Ord. 2010-35, Amended, 11/16/2010)

### **2-01-001-0002 INTENT AND PURPOSE**

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The purpose of the Planning and Zoning Commission is to direct the growth and physical development of the City in a sound and orderly fashion for the prosperity, health, safety, convenience, and general welfare of the citizens of Flagstaff. (Ord. 2010-35, 11/16/2010)

### **2-01-001-0003 MEMBERSHIP**

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The Planning and Zoning Commission shall consist of seven (7) members appointed by the Mayor and Council.

The term of each citizen member shall be three (3) years or until his successor takes office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired portion of the term.

A. A Chairperson and Vice-Chairperson shall be elected from and by the voting membership of the Commission to serve one (1) year terms. A Chairperson may serve no more than two (2) consecutive terms as Chairperson (exclusive of a term as Vice-Chairperson). Upon the conclusion of a second, consecutive term as Chairperson, such Commission member shall be ineligible to serve as either Chairperson or Vice-Chairperson until a calendar year has expired.

B. In addition to the causes for removal set out in the Board and Commission Members' Rules and Operations Manual, a member accumulating eight (8) absences from regularly scheduled meetings in any given calendar year will be automatically removed from the Commission and a replacement appointed by the City Council. An

unexcused absence is defined as the failure of the member to notify the Planning and Development Services Section of his or her inability to attend a regularly scheduled meeting. (Ord. 2010-35, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)

#### **2-01-001-0004 MEETINGS**

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Unless there are no matters to be considered, the Commission shall hold at least one meeting each month and may schedule additional special meetings as needed. A special meeting may serve as the minimum one meeting per month. (Ord. 2010-35, 11/16/2010)

#### **2-01-001-0005 DUTIES AND FUNCTIONS**

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The Planning and Zoning Commission created in this chapter shall be and act as the Zoning Commission of the City, and all duties and powers granted to zoning commissions under State law shall be exercised by the Planning and Zoning Commission. In addition to any authority granted to the Planning and Zoning Commission by State law or other ordinances of the City, the Planning and Zoning Commission shall have the following duties and functions under the provisions of these regulations:

- A. To review and recommend to the City Council adoption of a comprehensive general plan adopted in compliance with the authority provided in A.R.S. Section 9-461.05 for the orderly growth and development of the City and for any land outside the City which, in the opinion of the Planning and Zoning Commission, bears a relation to the planning of the City.
- B. To hear, review, and make recommendations to the City Council regarding applications for amendments to the General Plan or any other plan in accordance with the provisions of Chapter 11-10 (General Plans).
- C. To serve as an advisory body to the City Council and furnish the Council through the Planning Director the facts concerning the adoption of any report or recommendation.
- D. To make its special knowledge and expertise available upon reasonable written request and authorization of the City Council to any official, department, board, commission or agency of the State or Federal governments.
- E. To hear and review amendments to the Zoning Map and to the text of the Zoning Code in accordance with the provisions of Title 10, Zoning Code, Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).

- F. To confer with and advise other similar City or County commissions.
- G. To make investigations, maps, reports, and recommendations to the City Council in regard to the physical development of the City.
- H. To hear, review and make recommendations to the City Council regarding preliminary subdivision plats after recommendation from the Planning Director and City Engineer in accordance with Chapter 11-20, Subdivision and Land Split Regulations.
- I. To take such other action as authorized in Title 10 (Zoning Code) and Title 11 (General Plan and Subdivisions) as necessary to implement the provisions of those titles and the General Plan.
- J. To consider, review and approve Conditional Use Permits, pursuant to the provisions of Section 10-20.40.050 (Conditional Use Permits).
- K. The Commission shall carry out other such duties as determined by the City Council and present other recommendations the City Council deems pertinent. (Ord. 859, 10-24-72; Ord. 2010-35, Amended, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)



## City of Flagstaff, AZ

### PLANNING AND ZONING COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<b><u>Aiken, Bruce</u></b> Artist/Self-Employed 1401 N. 4th Street, #159 Flagstaff, AZ 86004 Cell Phone: 928-226-2882			02/16/2012
<b><u>Bartel, Bart</u></b> Member/BPJ Ranch LLC 2650 W. Kiltie Flagstaff, AZ 86005 Cell Phone: 928-606-5926			No
<b><u>McCarthy, Jim</u></b> Sr. Project Engineer/Retired from Honeywell 2087 Fresh Aire Street Flagstaff, AZ 86001-2898 Home Phone: 928-779-3748			04/24/2008
<b><u>Thibault, Steve</u></b> Realtor, Agent/Century 21 Flagstaff 315 S. O'Leary St. Flagstaff, AZ 86001 Cell Phone: 928-863-2946			No
<b><u>Wheeler, M. Margo</u></b> Lecturer/NAU 3528 S. Amanda St. Flagstaff, AZ 86005 Cell Phone: 760-898-2826			No

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**Staff Representative: Mark Sawyers**

**As Of: December 23, 2014**

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Friday, June 06, 2014 12:53 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

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**Application to Serve on a Board/Commission**

**Please note that this information is public information.**  
Date:\* 6/6/14  
Board/Commission you wish to serve on:\* Planning and Zoning  
If applicable, type of seat for which you are qualified:

**Your Information**

Name:\* Bruce Aiken Home Phone:\* none  
Home Address:\* 1401 n.4th st. #159 Zip:\* 86004  
Mailing Address (If different from above):  
Employer:\* self and NAU Job Title:\* artist  
Business Phone: 226 2882 Cell:  
E-mail:\* sandstone98@yahoo.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work  
Please indicate age group:\*  
 18-34  55+  
 35-54  
Please indicate education:\*  
 High School  Post Graduate  
 College  
Number of years living in the Flagstaff area:\* 8

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Having lived in Coconino County since 1972, I have seen much change, some for the good some for the worse. From 1972 until 2006 I maintained a dual career, 33 years as an artist and a National Park Service employee. During that time I was responsible for the NPS water delivery system at Grand Canyon National Park. I am now retired from the NPS. Since moving to Flagstaff in 2006 I have served on the BPAC for 7 years, 5 as chairman. Now I am keenly interested in taking what I learned there and applying long term vision to P&Z. I am currently sitting on the board of directors of the Friends of the Flagstaff Monuments and have also served on the board of the Flagstaff Cultural Partners. My experience in working successfully with the Mayor, members of city council and the city staff is solid.

Why do you want to serve on the board or commission you listed?

The city of Flagstaff is a beautiful, growing and dynamic place to live. My hope is to lend some experience and vision to help that to endure in a real, meaningful and economically viable way.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 6/6/14

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified::

Name:: Bruce Aiken

Home Phone:: none

Home Address:: 1401 n.4th st. #159

Zip:: 86004

Mailing Address (If different from above)::

Employer:: self and NAU

Job Title:: artist

Business Phone:: 226 2882

Cell::

E-mail:: [sandstone98@yahoo.com](mailto:sandstone98@yahoo.com)

Indicate preferred telephone:: Work

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 8

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Having lived in Coconino County since 1972, I have seen much change, some for the good some for the worse. From 1972 until 2006 I maintained a dual career, 33 years as an artist and a National Park Service employee. During that time I was responsible for the NPS water delivery system at Grand Canyon National Park. I am now retired from the NPS. Since moving to Flagstaff in 2006 I have served on the BPAC for 7 years, 5 as chairman. Now I am keenly interested in taking what I learned there and applying long term vision to P&Z. I am currently sitting on the board of directors of the Friends of the Flagstaff Monuments and have also served on the board of the Flagstaff Cultural Partners. My experience in working successfully with the Mayor, members of city council and the city staff is solid.

Why do you want to serve on the board or commission you listed?: The city of Flagstaff is a beautiful, growing and dynamic place to live. My hope is to lend some experience and vision to help that to endure in a real, meaningful and economically viable way.

Additional Information:

Form submitted on: 6/6/2014 12:52:36 PM

Submitted from IP Address: 184.98.160.113

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Thursday, November 20, 2014 9:22 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 11/20/14  
Board/Commission you wish to serve on:\* Planning and Zoning Commission  
If applicable, type of seat for which you are qualified:

#### Your Information

Name:*	Bart Bartel	Home Phone:*	None
Home Address:*	2650 W. Kiltie	Zip:*	86005
Mailing Address (If different from above):			
Employer:*	BPJRanch LLC	Job Title:*	Member
Business Phone:		Cell:	928-606-5926
E-mail:*	bpjranch@aol.com		
Indicate preferred telephone:*	<input type="checkbox"/> Home	<input checked="" type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:*	<input type="checkbox"/> 18-34	<input checked="" type="checkbox"/> 55+	
	<input type="checkbox"/> 35-54		
Please indicate education:*	<input type="checkbox"/> High School	<input checked="" type="checkbox"/> Post Graduate	
	<input type="checkbox"/> College		
Number of years living in the Flagstaff area:*	22		

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My wife and I own and operate a retail business in Coconino County, and reside in west Flagstaff. I enjoy business planning, and see a good fit to this commission. I am very familiar with Flagstaff and surrounding areas to review impacts of decisions made by this commission.

Why do you want to serve on the board or commission you listed?

I am interested in seeing Flagstaff continue to support regional master plans, existing and new businesses, and current/future residents. I want Flagstaff to continue with smart growth. I also want to better understand what local priorities are for businesses and residents, and support projects that meet these requirements.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13716>

The following form was submitted via your website: Board/Commission Application

Date:: 11/20/14

Board/Commission you wish to serve on:: Planning and Zoning Commission

If applicable, type of seat for which you are qualified::

Name:: Bart Bartel

Home Phone:: None

Home Address:: 2650 W. Kiltie

Zip:: 86005

Mailing Address (If different from above)::

Employer:: BPJRanch LLC

Job Title:: Member

Business Phone::

Cell:: 928-606-5926

E-mail:: bpjranch@aol.com

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 22

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My wife and I own and operate a retail business in Coconino County, and reside in west Flagstaff. I enjoy business planning, and see a good fit to this commission. I am very familiar with Flagstaff and surrounding areas to review impacts of decisions made by this commission.

Why do you want to serve on the board or commission you listed?: I am interested in seeing Flagstaff continue to support regional master plans, existing and new businesses, and current/future residents. I want Flagstaff to continue with smart growth. I also want to better understand what local priorities are for businesses and residents, and support projects that meet these requirements.

Additional Information:

Form submitted on: 11/20/2014 9:21:53 PM

Submitted from IP Address: 24.121.108.236

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1883>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**Stacy Saltzburg**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 27, 2013 8:14 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Board/Commission Application**

**Important Notice:**

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**Application to Serve on a Board/Commission**

**Please note that this information is public information.**

Date:\* 11/27/2013  
Board/Commission you wish to serve on:\* Planning and Zoning  
If applicable, type of seat for which you are qualified:

**Your Information**

Name:\* Jim McCarthy Home Phone:\* 928-779-3748  
Home Address:\* 2087 W. Fresh Aire St. Zip:\* 86001-2898  
Mailing Address (If different from above): same  
Employer:\* Retired from Honeywell Job Title:\* Engineering Manager  
Business Phone: n.a. Cell:  
E-mail:\* jm436mc@gmail.com  
Indicate preferred telephone:\* (X) Home ( ) Cell  
( ) Work

**Background Information**

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I served one full- and one-partial term on P&Z. I have a Master of Environmental Planning from ASU, which is similar to a city planning degree but with study on both the built and unbuilt environments. I have studied land use planning here and similar study in Europe. My BS is in mechanical engineering – the profession where I gained technical and business experience. I own four properties, three in Flagstaff, which gives me another type of experience.

Why do you want to serve on the board or commission you listed?

For our form of government to function fairly and efficiently, citizens must be involved. My goal is to protect our Flagstaff character while never compromising private property rights. I have been a productive P&Z member and bring balance to the commission. A few weeks ago, I applied for a position on the Water Commission. I thought that I could not reapply for P&Z because I had served two terms. I now understand that since my first term was a partial term, I may apply for a second full term. I would be pleased to serve on either commission.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 11/27/2013

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified::

Name:: Jim McCarthy

Home Phone:: 928-779-3748

Home Address:: 2087 W. Fresh Aire St.

Zip:: 86001-2898

Mailing Address (If different from above):: same

Employer:: Retired from Honeywell

Job Title:: Engineering Manager

Business Phone:: n.a.

Cell::

E-mail:: [jm436mc@gmail.com](mailto:jm436mc@gmail.com)

Indicate preferred telephone:: Home

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I served one full- and one-partial term on P&Z. I have a Master of Environmental Planning from ASU, which is similar to a city planning degree but with study on both the built and unbuilt environments. I have studied land use planning here and similar study in Europe. My BS is in mechanical engineering – the profession where I gained technical and business experience. I own four properties, three in Flagstaff, which gives me another type of experience.

.Why do you want to serve on the board or commission you listed?: For our form of government to function fairly and efficiently, citizens must be involved. My goal is to protect our Flagstaff character while never compromising private property rights. I have been a productive P&Z member and bring balance to the commission.

A few weeks ago, I applied for a position on the Water Commission. I thought that I could not reapply for P&Z because I had served two terms. I now understand that since my first term was a partial term, I may apply for a second full term. I would be pleased to serve on either commission.

Additional Information:

Form submitted on: 11/27/2013 8:13:50 AM

Submitted from IP Address: 184.98.129.90

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Tuesday, October 29, 2013 1:24 PM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

#### Please note that this information is public information.

Date:\* 10/29/2013  
Board/Commission you wish to serve on:\* Planning and Zoning.  
If applicable, type of seat for which you are qualified:

#### Your Information

Name:\* Steve Thibault Home Phone:\* 928-863-2946  
Home Address:\* 315 S O'Leary St Zip:\* 86001  
Mailing Address (If different from above):  
Employer:\* Century 21 Flagstaff Job Title:\* Realtor, Agent  
Business Phone: 928-527-3300 Cell: 928-863-2946  
E-mail:\* steven.thibault@century21.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work

#### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Being in the housing field and living in Flagstaff for the past 20 years I feel my experience will allow me to help guide this board into the future.

Why do you want to serve on the board or commission you listed?

I have lived in Flagstaff since 1994 and have never served on a board or commission and feel the need to serve my community.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 10/29/2013

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified::

Name:: Steve Thibault

Home Phone:: 928-863-2946

Home Address:: 315 S O Leary St

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Century 21 Flagstaff

Job Title:: Realtor, Agent

Business Phone:: 928-527-3300

Cell:: 928-863-2946

E-mail:: [steven.thibault@century21.com](mailto:steven.thibault@century21.com)

Indicate preferred telephone:: Cell

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Being in the housing field and living in Flagstaff for the past 20 years I feel my experience will allow me to help guide this board into the future.

Why do you want to serve on the board or commission you listed?: I have lived in Flagstaff since 1994 and have never served on a board or commission and feel the need to serve my community.

**Additional Information:**

Form submitted on: 10/29/2013 1:23:33 PM

Submitted from IP Address: 71.37.208.87

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

## Stacy Saltzburg

**From:** noreply@civicplus.com  
**Sent:** Monday, July 14, 2014 6:32 AM  
**To:** Elizabeth Burke; Stacy Saltzburg  
**Subject:** Online Form Submittal: Board/Commission Application

**Categories:** Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Board/Commission Application

### Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

### Application to Serve on a Board/Commission

**Please note that this information is public information.**

Date:\* 7/14/2014  
Board/Commission you wish to serve on:\* Planning Commission  
If applicable, type of seat for which you are qualified:

### Your Information

Name:\* M. Margo Wheeler Home Phone:\* 928-266-1319  
Home Address:\* 3528 S. Amanda St. Zip:\* 86005  
Mailing Address (If different from above):  
Employer:\* NAU Job Title:\* Lecturer  
Business Phone: Cell: 760-898-2826  
E-mail:\* mmw626@yahoo.com  
Indicate preferred telephone:\*  
 Home  Cell  
 Work

Please indicate age group:\*  
 18-34  55+  
 35-54

Please indicate education:\*  
 High School  Post Graduate  
 College

Number of years living in the Flagstaff area:\* new arrival

### Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have recently joined the faculty of NAU to teach Planning. I have been Planning Director of 7 different cities in CA and was the Planning Director in Las Vegas, NV, from 2001- 11. My Masters degree is in Planning from USC. I have recently been inducted into the college of Fellows of the American Planning Association. I have been a member of Soroptimist International service club for nearly 30 years. In addition I have served on animal rescue organization boards and been a member of other community groups. I am a member of the St. Francis parish. I was a Planning Commission member in the city of Burbank, CA, 1993-4. I currently teach Introduction to Planning on line for Cal State Univ., San Bernardino graduate school of Public Administration. I have been visiting Flagstaff for many years and am thrilled to have purchased my home here in the University Heights neighborhood.

Why do you want to serve on the board or commission you listed?

I love city planning in all its aspects. Every vacation that I take is an exercise in planning, learning how cities improve and reinvent themselves. I am extremely excited to begin a new phase of my career in Planning by teaching full time here at NAU. Flagstaff is a wonderful city. I have explored its neighborhoods and parks and commercial areas. I love its trees and dark sky. There are areas of great potential that could become as well-developed as its core. As with all cities, there are both successes and challenges evident. I would dearly love to be granted the opportunity to become a part of Flagstaff's future

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

\* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 7/14/2014

Board/Commission you wish to serve on:: Planning Commission

If applicable, type of seat for which you are qualified::

Name:: M. Margo Wheeler

Home Phone:: 928-266-1319

Home Address:: 3528 S. Amanda St.

Zip:: 86005

Mailing Address (If different from above)::

Employer:: NAU

Job Title:: Lecturer

Business Phone::

Cell:: 760-898-2826

E-mail:: mmw626@yahoo.com

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: new arrival

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have recently joined the faculty of NAU to teach Planning. I have been Planning Director of 7 different cities in CA and was the Planning Director in Las Vegas, NV, from 2001- 11. My Masters degree is in Planning from USC. I have recently been inducted into the college of Fellows of the American Planning Association.

I have been a member of Soroptimist International service club for nearly 30 years. In addition I have served on animal rescue organization boards and been a member of other community groups. I am a member of the St. Francis parish.

I was a Planning Commission member in the city of Burbank, CA, 1993-4. I currently teach Introduction to Planning on line for Cal State Univ., San Bernardino graduate school of Public Administration.

I have been visiting Flagstaff for many years and am thrilled to have purchased my home here in the University

Heights neighborhood.

Why do you want to serve on the board or commission you listed?: I love city planning in all its aspects. Every vacation that I take is an exercise in planning, learning how cities improve and reinvent themselves. I am extremely excited to begin a new phase of my career in Planning by teaching full time here at NAU. Flagstaff is a wonderful city. I have explored its neighborhoods and parks and commercial areas. I love its trees and dark sky. There are areas of great potential that could become as well-developed as its core. As with all cities, there are both successes and challenges evident. I would dearly love to be granted the opportunity to become a part of Flagstaff's future

**Additional Information:**

Form submitted on: 7/14/2014 6:32:27 AM

Submitted from IP Address: 67.49.90.62

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=994>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



---

**TITLE:**

**Consideration and Action on Liquor License Application:** John Kennelly, "Historic Brewing Company Barrel and Bottle House", 110 S. San Francisco St., Series 07 (beer and wine bar), Person and Location Transfer.

**RECOMMENDED ACTION:**

Hold public hearing.

The City Council has the option to:

- 1) Forward the application to the State with a recommendation for approval;
- 2) Forward the application to the State with no recommendation; or
- 3) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Policy Decision or Reason for Action:**

Series 07 licenses must be obtained through the person and/or location transfer of an existing license from another business. The license is being transferred from Andrea Mendoza with Elk Ridge Ski Area, located in Williams.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Connection to Council Goal:**

Effective governance - regulatory action.

**Has There Been Previous Council Decision on This:**

Not applicable.

**Options and Alternatives:**

- 1) Table the item if additional information or time is needed.
- 2) Make no recommendation.
- 3) Forward the application to the State with a recommendation for approval.
- 4) Forward the application to the State with a recommendation for denial, stating the reasons for such recommendation.

**Background/History:**

An application for a person and location transfer Series 07 liquor license was received from John Kennelly for Historic Brewing Company Barrel House, 110 S. San Francisco St. The person transfer is from Andrea Mendoza for Elk Ridge Ski Area located at 875 Ski Run Rd., Williams, Arizona.

A background investigation performed by Sgt. Matt Wright of the Flagstaff Police Department resulted in a recommendation for approval.

A background investigation performed by Tom Boughner, Code Compliance Manager, resulted in no active code violations being reported. However, it was noted that the Community Commercial Zone does not allow bars and taverns. As a result, the owners of the Historic Brewing Company Barrel and Bottle House have partnered with Proper Meats and Provisions, an adjoining business within the same building, to ensure state standards and zoning code provisions will be achieved. The partnership has been formalized in a letter attached to Mr. Boughner's memo.

Sales tax and licensing information was reviewed by Ranbir Cheema, Tax, Licensing & Revenue Manager, who stated that the business is in compliance with the tax and licensing requirements of the City.

**Key Considerations:**

Because the application is for a person and location transfer, consideration may be given to the applicant's personal qualifications as well as location.

A Series 07 beer and wine bar license allows a beer and wine bar retailer to sell and serve beer and wine, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The deadline for issuing a recommendation on this application is February 7, 2015.

**Community Benefits and Considerations:**

This business will contribute to the tax base of the community. We are not aware of any other relevant considerations.

**Community Involvement:**

The application was properly posted on December 12, 2014. No written protests have been received to date.

**Expanded Options and Alternatives:**

- 1) Table the item if additional information or time is needed.
- 2) Make no recommendation.
- 3) Forward the application to the State with a recommendation for approval.
- 4) Forward the application to the State with a recommendation for denial, stating the reasons for such recommendation.

---

**Attachments:**    [Historic - Letter to Applicant](#)  
                          [Hearing Procedures](#)  
                          [Series 07 Description](#)

Historic - PD Memo

Historic - Code Memo

Historic - Tax Memo

OFFICE OF THE CITY CLERK

December 23, 2014

Historic Brewing Company Barrel and Bottle House  
Attn: John Kennelly  
4366 E. Huntington Dr.  
Flagstaff, AZ 86004

Dear Mr. Kennelly:

Your application for a new Series 07 liquor license for Historic Brewing Company Barrel and Bottle House at 110 S. San Francisco, was posted on December 12, 2014. The City Council will consider the application at a public hearing during their regularly scheduled City Council Meeting on **Tuesday, January 6, 2015 which begins at 4:00 p.m.**

It is important that you or your representative attend this Council Meeting and be prepared to answer any questions that the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest that you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures.

The twenty-day posting period for your liquor license application is set to expire on January 2, 2015 and the application may be removed from the premises at that time.

If you have any questions, please feel free to call me at 928-213-2077.

Sincerely,

Stacy Saltzburg  
Deputy City Clerk

Enclosure



# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will request that the Applicant come forward to address the Council regarding the application in a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
3. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).

## License Types: Series 07 Beer and Wine Bar License

Transferable (From person to person and/or location to location within the same county only)

On & off-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

### PURPOSE:

Allows a beer and wine bar retailer to sell and serve beer and wine, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of **DELIVERY**. The retailer must complete a Department approved "Record of Delivery" form for each spirituous liquor retail delivery.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept delivery of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Off-sale ("To Go") package sales can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the one provided for the bar.

Bar, beer and wine bar and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

## MEMORANDUM

Memo # 14-130-01

**TO: Chief Kevin Treadway**

**FROM: Sgt. Matt Wright**

**DATE: December 22, 2014**

**RE: LIQUOR LICENSE APPLICATION – SERIES 7 person to person and location transfer for “Historic Brewing Company Barrel and Bottle House”**

---

On December 22, 2014, I initiated an investigation into an application for a series 7 (beer and wine bar) person to person and location transfer. The liquor license application has been filed by John Kennelly and Sherrill Kennelly the new owners of Historic Brewing Barrel and Bottle House. Historic Brewing Barrel and Bottle House is located at 110 S. San Francisco Suite #C in Flagstaff. Historic Brewing Barrel and Bottle House recently purchased this liquor license from the owners of Fountain Outdoor Recreation Company located at 875 Ski Run Rd in Williams, Arizona. The sellers are obtaining a series 12 license for the restaurant in Williams. The series 7 license being applied for is #07030071.

I conducted a query through local systems and public access on John and Sherrill Kennelly. I found no recent derogatory records on John and Sherrill Kennelly. I spoke with John who stated he and Sherrill have purchased the series 7 liquor license and John plans to run and manage the day to day operations. John said they open for business by March of 2015 as they are currently completing renovations. John and Sherrill Kennelly have taken the mandatory liquor law training courses and provided proof.

John listed three liquor violations his businesses have received. Two violations occurred in 2013 for having delinquent taxes at two businesses in Williams, AZ. John confirmed both fines were paid. John listed a third violation at Historic Brewing Company here in Flagstaff. This violation was for not filling out an annual production report. John confirmed the fine was paid in August of 2014.

John said Historic Brewing Company Barrel and Bottle House will be serving food. John said he and the owners from Proper Meets and Provisions have entered into an agreement that Proper Meets and Provisions will supply all the food. John confirmed they had their own menu for patrons to order from but the food and food prep would be handled by Proper Meets and Provisions who are also located in the same building. John stated he has been in contact with planning and zoning department of the city and their business plan has been approved. John said he does not plan to operate like a bar, and indicated the business would be open as a tap room serving their craft beer, wine and food from 11:00 am to 9:00 pm.

As a result of this investigation, I can find no reason to oppose this series 7 liquor license application. Recommendation to Council would be for approval.



## Planning and Development Services Memorandum

December 18, 2014

**TO:** Stacy Saltzburg, Deputy City Clerk

**THROUGH:** Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator

**FROM:** Tom Boughner, Code Compliance Mgr.

**RE:** Application for Liquor License #07030071  
110 South San Francisco Street Suite C,  
Flagstaff, Arizona 86001  
Assessor's Parcel Number 103-08-006  
John Kennelly on behalf of Historic Brewing Company Barrel and  
Bottle House.

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This application is a request for a Person and Location Transfer Series 7 Beer and Wine liquor license from Mr. John Kennelly on behalf of The Historic Brewing Company Barrel and Bottle House. This business is located at 110 South San Francisco Street within the Community Commercial (CC) Zone.

The Community Commercial Zone does not allow bars and taverns. As a result, the owners of The Historic Brewing Company Barrel and Bottle House and Proper Meats and Provisions, two adjoining businesses within the same building, will be partnering together to ensure that compliance with state standards and Zoning Code provisions will be achieved. This partnership has been formalized in a letter submitted to staff (see attached) which states as follows:

1. Proper Meats and Provisions will provide the menu and food for The Historic Brewing Company Barrel and Bottle House.
2. The Historic Brewing Company Barrel and Bottle House will ensure that they have food sales account for more than 50% of total sales.
3. If the agreement with Proper Meats and Provisions is terminated, of if Proper Meats and Provisions is no longer able to provide the food for The Historic Brewing

Company Barrel and Bottle House, the latter company will have 6 months to find another food supplier at that location, or will have to close down.

There are no active Zoning Code violations associated with the applicant or the property at this time.

This liquor license is recommended for approval.



Historic Brewing Company  
110 S. San Francisco St. Suite C  
Flagstaff, AZ 86001

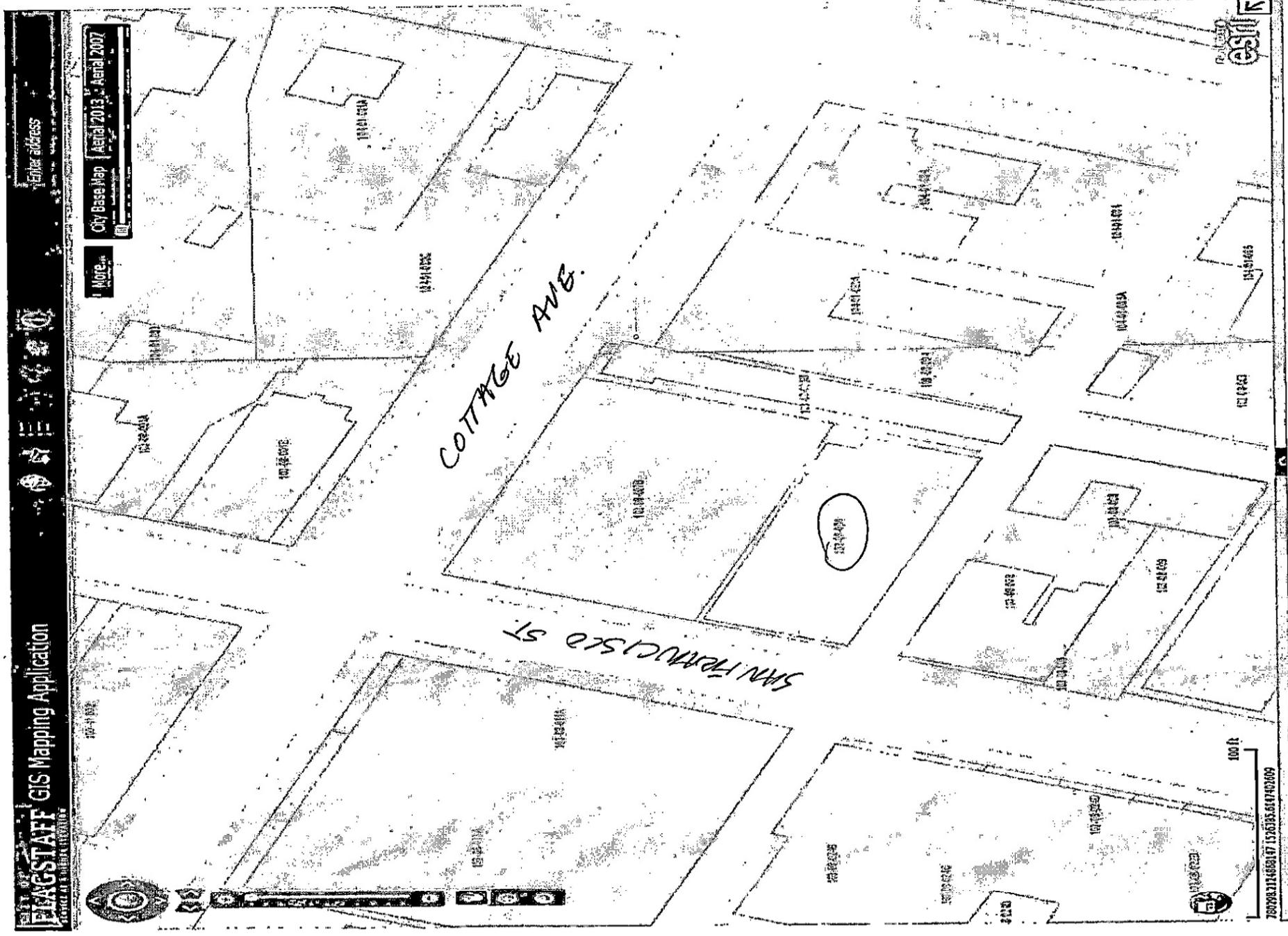
**To This May Concern:**

HBC Barrel House and Proper Meats and Provisions will be partnering within the same building. We have agreed upon the following:

- Proper Meats will provide the menu and food for the HBC Barrel House concept located at 110 S. San Francisco St, Flagstaff, AZ 86001
- HBC Barrel House will have food sales account for 50% of total sales.
- If the agreement with Proper Meats were ever terminated or Proper Meats was no longer able to provide the food for HBC Barrel House, HBC would have 6 months to provide another food supplier to that location.

John F. Kennelly  
Historic Brewing Company

Paul Moir  
Proper Meats and Provisions



# Memo

To: Stacy Saltzberg, Deputy City Clerk

From: Ranbir Cheema - Tax, Licensing & Revenue Manager

Date: December 17, 2014

Re: Series 7 Liquor License – Person and Location Transfer – Historic Brewing Company Barrel and Bottle House

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Applicant HBC Barrel House LLC DBA Historic Brewing Company Barrel and Bottle House with John Francis Kennelly and Sherrill Ann Kennelly as its principals is properly licensed with the City of Flagstaff for Sales Tax purposes. They have not been in business long enough to file their first tax return yet but I do not foresee any issues regarding that at this time. They are currently in good standing with the sales tax section.

/liquor licenses/HBC Brewing.doc

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Action on Liquor License Application:** Jared Repinski, "Agave", 1580 E. Route 66, Series 12 (restaurant), New License.

**RECOMMENDED ACTION:**

Hold the Public Hearing

The City Council has the option to:

- 1) Forward the application to the State with a recommendation for approval;
- 2) Forward the application to the State with no recommendation; or
- 3) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

**Policy Decision or Reason for Action:**

Jared Repinski is the agent for a new Series 12 (restaurant) liquor license for Agave.

**Financial Impact:**

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

**Connection to Council Goal:**

Effective governance (Regulatory action)

**Has There Been Previous Council Decision on This:**

Not applicable.

**Options and Alternatives:**

- 1) Table the item if additional information or time is needed.
- 2) Make no recommendation.
- 3) Forward the application to the State with a recommendation for approval.
- 4) Forward the application to the State with a recommendation for denial, stating the reasons for such recommendation.





OFFICE OF THE CITY CLERK

December 23, 2014

Agave  
Attn: Jared Repinski  
PO Box 6252  
Chandler, AZ 85246

Dear Mr. Repinski:

Your application for a new Series 12 liquor license for Agave at 1580 E. Route 66., was posted on December 12, 2014. The City Council will consider the application at a public hearing during their regularly scheduled City Council Meeting on **Tuesday, January 6, 2015 which begins at 4:00 p.m.**

It is important that you or your representative attend this Council Meeting and be prepared to answer any questions that the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest that you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures.

The twenty-day posting period for your liquor license application is set to expire on January 2, 2015 and the application may be removed from the premises at that time.

If you have any questions, please feel free to call me at 928-213-2077.

Sincerely,

Stacy Saltzburg  
Deputy City Clerk

Enclosure



# City of Flagstaff

## Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will request that the Applicant come forward to address the Council regarding the application in a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
3. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

## **R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).

## License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

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### PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

### ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

**MEMORANDUM**

**Memo # 14-129-01**

**TO: Chief Kevin Treadway**

**FROM: Sgt. Matt Wright**

**DATE: December 22, 2014**

**RE: LIQUOR LICENSE APPLICATION – SERIES 12- FOR “Agave”**

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On December 22, 2014, I initiated an investigation into an application for a series 12 (restaurant) liquor license filed by Jared Repinski (Agent), and Cristian Valencia Miranda (Controlling Person). Jared Repinski is the listed Agent on the license for administrative purposes only and will not be active in the day to day operations. Agave is located at 1580 E. RT 66 in Flagstaff. This is an application for a new series 12 license #12033371. Agave will operate with an interim permit when the business opens officially on December 26, 2014. The restaurant that previously occupied the space was called Alpha Omega Greek Cuisine.

I conducted a query through local systems and public access on Jared Repinski (Agent), and Cristian Valencia Miranda. Nothing negative was found on Jared Repinski, but Cristian was found to have been arrested for DUI and Disorderly Conduct more than 10 years ago.

I spoke with Cristian who stated he was the sole owner of the restaurant and would also be responsible for the day to day operations. Cristian said this would be his first liquor license and therefore has no liquor law violations. Cristian advised he was aware of the requirements of the series 12 liquor license and has attended the mandatory liquor license training.

As a result of this investigation, a recommendation to Council would be for approval.



## Planning and Development Services Memorandum

**December 18, 2014**

**TO:** Stacy Saltzburg, Deputy City Clerk

**THROUGH:** Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator

**FROM:** Tom Boughtner, Code Compliance Mgr.

**RE:** Application for Liquor License #12033371  
1580 East Route 66, Flagstaff, Arizona 86001  
Assessor's Parcel Number 106-01-003  
Jared Repinski on behalf of Agave Restaurant

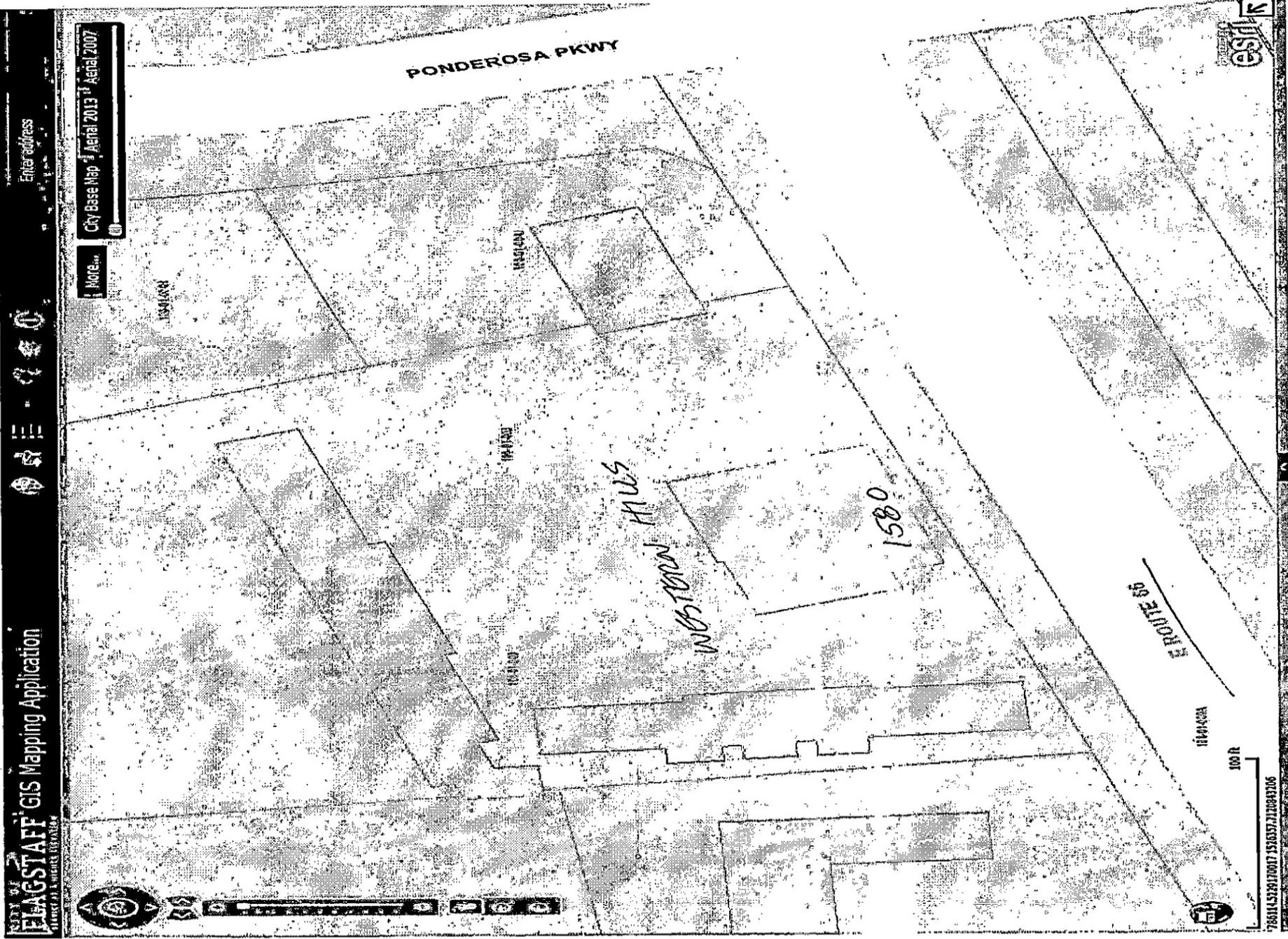
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This application is a request for a new Series 12 Restaurant liquor license, by Jared Michael Repinski on behalf of the Agave Restaurant. This restaurant is located within the Highway Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

This liquor license is recommended for approval.

HC 104 01 003



# Memo

To: Stacy Saltzberg, Deputy City Clerk

From: Ranbir Cheema - Tax, Licensing & Revenue Manager

Date: December 17, 2014

Re: Series 12 Liquor License – New License –Agave

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Applicant CVM LLC DBA Agave with Cristian Valencia Miranda as its principal is properly licensed with the City of Flagstaff for Sales Tax purposes. They have not been in business long enough to file their first tax return yet but I do not foresee any issues regarding that at this time. They are currently in good standing with the sales tax section.

/liquor licenses/Agave.doc

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Ryan Roberts, Utilities Engineering Manager,  
Utilities  
**Date:** 12/19/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

Consideration and Approval of Purchase: One (1) Wastewater Lagoon Dredge with attachments for Wildcat Hill Wastewater Treatment Plant (***Approve purchase of dredge for Wildcat Hill Wastewater Treatment Plant***).

**RECOMMENDED ACTION:**

- 1.) Staff recommends that City Council reject all bids as submitted for Invitation for Bids (IFB), bid # 2015-07, Utilities Wastewater Dredge Equipment.
  
- 2.) Approve the purchase of one (1) Model MD-615 diesel powered Dredge and attachments in the amount of \$304,691.70 from VMI, Inc. located in Cushing, Oklahoma, for the replacement of the existing Dredge equipment at Wildcat Hill Wastewater Treatment Plant (WWTP).

**Policy Decision or Reason for Action:**

The Utilities Division-Wastewater Treatment Section needs to replace the existing Dredge equipment to maintain operations and the current level of service. The existing Dredge is 35 years old, has reached the end of its asset life, and needs replacement. The existing unit has over 42,000 operational hours and the replacement criteria is 9,000 hrs. The existing Dredge has significant wear on the power train, hydraulic systems, and wear parts.

**Financial Impact:**

The winning bid price of the Dredge equipment, with attachments, is \$304,691.70 which includes all applicable sales taxes and delivery fees. The Utilities Department budgeted \$275,000.00 for this equipment replacement in fiscal year 2015 in account # 203-08-311-1116-0-4402. The balance of \$29,691.70 will come from the Wastewater reserve account 203-08-375-3235-0-4466.

**Connection to Council Goal:**

Maintain and deliver quality, reliable infrastructure and utility services. The dredge is utilized daily in the summer operations in the solids handling process at Wildcat Wastewater Treatment plant.

**Previous Council Decision on This:**

No

**Options and Alternatives:**

Option 1--Approve the purchase from VMI Equipment Company as the lowest responsive and responsible bidder in the amount of \$304,691.70 for the replacement of existing dredge equipment.

Option 2-- Approve the monthly rental of used dredge equipment for \$15,900 per month. Nineteen months (19) of rental fees would be equivalent to the purchase price of the new Dredge.

Option 3-- Reject the bid and continue to use the existing 1980 Dredge equipment. According to the equipment manufacturer this equipment is beyond its design life. Continuing to use the existing Dredge will increase repair and maintenance costs and decreasing reliability of this 35 year old piece of equipment. As of 1/1/15 the City has spent over \$254,000 maintaining this piece of equipment over the past 34 years.

**Background/History:**

The initial IFB, bid # 2015-07, for the dredge equipment was advertised back on August 19, 2014. The City received two (2) bids for this equipment and both bids were determined to be non-responsive. The previous bid specifications required a larger horsepower diesel motor and redundant hydraulic system requirements. The City changed the motor and hydraulic equipment specifications to allow for more competitive bidding and additional cost savings and advertised a second IFB, bid # 2015-26, which resulted in lower equipment costs and will have lower fuel costs for the life of equipment.

This equipment is critical to the Wildcat Hill Wastewater Treatment plant operations. The equipment being purchased will replace an existing 35 year old piece of equipment used in daily operations. The Fleet replacement criterion for this type of equipment at the City is a maximum of 25 years age and/or 9,000 operating hours. The dredge equipment being replaced has exceeded the age (now 35 years) as well as the number of operating hours (42,000 hours). The equipment being presented to City Council for replacement purchase has been reviewed, evaluated and approved by the Fleet Management Committee, which is comprised of Public Works-Fleet staff, Utilities Management and maintenance staff.

**Key Considerations:**

The purchase being recommended was reviewed and approved by the Fleet Committee. Dredge equipment is specialized and there are no local manufacturers of this type of equipment. VMI Dredge Equipment Company, located in Cushing Oklahoma, was the lowest responsive and responsible bidder.

City Council members approved the FY15 funding for this equipment during the previous budget cycle. Capital Improvement funding was reviewed and approved in April 2014.

**Community Benefits and Considerations:**

The replacement of the lagoon dredge equipment will help reduce the amount of downtime, as well as additional repair costs associated with the existing dredge equipment. This replacement will help ensure a reliable operation in the solids handling operations at the Wildcat Hill Facility during the summer months, which allows the Utilities department to effectively provide wastewater treatment services to the citizens of Flagstaff in a safe and reliable manner.

**Community Involvement:**

Inform

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**Attachments:**     [2015-26 Dredge Bid Results](#)

VMI Equipment Bid Schedule 10-10-14

VMI Equipment Specs

Existing 35 yr old Dredge



**Wildcat Hill WWTP- Sludge Dredge Equipment Purchase**

**Acct# 203-08-311-1116-0-4402**

**DATE - October 10, 2014**

**BID SCHEDULE**

ITEM #	DESCRIPTION	APPROX. QUANT.	UNIT	UNIT PRICE		TOTAL AMOUNT BID IN FIGURES	
				IN WORDS	IN FIGURES		
	<b>Equipment</b>						
1	New Dredge Equipment with 260 HP Motor	1	LS	two hundred forty-one thousand four hundred sixty-nine dollars	\$241,469.00		
2	Off-loading, set-up, and installation	1	LS	two thousand, eight hundred dollars	\$2,800.00	\$244,269.00	
3	Shipping and Delivery	1	LS	four thousand, eight hundred forty dollars	\$4,840.00	\$249,109.00	
4	Training Services-3 Days	1	LS	two thousand eight hundred fifty dollars	\$2,850.00	\$251,959.00	
5	Applicable Taxes-5.6% Out of State Tax Rate	1	LS	fourteen thousand one hundred nine dollars and seventy cents	\$14,109.70	\$266,068.70	
6				Lump Sum-Total Base Bid			
<b>CONTINGENCIES</b>							
7	N/A						
						<b>SUBTOTAL</b>	\$266,068.70

**TOTAL BASE BID**

two hundred sixty-six thousand sixty-eight dollars and seventy cents      266,068.70  
 (IN WORDS)      (IN FIGURES)

Add Alternate						
1	Add Alternate #1 - Spare Parts per Spec Paragraph 26, incl tax and delivery	1	LS	ten thousand five hundred seven dollars	\$10,507.00	\$276,575.70

**SUBTOTAL , ADD ALTERNATE #1**

two hundred seventy-six thousand five hundred seventy-five dollars and seventy cents      276,575.70  
 (IN WORDS)      (IN FIGURES)

Add Alternate						
2	Add Alternate #2 - Semi-automated remote operation per Spec Paragraph 27	1	LS	twenty-three thousand four hundred thirty-four dollars	\$23,434.00	\$289,502.70

**SUBTOTAL , ADD ALTERNATE #2**

two hundred eighty-nine thousand five hundred seven dollars and seventy cents      289,507.70  
 (IN WORDS)      (IN FIGURES)

Add Alternate						
3	Add Alternate #3 - Flow Meter Installed per Spec Paragraph 28	1	LS	four thousand six hundred eighty-two dollars	\$4,682.00	\$270,750.70

**SUBTOTAL , ADD ALTERNATE #3**

two hundred seventy thousand seven hundred fifty dollars and seventy cents      270,750.70  
 (IN WORDS)      (IN FIGURES)

**TOTAL BASE BID AND AD ALTERNATES 1 & 2 & 3**

three hundred four thousand six hundred ninety-one dollars and seventy cents      304,691.70  
 (IN WORDS)      (IN FIGURES)

# VMI, INC.



## HORIZONTAL DREDGES



MD-415

MD-615

MD-815



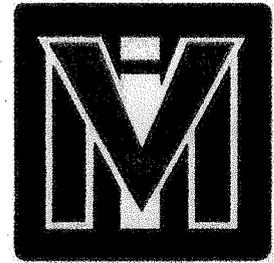
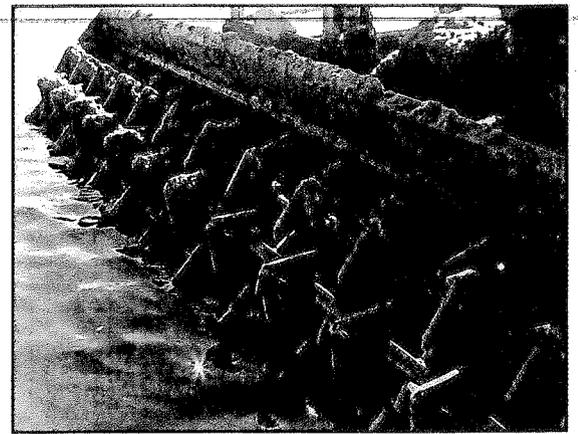
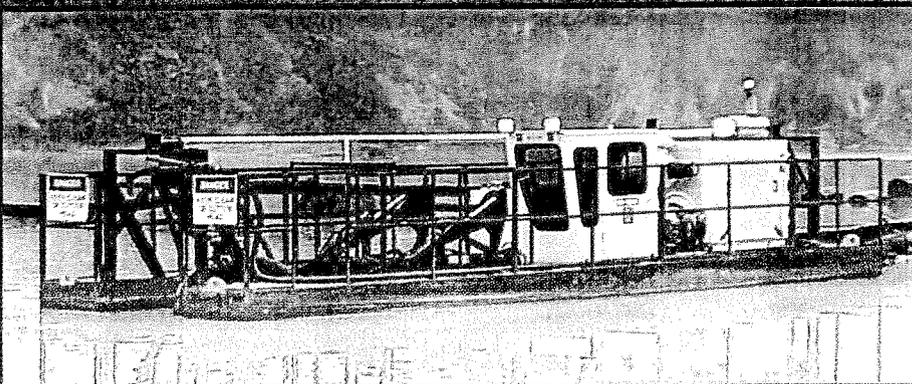
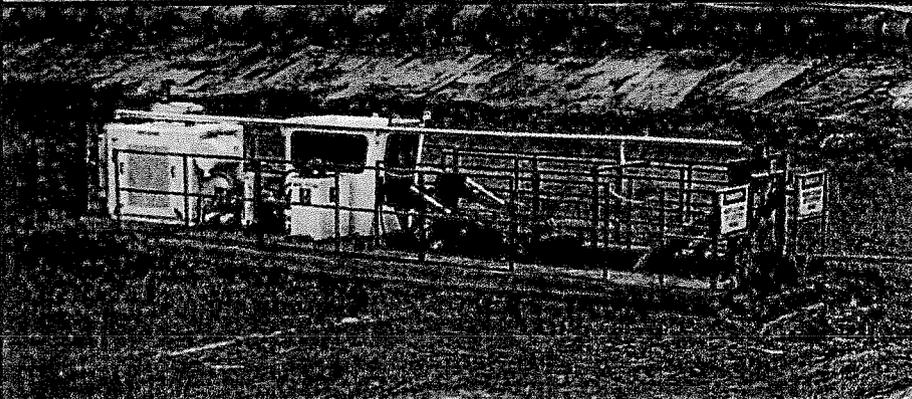
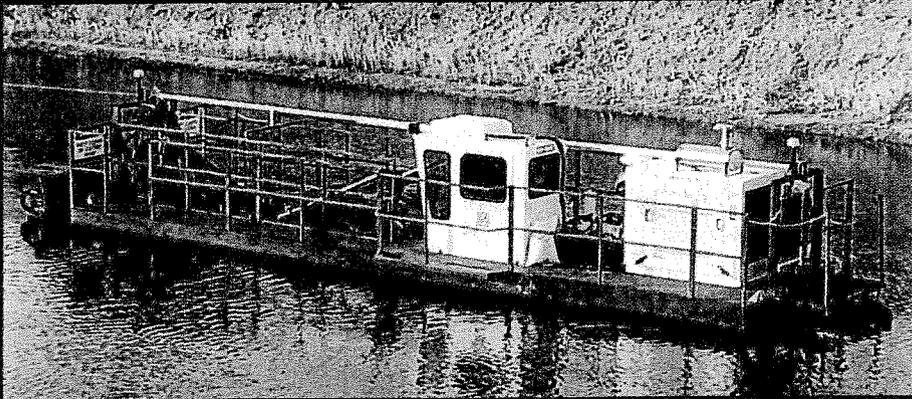
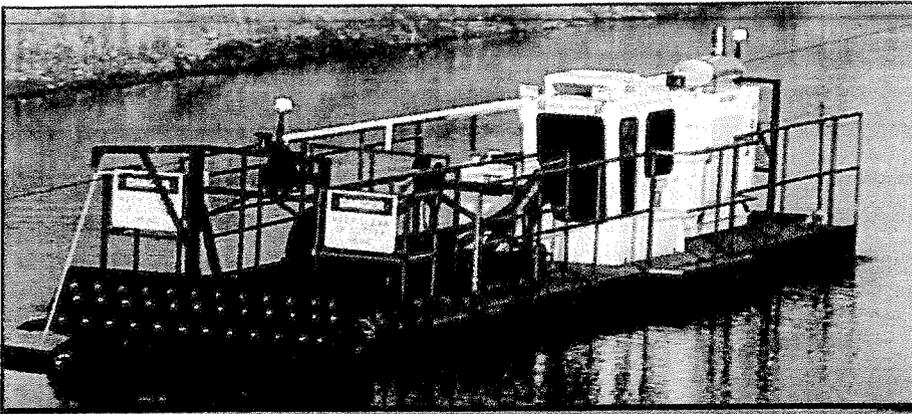
# Specifications

**MD-415**

**MD-615**

**MD-815**

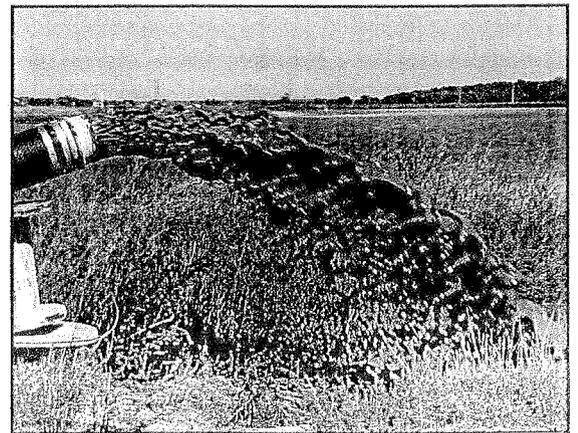
<b>GENERAL</b>			
Length	33' 6" (10.21 m) O.A.	37' 6" (11.43 m) O.A.	38' 6" (11.73 m) O.A.
Height (without A/C)	8' (2.44 m)	8' 6" (2.59 m)	8' 10" (2.69 m)
Width	8' 6" (2.59 m) (transport)	9' (2.74 m) (transport)	9' 11" (3.02 m)
Weight (Approx.)	20,000 lbs (9,100 kg)	23,000 lbs (10,400 kg)	26,500 lbs (11,800 kg)
Draft	22" (55.88 cm)	22" (55.88 cm)	25" (63.5 cm)
Fuel Capacity	160 U.S. gallons (606 L)	244 U.S. gallons (923 L)	350 U.S. gallons (1211 L)
<b>ENGINE</b>			
Type	Cummins	Cummins	Cummins
Model	QSB 6.7	QSB 8.3	QSL 9
Power	173 BHP (129 kW) @ 2500 RPM	260 BHP (194 kW) @ 2200 RPM	350 BHP (261kW) @ 2100 RPM
<b>PUMP</b>			
Type	Hi-chrome cast iron, centrifugal, recessed impeller		
Impeller	18" (45.72 cm)	22" (55.88 cm)	25" (63.5 cm)
Suction	4" (10.16 cm)	6" (15.24 cm)	8" (20.32 cm)
Discharge	4" (10.16 cm)	6" (15.24 cm)	8" (20.32 cm)
Capacity (water @ 68°F)	3.75" (95mm) Sphere - Variable to 1,000 GPM (3,785 L/min) @ 130' (39.6 m) head @ 1400 RPM	5.75" (146mm) Sphere - Variable to 2,000 GPM (7,570 L/min) @ 140' (42.7 m) head @ 1140 RPM	7.75" (196mm) Sphere - Variable to 3,000 GPM (11,355 L/min) @ 130' (38.1 m) head @ 960 RPM
<b>CUTTER ASSEMBLY</b>			
Type	Horizontal with full-width, flow-through suction (Paddle and cutting teeth available)		
Size	8' 6" (2.59 m) wide x 21" (53.34 cm) diameter	9' (2.74 m) wide x 21" (53.34 cm) diameter	9' 11" (3.02 m) wide x 21" (53.34 cm) diameter
Speed	Variable 0-80 RPM (forward and reverse)		
Torque	60,000 in-lbs. (6,780 N·m)		
Operating Depth	Variable to 15' (4.57 m) maximum (optional depths available upon request)		
<b>PONTOONS</b>			
Dimensions	Two - 32" (81.28 cm) x 34" (86.36 cm) x 29' 6" (8.99 m)	Two - 32" (81.28 cm) x 34" (86.36 cm) x 33' 6" (10.21 m)	Two - 34" (86.36 cm) x 40" (101.6 cm) x 34' 6" (10.52 m)
Description	10 gauge steel, integral bulkheads and stiffeners, formed for rigidity, cora-foam filled		
<b>PROPULSION</b>			
Type	Treble sheave hydraulic winch		
Traverse Speed	Variable 0-50 ft/min (0-15.2 m/min)		
Cutting Speed	0-15 ft/min (0-4.57 m/min)		
<b>HYDRAULIC SYSTEM</b>			
Pumps	Variable displacement, axial piston		
Motors	Fixed displacement		
Capacity	Total, 80 GPM (302.8 L/min) @ 2200 RPM	Total, 130 GPM (492.1 L/min) @ 2200 RPM	Total, 170 GPM (681.3 L/min) @ 2200 RPM
Reservoir	100 U.S. gallons (378.5 L)		
<b>DRIVE</b>			
Description	Hydraulic pump drive, direct from engine		
<b>FILTERS</b>			
Description	Protected hydrostatic loop, high pressure suction & return		
<b>RELIEF SETTINGS</b>			
Centrifugal Pump	4000 psi (276 bar)		
Cutter Head	3000 psi (207 bar)		
Accessories	3000 psi (207 bar)		
Boom	1500 psi (103 bar)		
<b>ELECTRICAL SYSTEM</b>			
Alternator	Output - 100 amp		
Battery	Heavy Duty - 12 volt		
<b>PRIME FINISH</b>			
Lower Structure	Shear Tar Epoxy Paint		
Upper Structure	Blue and White Epoxy Paint		



[www.vmi-dredges.com](http://www.vmi-dredges.com)

VMI, Inc.  
1125 N. Maitlen Drive  
Cushing, Oklahoma 74023

Toll Free: (800) 762-2257  
Phone: (918) 225-7000  
[info@vmi-dredges.com](mailto:info@vmi-dredges.com)





**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Mike Stress, Streets Leadworker  
**Date:** 12/09/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Approval of Purchase Under National Joint Powers Alliance (NJPA) Contract :**  
Two (2) Elgin Broom Bear Twin Engine Street Sweepers (*Approve purchase of two street sweepers*).

**RECOMMENDED ACTION:**

Approve the purchase of two (2) Elgin Broom Bear Twin Engine Street Sweepers from Norwood Equipment of Phoenix, Arizona in the amount of \$489,730.44, including sales tax.

**Policy Decision or Reason for Action:**

This purchase will allow the Streets Section to maintain its current level of service in a cost effective manner.

**Financial Impact:**

- o The Streets Section has budgeted \$560,000 in Fiscal Year 2015 for the purchase of two (2) Elgin Broom Bear Twin Engine Street Sweepers in account number 040-06-161-0611-6-4401
- o The purchase of the Elgin Broom Bear Twin Engine Street Sweepers using the NJPA contract is \$260,865.22 X 2 = \$521,730.44
- o The trade in value for each old street sweeper is \$16,000 for a total of \$32,000.
- o By trading in 2 pieces of equipment the City will be able to purchase two (2) street sweepers for a net cost of \$489,730.44 or \$244,865.22 each including sales tax.

**Connection to Council Goal and/or Regional Plan:**

Maintain and deliver quality, reliable infrastructure

**Has There Been Previous Council Decision on This:**

None previously except by adoption of the annual budget which included these projected expenditures.

**Options and Alternatives:**

- o Option A: Accept the National Joint Power Alliance contract bid from Norwood Equipment as the lowest responsive bidder for the amount of \$489,730.44 for the two (2) Elgin Broom Bear Twin Engine Street Sweepers and the trade in of two (2) Elgin Broom Bear Street Sweepers.
- o Option B: Accept National Joint Powers Alliance contract bid from Norwood Equipment as the lowest responsive bidder for the amount of \$244,865.22 for one (1) Elgin Broom Bear Twin Engine Street Sweeper, and trade in one (1) Elgin Broom Bear Street Sweeper.

- o Option C: Conduct competitive bid process.
- o Option D: Continue to use existing Street Sweepers.

**Background/History:**

Within the Streets fleet, much of the equipment has become aged and replacements have been deferred due to declining Highway User Revenue Funds (HURF). This fiscal year it was identified that the HURF fund balance had the capacity to fund some equipment replacement. At the top of Streets' needs are two (2) Elgin Broom Bear street sweepers. The Streets Section currently has two (2) Elgin Broom Bear street sweepers that meet the criteria for replacement. With this NJPA contract, Streets is able to address current street sweeper replacement needs. The oldest street sweeper in the Streets fleet is 13 years old (2001), has 10,368 hours on it, and life-to-date cost is \$194,550. The second oldest street sweeper is 10 years old (2004), has 10,799 hours on it, and the life-to-date cost is \$187,660. The Fleet Committee has reviewed the request to replace the street sweepers and they voted unanimously in favor of replacing them. The vendor agreed to accept trade-in of two pieces of equipment with a total value of \$32,000 (\$16,000 for each trade in sweeper), and provide two new Elgin Broom Bear street sweepers for a net cost to the City of \$489,730.44.

**Key Considerations:**

When preparing to purchase the replacement street sweepers, staff looked at the National Joint Powers Alliance contract and found pricing to be the most competitive for these street sweepers. The warranty on the equipment is fully extended "bumper to bumper" to any defects in workmanship and materials for two (2) years. The warranty does not cover items that are considered to be operating and maintenance items (tires, oil changes, brakes, etc). The City of Flagstaff has had a successful working relationship with Norwood Equipment of Phoenix for the last 13 years and the City fleet currently includes Norwood equipment. In this time, Fleet Maintenance staff and equipment operators have gained confidence in Norwood Equipment's abilities to provide warranty work, preventive maintenance and product support needed with this purchase.

**Expanded Financial Considerations:**

With this purchase, the Streets Section will be able to replace two (2) out of the existing five (5) street sweepers with a twin engine in the fleet. This will allow staff to meet the expected level of service as these street sweepers will be more efficient in their operation and will have reduced ongoing maintenance costs.

**Community Benefits and Considerations:**

This will help the Streets Section provide the quality and level of service the community expects.

**Community Involvement:**

Inform

**Expanded Options and Alternatives:**

- Option A: Accept National Joint Powers Alliance contract bid from Norwood Equipment as the lowest responsive bidder for the amount of \$489,730.44 for the two (2) Elgin Broom Bear Twin Engine Street sweepers and the trade in of two (2) Elgin Broom bear Street Sweepers.
- Option B: Accept National Joint Powers Alliance contract bid from Norwood Equipment as the lowest responsible bidder for the amount of \$244,865.22 for one (1) Elgin Broom Bear Twin Engine Street Sweeper and the trade in of one (1) Elgin Broom bear Street Sweeper.

- Option C: Conduct competitive bid process.
- Option D: Continue to use existing Elgin Broom Bear Street Sweepers.

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**Attachments:**    Street Sweeper Quote



# NJPA QUOTATION

ROAD WIZARD

**CUSTOMER**  
 CITY OF FLAGSTAFF  
 211 W ASPEN  
 FLAGSTAFF, AZ 86001

**DEALER INFORMATION**  
 NORWOOD EQUIPMENT  
 511 E MOHAVE  
 PHOENIX, AZ 85004

**RICHARD MC GAUGH**  
 928-556-0337

**RON LARSEN**  
 602-417-2285  
[ron.larsen@norwoodequipment.com](mailto:ron.larsen@norwoodequipment.com)

[rmcgaugh@flagstaffaz.gov](mailto:rmcgaugh@flagstaffaz.gov)

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
			DATE: 9/23/2014	

1	SPECIAL	<b>ROAD WIZARD - DUAL</b> Conveyor squeegee, dual, hydraulically driven side brooms, variable height, right side dumping hopper. sweeper is powder coated from powder coatings chart 2003/N with powder coated gray undercarriage and includes the standard features listed below.	\$164,550	\$164,550.00
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### CHASSIS

1	SPECIAL	2015 M2 DUAL STEER (2013 EMISSIONS) LIMITED QTY LONG LEAD-TIME	\$97,875	\$97,875.00
0	SPECIAL	2015 IH DUAL STEER (2013 EMISSIONS) LIMITED QTY LONG LEAD-TIME	CALL INSIDE SALES	\$0.00
0	SPECIAL	2014 AUTOCAR XPERT DUAL STEER (2010 EMISSIONS) LIMITED QTY	\$117,500	\$0.00
0	SPECIAL	CANADIAN COMPLIANCE AND DAYTIME RUNNING LIGHTS FOR AUTOCAR CHASSIS	\$690	\$0.00

### CHASSIS MOUNTING CHARGE

1	SPECIAL	2014 M2 - CHASSIS ALTERATIONS	\$2,135	\$2,135.00
0	SPECIAL	AUTOCAR - CHASSIS ALTERATIONS	\$2,135	\$0.00
0	SPECIAL	INTERNATIONAL - CHASSIS ALTERATIONS	\$2,135	\$0.00
0	SPECIAL	CUSTOMER SUPPLIED CHASSIS ALTERATIONS	CONTACT INSIDE SALES	\$0.00
0	CSC-HANDLING	CUSTOMER SUPPLIED HANDLING CHARGE	\$2,500	\$0.00

**NOTE:** Customer Supplied Cassis Requires Both The Chassis Alterations and the Handling Charge

NOTE: A BODY includes the cost of Elgin standard white finish paint. It does not however, include the price of the chassis.

NOTE: The chassis being supplied by a customer or dealer must comply completely with all Elgin requirements or the chassis will be modified at dealer's expense.

NOTE: For cost of sweeper mounted on any other chassis, consult factory.

NOTE: One year warranty on all Elgin supplied parts and labor. Consult your Elgin dealer for full warranty details.

### STANDARD FEATURES

Aux-engine;

Two-stage dry type with restriction indicator (at engine) and precleaner  
 Broom side, 46" steel vertical digger 4 or 5 segment  
 Broom side, hydraulic floating suspension, hydraulic deploy  
 Broom, main, 34" diameter, 60" wide prefab disposable  
 Camera, Rear with in-cab monitor  
 Conveyor chain, hardened with polyurethane sprockets  
 Conveyor, 11 flight squeegee with rubber edging  
 Conveyor, lift independent from main broom  
 Conveyor, three piece replaceable wear plates  
 Conveyor flush out system  
 Conveyor raise in reverse  
 Conveyor stall alarm  
 Dirt shoes, heavy duty single row carbide steel (rubber isolated)  
 Electric backup alarm  
 Engine, sweeper, diesel, tier 4 FINAL, 74 HP  
 Hopper inspection door  
 Hopper, 5.4 cu yd with window and skylight  
 Hopper up visual audible indicator  
 Hopper, variable high dump, 10', 5.4 yard  
 Hose, hydrant fill, 16'8" (5080 mm) with strainer and coupling

Hydraulic oil level gauge w/ external thermometer and in-cab level light  
 Lights, automatic backup  
 Lights, combination tail/stop, separate amber signal  
 Lights, flood light, one per broom (3)  
 Manuals, operator and parts  
 Rear broom cover and anti-carryover wrap  
 Rear broom spray bar  
 Rear right hand flood light  
 Reflectors, set of 2  
 Sidebroom speed control, external to cab  
 Sweep resume / raise in reverse  
 Tactile controls for all sweep functions  
 Tool storage  
 Variable speed brooms (external)  
 Water fill, anti-siphon  
 Water level indicator in-cab  
 Water Pump, hydraulic centrifugal  
 Water tank, molded polyethylene, 360 gallon total nominal capacity



# NJPA QUOTATION

MODEL: ROAD WIZARD

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
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-----ADDITIONAL MANUALS-----

0	0701680	ROAD WIZARD OPERATORS MANUAL	\$65.00	\$0.00
1	0702460	ROAD WIZARD SERVICE MANUAL	\$120.00	\$120.00
1	0702240	ROAD WIZARD PARTS BOOK	\$120.00	\$120.00
1	SPECIAL	CUMMINS OPERATORS & MAINTENANCE MANUAL	\$120.00	\$120.00
0	SPECIAL	CUMMINS PARTS MANUAL	\$60.00	\$0.00
1	SPECIAL	CUMMINS TROUBLESHOOTING MANUAL	\$165.00	\$165.00

-----ALARMS-----

0	SPECIAL	ECCO SA940 SMART ALARM (ILO of STD)	\$240.00	\$0.00
0	SPECIAL	LATCHING ELEVATOR REVERSE AND ALARM	\$235.00	\$0.00
0	SPECIAL	HOPPER UP CONSTANT ALARM	\$335.00	\$0.00
0	SPECIAL	HOPPER FULL INDICATOR	\$645.00	\$0.00

-----AUTO LUBE-----

0	SPECIAL	MIDWEST AUTO LUBE - SWEEPER ONLY	\$4,470.00	\$0.00
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-----BROOMS-----

0	SPECIAL	DOUBLE WRAP MAIN BROOM	\$425.00	\$0.00
0	SPECIAL	POLY/WIRE WAFER MAIN BROOM	\$495.00	\$0.00
0	SPECIAL	(1) ALUMINUM SIDE BROOM SEGMENT PER SIDE	\$450.00	\$0.00
0	SPECIAL	STRIP MAIN BROOM (MILWAUKEE)	\$365.00	\$0.00
1	SPECIAL	STRIP MAIN BROOM (URB)	\$200.00	\$200.00
0	SPECIAL	URB STRIP MAIN BROOM W/CENTER SWEEP MANDREL	\$190.00	\$0.00
0	SPECIAL	ALUMINUM SIDE BROOM SEGMENTS - BLUE STEEL	\$510.00	\$0.00
1	SPECIAL	EXTENDED REACH RIGHT HAND SIDEBROOM	\$1,285.00	\$0.00
0	SPECIAL	EXTENDED REACH RIGHT AND LEFT HAND SIDEBROOM	\$1,805.00	\$0.00
0	SPECIAL	DEDUCT MAIN BROOM & CORE	-\$435.00	\$0.00

-----DECALS-----

0	SPECIAL	RED LOG/SWOOSH - ROAD WIZARD	N/C	\$0.00
0	SPECIAL	WHITE LOGO/SWOOSH - ROAD WIZARD	N/C	\$0.00
1	SPECIAL	SLOW MOVING VEHICLE SIGN	\$120.00	\$120.00

-----GAUGES-----

0	SPECIAL	IN-CAB AIR CLEANER RESTRICTION INDICATOR (AUX ENGINE)	\$575.00	\$0.00
0	SPECIAL	BROOM HOUR METERS	\$350.00	\$0.00
0	SPECIAL	HYDRAULIC OIL TEMP DISPLAY (IN CAB)	\$325.00	\$0.00

-----HOPPER-----

1	SPECIAL	HOPPER INTERIOR LIGHT	\$730.00	\$730.00
0	SPECIAL	LIFELINER HOPPER SYSTEM W/WARRANTY	\$4,415.00	\$0.00
0	SPECIAL	STAINLESS STEEL HOPPER	\$10,200.00	\$0.00



# NJPA QUOTATION

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
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-----LIGHTS-----

0	SPECIAL	PACKAGE 1: SINGLE REAR/SINGLE HOPPER BEACON; INCANDESCENT WITH GUARD	\$1,495.00	\$0.00
0	SPECIAL	PACKAGE 2: SINGLE REAR/SINGLE HOPPER BEACON; LED WITH GUARD	\$1,715.00	\$0.00
0	SPECIAL	PACKAGE 3: DUAL REAR/SINGLE HOPPER BEACON; INCANDESCENT WITH GUARD	\$2,130.00	\$0.00
0	SPECIAL	PACKAGE 4: DUAL REAR/SINGLE HOPPER LED BEACON; WITH GUARD	\$2,345.00	\$0.00
0	SPECIAL	PACKAGE 5: DUAL REAR/SINGLE HOPPER BEACON; INCANDESCENT WITH GUARD & LED ARROWSTICK	\$3,350.00	\$0.00

0	SPECIAL	PACKAGE 6: DUAL REAR/SINGLE HOPPER LED BEACON; WITH GUARD & LED ARROWSTICK	\$3,615.00	\$0.00
0	SPECIAL	PACKAGE 7: SINGLE REAR/SINGLE HOPPER MOUNT AND GUARD - W/O BEACON	\$1,500.00	\$0.00
0	SPECIAL	PACKAGE 8: DUAL REAR/SINGLE HOPPER MOUNT AND GUARD - W/O BEACON	\$1,870.00	\$0.00
1	SPECIAL	PACKAGE A: LED STOP/TAIL/TURN/REAR ID/CLEARANCE LIGHTS	\$280.00	\$280.00
0	SPECIAL	PACKAGE B: REAR MOUNTED LED ARROWSTICK	\$1,585.00	\$0.00
0	SPECIAL	PACKAGE C: (2) REAR LOW MOUNTED OVAL AMBER LED FLASHERS	\$435.00	\$0.00
0	SPECIAL	PACKAGE D: (2) REAR HIGH MOUNTED OVAL AMBER LED FLASHERS	\$530.00	\$0.00
0	SPECIAL	REAR FLOOD LIGHT - LEFT HAND MOUNT	\$285.00	\$0.00
0	SPECIAL	REAR FLOOD LIGHT - TOP CENTER	\$235.00	\$0.00
0	SPECIAL	ARROWBOARD - REAR	\$1,545.00	\$0.00
0	SPECIAL	(3) LED WORK LIGHTS (1 EACH SIDE BROOM, 1 ON MAINBROOM)	\$440.00	\$0.00
0	SPECIAL	(4) LED WORK LIGHTS (1 EACH SIDE BROOM, 2 ON MAINBROOM)	\$500.00	\$0.00

-----PAINT-----

0	4810001	PAINT SWEEPER STANDARD WHITE	N/C	\$0.00
0	4811003	PAINT SWEEPER YELLOW RAL 1003	\$460.00	\$0.00
0	4811007	PAINT SWEEPER YELLOW RAL 1007	\$460.00	\$0.00
0	4811018	PAINT SWEEPER YELLOW RAL 1018	\$460.00	\$0.00
0	4811023	PAINT SWEEPER YELLOW RAL 1023	\$460.00	\$0.00
0	4811037	PAINT SWEEPER YELLOW RAL 1037	\$460.00	\$0.00
0	4812008	PAINT SWEEPER ORANGE RAL 2008	\$460.00	\$0.00
0	4812009	PAINT SWEEPER ORANGE RAL 2009	\$460.00	\$0.00
0	4816018	PAINT SWEEPER GREEN RAL 6018	\$460.00	\$0.00
0	4812003	RAL 2003 NO LONGER AVAILABLE	N/A	N/A
0	4812004	RAL 2004 NO LONGER AVAILABLE	N/A	N/A
0	SPECIAL	PAINT SWEEPER OTHER RAL THAN ABOVE	\$1,225.00	\$0.00
0	SPECIAL	PAINT SWEEPER OTHER THAN ABOVE	\$3,705.00	\$0.00
0	SPECIAL	ANTI GRAFFITI COATING	\$3,600.00	\$0.00

-----PM10 OPTIONS-----

1	SPECIAL	PM10 COMPLIANT (RULE 1186)	\$2,795.00	\$2,795.00
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-----SAFETY-----

0	SPECIAL	REMOVE REAR CAMERA	N/C	\$0.00
1	SPECIAL	LEFT HAND SIDE CAMERA	\$545.00	\$545.00
0	SPECIAL	TRIANGLE REFLECTIVE FLARES (3)	\$65.00	\$0.00
0	SPECIAL	REFLECTORS (SET OF 6)	\$130.00	\$0.00

MODEL: ROAD WIZARD



# NJPA QUOTATION

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
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-----SWEEP COMPONENTS--

1	SPECIAL	SIDE BROOM TILT - RIGHT	\$1,090.00	\$1,090.00
1	SPECIAL	SIDE BROOM TILT - LEFT	\$1,090.00	\$1,090.00
0	SPECIAL	RUBBER MOUNTED CARBIDE DRAG SHOES TWO-ROW (ILO STD)	\$515.00	\$0.00
0	SPECIAL	RUBBER DRAG-SHOES (ILO STD)	\$105.00	\$0.00
0	SPECIAL	BORON DRAG SHOES	\$115.00	\$0.00
0	SPECIAL	IN-CAB VARIABLE SPEED AND REVERSING BROOM CONTROL	\$3,125.00	\$0.00
0	SPECIAL	VARIABLE SPEED CONVEYOR	\$1,030.00	\$0.00
0	SPECIAL	RUBBER BELT CONVEYOR (ILO STANDARD SQUEEGEE)	N/C	\$0.00
0	SPECIAL	HEAVY DUTY LOWER ROLLER (MUST SELECT RUBBER BELT CONVEYOR OPTION)	\$815.00	\$0.00

-----SWEEPER ENGINE-----

0	SPECIAL	AUXILIARY ENGINE BATTERY DISCONNECT SWITCH	\$480.00	\$0.00
0	SPECIAL	EXTRA KEY	\$35.00	\$0.00
0	SPECIAL	AUXILIARY WATER FILTER - PERRY	\$450.00	\$0.00
1	SPECIAL	SYKLONE PRE CLEANER	\$605.00	\$605.00

-----TOOLS/TOOLBOXES-----

0	SPECIAL	TOOL KIT	\$695.00	\$0.00
0	SPECIAL	TOOL BOX W/TOOLS	\$680.00	\$0.00

-----WATER SYSTEM-----

0	1032484	25' WATER FILL HOSE (ILO 16' 8")	\$180.00	\$0.00
0	SPECIAL	AIR PURGE FOR WATER SYSTEM	\$335.00	\$0.00

-----M2 CHASSIS OPTIONS-----

1	0704005	M2 PARTS BOOK	\$385.00	\$385.00
0	0704006	M2 OPERATOR BOOK	\$45.00	\$0.00
1	0704007	M2 SERVICE MANUAL	\$310.00	\$310.00
0	SPECIAL	FUEL CAP SAFETY LOCK	\$210.00	\$0.00
1	SPECIAL	AM/FM/CD RADIO	\$810.00	\$810.00
0	SPECIAL	FENDER MOUNTED MIRROR-LEFT HAND	\$480.00	\$0.00
0	SPECIAL	12" CONVEX MIRRORS (ILO STD 8")	\$295.00	\$0.00
0	SPECIAL	SPARE CHASSIS KEY	\$35.00	\$0.00
0	SPECIAL	IN CAB AIR FILTER RESTRICTION INDICATOR	\$790.00	\$0.00
0	SPECIAL	(2) AIR CLOTH HI-BACK SEATS	\$1,925.00	\$0.00
1	SPECIAL	(1) AIR CLOTH HI-BACK SEAT	\$990.00	\$990.00
0	SPECIAL	SPARE TIRE & WHEEL, BALANCED	\$1,175.00	\$0.00
0	SPECIAL	SINGLE ARM REST - VINYL	\$340.00	\$0.00
0	SPECIAL	DUAL ARM REST - VINYL	\$650.00	\$0.00
0	SPECIAL	SINGLE ARM REST - CLOTH	\$340.00	\$0.00
0	SPECIAL	DUAL ARM REST - CLOTH	\$650.00	\$0.00
0	SPECIAL	DAYTIME RUNNING LIGHTS	\$1,000.00	\$0.00
0	SPECIAL	MASTER BATTERY SWITCH	\$480.00	\$0.00
0	SPECIAL	DUAL AIR HORNS	\$1,250.00	\$0.00
0	SPECIAL	MIDWEST AUTOLUBE - SWEEPER/TRUCK	\$6,570.00	\$0.00
0	SPECIAL	2 1/2 LB. FIRE EXTINGUISHER	\$200.00	\$0.00
0	SPECIAL	5 LB. FIRE EXTINGUISHER	\$220.00	\$0.00
0	SPECIAL	CAB STANDARD WHITE	N/C	\$0.00
0	SPECIAL	VOGEL AUTOLUBE - SWEEPER/TRUCK	\$11,095.00	\$0.00
0	SPECIAL	M2 (IN STOCK) CAB SPECIAL COLOR	\$3,555.00	\$0.00
0	SPECIAL	TRUCK RIMS - ALL	\$1,115.00	\$0.00
1	SPECIAL	FULL WIDTH FRONT SPRAY BAR	\$930.00	\$930.00

MODEL: ROAD WIZARD



## NJPA QUOTATION

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
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-----M2 CHASSIS OPTIONS-----

0	SPECIAL	SINGLE FRONT CAB /SINGLE REAR HOPPER MOUNT STROBE/BEACON INCANDESCENT	\$3,220.00	\$0.00
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-----NAVISTAR CHASSIS OPTIONS-----

0	4820001	CAB STANDARD WHITE	N/C	\$0.00
0	SPECIAL	NAV CAB PAINTED SPECIAL COLOR	\$3,480.00	\$0.00
0	SPECIAL	TRUCK RIMS - ALL	\$1,115.00	\$0.00
0	SPECIAL	SPARE TIRE & WHEEL, BALANCED	\$1,175.00	\$0.00
0	SPECIAL	LEFT HAND FENDER MOUNTED MIRROR	\$480.00	\$0.00
0	SPECIAL	5 LB. FIRE EXTINGUISHER	\$220.00	\$0.00
0	SPECIAL	EXTRA KEY	\$50.00	\$0.00
0	SPECIAL	(2) ELECTRIC & (1) AIR HORN	\$1,760.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT - PASSENGER SIDE - VINYL	\$1,975.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT-PASSENGER SIDE-VINYL W/ARM REST	\$2,040.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT-PASSENGER SIDE - CLOTH	\$2,105.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT-PASSENGER SIDE-CLOTH W/ARM REST	\$2,230.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT - DRIVER SIDE - VINYL	\$1,975.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT - DRIVER SIDE - VINYL W/ARM REST	\$2,040.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT - DRIVER SIDE - CLOTH	\$2,105.00	\$0.00
0	SPECIAL	NATIONAL AIR RIDE SEAT - DRIVER SIDE - CLOTH W/ARM REST	\$2,420.00	\$0.00
0	SPECIAL	(1) ELECTRIC HORN	\$275.00	\$0.00
0	SPECIAL	AM/FM/CD RADIO	\$850.00	\$0.00
0	SPECIAL	2 1/2 LB. FIRE EXTINGUISHER	\$200.00	\$0.00
0	SPECIAL	FULL WIDTH FRONT SPRAY BAR	\$930.00	\$0.00

-----AUTOCAR XPRT CHASSIS OPTIONS-----

0	SPECIAL	RAIN FLAPPER EXHAUST	\$345.00	\$0.00
0	SPECIAL	2 BATTERIES, 31 ECL, 12V, 1900CCA	\$440.00	\$0.00
0	SPECIAL	AUTO AIR DRAIN VALVE	\$800.00	\$0.00
0	SPECIAL	BATTERY DISCONNECT	\$1,200.00	\$0.00
0	SPECIAL	DUAL UNDERCAB AIR HORN	\$875.00	\$0.00
0	SPECIAL	ISRI HT914 HIGH BACK, AIR RIDE, RH	\$1,915.00	\$0.00
0	SPECIAL	ISRI HT914 HIGH BACK, AIR RIDE, LH	\$1,915.00	\$0.00
0	SPECIAL	IN CAB AIR RESTRICTOR	\$500.00	\$0.00
0	SPECIAL	DAYTIME RUNNING LIGHTS (US ONLY)	\$500.00	\$0.00
0	SPECIAL	PAINT OUTSIDE CAB	\$5,735.00	\$0.00
0	SPECIAL	PAINT WHEEL RIMS	\$1,045.00	\$0.00

0	SPECIAL	5 YEAR - ALLISON TRANSMISSION	\$680.00	\$0.00
0	SPECIAL	5 YEAR WARRANTY - 100,000 Miles	\$8,010.00	\$0.00
0	SPECIAL	AM/FM RADIO WITH CD	\$850.00	\$0.00
0	SPECIAL	2 YEAR WARRANTY - 100,000 Miles	\$1,875.00	\$0.00
0	SPECIAL	3 YEAR WARRANTY - 100,000 Miles	\$4,005.00	\$0.00
0	SPECIAL	4 YEAR WARRANTY - 100,000 Miles	\$5,625.00	\$0.00
0	SPECIAL	EXTRA KEY	\$100.00	\$0.00
0	SPECIAL	SPARE TIRE / WHEEL	\$1,175.00	\$0.00
0	SPECIAL	VANDALL PROTECTION PACKAGE	\$615.00	\$0.00
0	SPECIAL	MAINBROOM MILEAGE INDICATOR	\$300.00	\$0.00
0	SPECIAL	2 1/2 LB. FIRE EXTINGUISHER	\$165.00	\$0.00
0	SPECIAL	(4) 7" FLASHING AMBER LIGHTS (2 FRONT & 2 REAR)	\$835.00	\$0.00
0	1116212	2014 AUTOCAR SERVICE MANUAL 2010 EMISSIONS- CD	\$625.00	\$0.00



## NJPA QUOTATION

QUANTITY	PART NUMBER	MODEL DESCRIPTION		
0	EW-116-2P	ROAD WIZARD 2 <sup>ND</sup> YEAR PARTS ONLY	\$1,485.00	\$0.00
0	EW-116-2PL	ROAD WIZARD 2 <sup>ND</sup> YEAR PARTS/LABOR	\$2,470.00	\$0.00
0	EW-116-3P	ROAD WIZARD 3 <sup>RD</sup> YEAR PARTS ONLY	\$2,820.00	\$0.00
0	EW-116-3PL	ROAD WIZARD 3 <sup>RD</sup> YEAR PARTS/LABOR	\$4,680.00	\$0.00
0	EW-116-4P	ROAD WIZARD 4 <sup>TH</sup> YEAR PARTS ONLY	\$3,995.00	\$0.00
0	EW-116-4PL	ROAD WIZARD 4 <sup>TH</sup> YEAR PARTS/LABOR	\$6,665.00	\$0.00
0	EW-116-5P	ROAD WIZARD 5 <sup>TH</sup> YEAR PARTS ONLY	\$5,030.00	\$0.00
0	EW-116-5PL	ROAD WIZARD 5 <sup>TH</sup> YEAR PARTS/LABOR	\$8,375.00	\$0.00

-----WARRANTY-----

-----FREIGHT RATES-----

0	FRT-116-001	SELF SHIPPING DOCK CHARGE	\$595.00	\$0.00
0	FRT-116-002	FREIGHT-IL,WI,IA,IN,MI,MN,KY	\$1,310.00	\$0.00
0	FRT-116-003	FREIGHT-TN,WV,PA,NY	\$2,850.00	\$0.00
0	FRT-116-004	FREIGHT-NH,VT,ME	\$3,555.00	\$0.00
0	FRT-116-005	FREIGHT-NEW YORK CITY	\$4,110.00	\$0.00
0	FRT-116-006	FREIGHT-ND,SD,NE,OK,KS,AR,AL,MO	\$2,715.00	\$0.00
1	FRT-116-007	FREIGHT-AZ,UT	\$5,390.00	\$5,390.00
0	FRT-116-008	FREIGHT-CA,NV,ID,OR,WA	\$6,355.00	\$0.00
0	FRT-116-009	FREIGHT- CHICAGO/MILWAUKEE	\$900.00	\$0.00
0	FRT-116-010	FREIGHT-FL,LA,TX,NM,CO,WY,MT	\$3,995.00	\$0.00
0	FRT-116-011	FREIGHT-OH,ST,LOUIS METRO	\$1,480.00	\$0.00
0	FRT-116-012	FREIGHT,MS,GA,SC,NC,VA,MD	\$2,925.00	\$0.00
0	FRT-116-013	FREIGHT - RI,DE,CT,NJ,MA	\$2,740.00	\$0.00
0	FRT-116-014	FREIGHT - LAREDO, TX	\$6,700.00	\$0.00
0	FRT-116-015	SPECIALIZED TRANSPORT EQUIPMENT	\$1,030.00	\$0.00

<b>SUB TOTAL</b>	<b>\$281,355.00</b>
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**SPECIAL RFQ OPTIONS / OTHER DESCRIPTIONS**

	INSTALL (4) AMBER STROBES IN A GRID PATTERN ON THE REAR OF THE SWEEPER	\$	1,575.00
	INSTALL MIDSHIP(AMBER)(4)(TWO EA. SIDE) FRONT UNDER GRILLE (WHITE)(2) STROBES	\$	1,940.00
	INSTALL ONE TOP MOUNT REAR STROBE	\$	925.00
	LED ARROW STICK	\$	1,520.00
	<b>GRAND TOTAL</b>	<b>\$</b>	<b>\$287,315.00</b>

NJPA DISCOUNT	\$	(45,216.00)
SUB-TOTAL	\$	242,099.00
BROOM BEAR TRADE-IN (ONE TRADE UNIT)	\$	(16,000.00)
SALES TAX @ 8.3%	\$	226,099.00
TOTAL DELIVERED COST, (each unit)	\$	18,766.22
	\$	244,865.22

**OPTIONAL TRADE**

City of Flagstaff unit # 317 with currently 10,624 hours and 89,673 miles  
City of Flagstaff unit # 311 with currently 10,249 hours and 72,584 miles

**NOTES:**

1. This offer is predicated on "trade value", not an offer to purchase
2. Lead time on new sweepers is 12-16 weeks, trade-in units are to be substantially in same condition as at time of inspection, except for normal wear consistent with sweeping.
3. Both trades listed are valued @\$16,000.00. One trade per new sweeper purchased.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Human Resources Manager  
**Date:** 01/04/2015  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration of Appointments: Acting City Manager.\***

**RECOMMENDED ACTION:**

Appoint Jeff Meilbeck as the Acting City Manager effective January 9, 2015 for the City of Flagstaff for an appointment extending up to eight (8) months.

**Policy Decision or Reason for Action:**

The current City Manager, Kevin Burke, resigned from his position effective January 9, 2015.

**Financial Impact:**

The City Manager salary and benefits are currently budgeted.

**Connection to Council Goal:**

The Acting City Manager position is needed to continue movement on the following City Council goals:

1. Repair, replace, maintain infrastructure (streets & utilities)
2. Fund existing and consider expanded recreational services
3. Address Core Services Maintenance Facility
4. Complete Rio de Flag
5. Retain, expand, and diversify economic base
6. Complete Water Policy
7. Review financial viability of pensions
8. Review all commissions
9. Zoning Code check in and analysis of the process/implementation
10. Develop an ongoing budget process
11. Effective governance

**Has There Been Previous Council Decision on This:**

No.

**Options and Alternatives:**

The City Council may consider other terms to be included and execute an updated agreement.

**Community Involvement:**

Inform

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**Attachments:**    Agreement for Services  
                          Exhibit A

## **AGREEMENT FOR SERVICES**

This Agreement for Services (“Agreement”) is made and entered into in the City of Flagstaff, Coconino County, Arizona, by and between the City of Flagstaff (the “City”), an Arizona municipal corporation, and Jeff Meilbeck (“Meilbeck”) this \_\_\_\_ day of January, 2015.

### **RECITALS**

The City and Meilbeck enter into an Agreement for Services, under which Meilbeck agrees to serve as the Acting City Manager for the City of Flagstaff for a period of up to eight (8) months.

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, the City and Meilbeck agree as follows:

#### **1. EMPLOYMENT AND SERVICES**

The City agrees to employ Meilbeck as Acting City Manager of the City of Flagstaff, and Meilbeck agrees to serve as the Acting City Manager in accordance with the terms and conditions set forth in this Agreement. Meilbeck shall perform the duties set forth in Article III, Section 3 of the Charter of the City of Flagstaff (“City Charter”), a copy of which is attached Exhibit A, and incorporated herein by this reference, and such other duties as the City Council and Meilbeck may, from time to time, agree.

#### **2. TERM**

The term of Meilbeck’s employment as Acting City Manager under this Agreement shall be for up to eight (8) months commencing on January 9, 2015, and concluding no later than September 9, 2015, subject to continuation or termination as set forth below. Meilbeck agrees not to accept other employment during his employment with the City.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate Meilbeck’s services any time, subject to the provisions set forth in **Sections 9 and 10** of this Agreement and Article III of the City Charter. Likewise, nothing in this Agreement shall prevent, limit or otherwise interfere with Meilbeck’s right to resign at any time from his position with the City, subject to the provisions set forth in **Section 9** of this Agreement and Article III of the Charter.

#### **3. SALARY**

The City shall pay Meilbeck for his services under this Agreement a bi-weekly base salary of six thousand nine hundred twenty-three and 08/100 dollars (\$6,923.08) subject to withholdings, payable in installments at the same time as other City employees are paid.

#### **4. VACATION AND SICK LEAVE**

Meilbeck shall accrue 0.9375 hours per pay period up to a maximum of fifteen (15) vacation days. Meilbeck shall accrue sick leave at the rate of one (1) day per month. Meilbeck may use vacation days as they are accrued. Any unused vacation days will be paid out at the end of Meilbeck's term.

#### **5. HEALTH AND LIFE INSURANCE**

The City shall provide family health and dental care insurance coverage to Meilbeck available to and at the same cost as paid by its other management employees.

The City shall enroll Meilbeck in the life insurance program available to its other management employees and shall pay the premium cost.

#### **6. RETIREMENT**

The City shall pay the employer contribution for Meilbeck in the Arizona State Retirement System in the same manner as it does with its other employees. Meilbeck shall pay the employee contribution as required by Arizona State Retirement System.

#### **7. INDEMNIFICATION**

The City shall defend, hold harmless and indemnify Meilbeck against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the lawful performance of Meilbeck's duties as Acting City Manager per City Code Title 1, Chapter 23 and Section 1-23-001-0001.

#### **8. BONDING**

The City shall bear the full cost of any fidelity or other bonds required of Meilbeck under any law or ordinance.

#### **9. SUSPENSION, TERMINATION AND RESIGNATION**

9.1 As authorized by Article III of the City Charter, the City may suspend or terminate Meilbeck from the position of Acting City Manager during the term of this Agreement, but only pursuant to the terms of Article III of the City Charter and **Sections 9 and 10** of this Agreement.

9.2 In the event Meilbeck is terminated by the City during such time that Meilbeck is willing and able to perform his duties under this Agreement, then in that event the City agrees to pay Meilbeck the bi-weekly salary owed for the pay period in which the termination occurs.

9.3 In the event that Meilbeck resigns following a request, whether formal or informal, by at least five (5) members of the City Council that he resign, then, in that event, Meilbeck may at his

option deem himself to be “terminated” at the date of such request to resign, within the meaning and context of this Agreement.

9.4 In the event that Meilbeck voluntarily resigns his position with the City before expiration of the term of employment as provided above, Meilbeck shall give the City at least two (2) weeks prior notice.

9.5 Upon the hiring of a City Manager, the City Council shall request Meilbeck resign and this will be the end of the Acting City Manager term.

## **10. DISABILITY**

If Meilbeck is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of one (1) month beyond any accrued sick leave, the City shall have the option to terminate this Agreement.

## **11. HOURS OF WORK**

Meilbeck shall devote full time to his duties as Acting City Manager.

## **12. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The City Council, in consultation with Meilbeck, shall fix any other terms and conditions of employment as it may determine to be desirable, from time to time, relating to Meilbeck’s performance, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Flagstaff City Code or any other law.

All provisions of the City Charter, City Code, and City regulations and policies relating to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended shall also apply to Meilbeck as they would to other employees of the City, in addition to the benefits enumerated specifically as herein provided.

## **13. NOTICE PROVISIONS**

Any notice concerning this Agreement must be in writing delivered personally or sent by certified or registered mail as follows:

To the City:

Human Resources Director  
City of Flagstaff  
211 W. Aspen  
Flagstaff, Arizona 86001

To Meilbeck:

Jeff Meilbeck  
City of Flagstaff  
211 W. Aspen Avenue  
Flagstaff, Arizona 86001

## 14. GENERAL PROVISIONS

14.1 Headings. The section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

14.2 Jurisdiction and Venue. This Agreement shall be administered and interpreted under the laws of the State of Arizona, and venue for any legal action hereunder shall be the Coconino County Superior Court in Flagstaff, Arizona.

14.3 Attorney's Fees. If suit or action is initiated in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees, or in event of appeal as allowed by the appellate court.

14.4 Severability. If any part of this Agreement is determined by a court to be in conflict with any statute or constitution or to be unlawful for any reason, the parties intend that the remaining provisions of this Agreement shall remain in full force and effect unless the stricken provision leaves the remaining Agreement unenforceable.

14.5 Conflict of Interest. Meilbeck covenants that he presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The parties agree that this Agreement may be cancelled for conflict of interest in accordance with Arizona Revised Statutes § 38-511.

14.6 Entire Agreement. This Agreement constitutes the entire agreement between the parties and shall not be changed or added to except by written amendment. All prior and contemporaneous agreements, representations and understandings of the parties, oral or written, other than specifically incorporated herein by reference, are superseded by this Agreement.

14.7 No waiver. No waiver of, acquiescence in, or consent to any breach of any term, covenant, or condition hereof shall be construed as, or constitute, a waiver of, acquiescence in, or consent to any other, further, or succeeding breach of the same or any other term, covenant or condition.

IN WITNESS WHEREOF, the City of Flagstaff has caused this Agreement to be signed and executed in its behalf by the undersigned Mayor of the City of Flagstaff, and Jeff Meilbeck has signed and executed this Agreement, both in duplicate, the day and year first above written.

**City of Flagstaff**

**Jeff Meilbeck**

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Jerry Nabours, Mayor

Attest:

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City Clerk

Approved as to form:

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City Attorney

EXHIBIT A  
ARTICLE III  
THE CITY MANAGER

**3 POWERS AND DUTIES**

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The City Manager shall:

- (a) Devote entire time to the discharge of official duties, prepare the agenda for, and attend, all meetings of the Council, unless excused therefrom by the Council or the Mayor;
- (b) See that all ordinances are enforced, and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are observed;
- (c) Appoint and, when necessary for the good of the service, lay off, suspend, transfer, demote, or remove all officers and employees of the City, except as otherwise provided by this Charter, and except as the Manager may authorize the head of a department or office to appoint and remove subordinates in such department or office, subject to such merit system regulations as the Council may adopt;
- (d) Prepare the annual budget estimates and submit them to the Council, and be responsible for the administration of the budget after adoption;
- (e) Keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently, if requested by the Council, of all affairs of the City;
- (f) Act as purchasing agent for all departments of the City, giving due consideration to the recommendations and counsel of department heads;
- (g) Have such other powers, duties, and functions as this Charter may prescribe, and such powers, duties, and functions consistent with this Charter that the Council may prescribe.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stephanie Smith, Assistant to City Manager  
**Date:** 12/17/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2014-34:** An Ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-05, *Privilege Taxes*, levying a local transaction privilege tax increase of 33 cents per \$100 of taxable gross income (sales) as approved by the majority of the qualified electors of the city voting in the November 4, 2014 General Election, Proposition 406, "Road Repair and Street Safety Initiative"; providing for use of tax revenues, providing for penalties, repeal of conflicting ordinances, severability, authority for clerical corrections, and establishing an effective date (***Transaction Privilege Tax - Road Repair and Street Safety Initiative***)

**RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2014-34 for the final time by title only
- 2) City Clerk reads Ordinance No. 2014-34 by title only (if approved above)
- 3) Adopt Ordinance No. 2014-34

**Policy Decision or Reason for Action:**

Subsidiary Decisions Points:

The City Charter provides that a majority of the qualified electors in the City voting in a regularly scheduled General Election shall approve any transaction privilege tax (sales tax) increase. This action will amend the City Tax Code to conform with the voter approved sales tax increase. The City has duly posted notice of the tax increase on the City website, published notice in the local paper, and is holding a public hearing in accord with Arizona statutes relating to municipal tax code changes generally. Arizona Department of Revenue (ADOR) has been advised of the tax increase and updated the official copy of the Model City Tax Code on its website.

In order to improve transparency concerning how local tax revenues are used, the ordinance will also update the City Tax Code to recite voter restrictions on use of tax revenues; this is a cleanup item.

**Financial Impact:**

The voter approved ballot question increases the City sales tax 1/3 of one cent for a term of 20 years. This sales tax increase is estimated to generate \$5.3 million per year to fund road repairs and street safety improvements.

**Connection to Council Goal and/or Regional Plan:**

**COUNCIL GOALS:**

1. Repair Replace maintain infrastructure (streets & utilities)
5. Retain, expand, and diversify economic base

**REGIONAL PLAN:**

Goal T.1. Improve mobility and access throughout the region.

Policy T.1.7. Coordinate transportation and other public infrastructure investments efficiently to achieve land use and economic goals.

Goal T.2 Improve transportation safety and efficiency for all modes.

Policy T.2.1. Design infrastructure to provide safe and efficient movement of vehicles, bicycles and pedestrians.

**Has There Been Previous Council Decision on This:**

City Council unanimously adopted the ballot language (Resolution 2014-28) for Question 406 - Road Repair and Street Safety on July 1, 2014 Additionally, first read of the Ordinance was held on December 16, 2014.

**Options and Alternatives:**

This action is procedural only, and will amend the City Tax Code to conform with the voter approved sales tax increase effective January 1, 2015. If the ordinance is not approved the tax will be levied per voter mandate; however ADOR collection may be delayed or jeopardized. ADOR is responsible for all local tax collection as of January 1, 2016.

**Community Involvement:**

Inform  
Consult  
Empower

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**Attachments:**     [Ord. 2014-34](#)

**ORDINANCE NO. 2014-34**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF AMENDING THE FLAGSTAFF CITY CODE, TITLE 3, *BUSINESS REGULATIONS*, CHAPTER 3-05, *PRIVILEGE TAXES*, LEVYING A LOCAL TRANSACTION PRIVILEGE TAX INCREASE OF 33 CENTS PER \$100 OF TAXABLE GROSS INCOME (SALES) AS APPROVED BY THE MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING IN THE NOVEMBER 14, 2014 GENERAL ELECTION, PROPOSITION 406, "ROAD REPAIR AND STREET SAFETY INITIATIVE"; PROVIDING FOR USE OF TAX REVENUES AS APPROVED BY THE ELECTORS, PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, the City Charter, Article VI, Section 2(b) provides that the City Council shall have the power to levy a transaction privilege tax subject to approval by a majority of the qualified electors voting in the regularly scheduled General Election;

WHEREAS, on July 1, 2014, the City Council adopted Resolution No. 2014-28 ordering a question be submitted to the qualified electors of the City (Proposition 406, "Road Repair and Street Safety Initiative");

WHEREAS, on November 4, 2014, a majority of the qualified electors of the City voting in the regularly scheduled General Election approved Ballot Question/Proposition 406, "Road Repair and Street Safety Initiative," establishing an increase in the transaction privilege tax of 33 cents per \$100 of taxable gross income (sales) commencing January 1, 2015 and continuing for a period of twenty (20) years, and providing that the tax shall be used for street repairs and improvements, and authorizing sale and issuance of bonds;

WHEREAS, the City Council hereby desires to amend the City Tax Code in conformance with the voter mandate, notice and public hearing regarding such changes have been duly provided, and the Arizona Department of Revenue has been advised of the tax increase and updated the official copy of the Model City Tax Code;

WHEREAS, to improve transparency related to local tax revenues, the City Council desires to amend that section of the City Code reciting information about sunset dates and voter restrictions on use of taxes.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. In General.

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-05, *Privilege and Excise Taxes*, Division 3-05-004, *Privilege Taxes*, is hereby amended by increasing the tax rate for

taxable activities identified by sections as set forth below (deletions shown as stricken, additions shown as capitalized text, and omitted text which remains unchanged noted as “\* \* \*”):

**3-05-004-0405 ADVERTISING:**

- (a) The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of "local advertising" by billboards, direct mail, radio, television, or by any other means. However, commission and fees retained by an advertising agency shall not be includable in gross income from "local advertising". All delivery or disseminating of information directly to the public or any portion thereof for a consideration shall be considered "local advertising", except the following: \* \* \* \*

**3-05-004-0410 AMUSEMENTS, EXHIBITIONS, AND SIMILAR ACTIVITIES:**

- (a) The tax rate shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the following type or nature of businesses: \* \* \* \*

**3-05-004-0415 CONSTRUCTION CONTRACTING; CONSTRUCTION CONTRACTORS**

A. The tax rate shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business upon every construction contractor engaging or continuing in the business activity of construction contracting within the City. \* \* \* \*

**3-05-004-0416 CONSTRUCTION CONTRACTING; SPECULATIVE BUILDERS:**

A. The tax shall be equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in business as a speculative builder within the City. \* \* \* \*

**3-05-004-0417 CONSTRUCTION CONTRACTING; OWNER-BUILDERS WHO ARE NOT SPECULATIVE BUILDERS**

A. At the expiration of twenty-four (24) months after improvement to the property is substantially complete, the tax liability for an owner-builder who is not a speculative builder shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of: \* \* \* \*

**3-05-004-0420 FEED AT WHOLESALE:**

(a) The tax rate shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of the sale of feed, salt, vitamins, and other additives to feed, to persons engaged in the raising or feeding of livestock or poultry purchased or raised for slaughter, with no deduction for the income derived from the "resale" of such feed. \* \* \* \*

**3-05-004-0425 JOB PRINTING:**

A. The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the

business of job printing, which includes engraving of printing plates, embossing, copying, micrographics, and photo reproduction. \* \* \* \*

**3-05-004-0427 MANUFACTURED BUILDINGS:**

(a) The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income, including site preparation, moving to the site, and/or set-up, upon every person engaging or continuing in the business activity of selling manufactured buildings within the City. Such business activity is deemed to occur at the business location of the seller where the purchaser first entered into the contract to purchase the manufactured building. \* \* \* \*

**3-05-004-0430 TIMBERING AND OTHER EXTRACTION:**

A. The tax rate shall be an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the following businesses: \* \* \* \*

**3-05-004-0435 PUBLISHING AND PERIODICALS DISTRIBUTION:**

(a) The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business activity of: \* \* \* \*

**3-05-004-0444 HOTELS:**

The tax rate shall be at an amount equal to ~~three and seven hundred twenty-one thousandths percent (3.721%)~~ FOUR AND FIFTY-ONE THOUSANDTHS PERCENT (4.051%) of the gross income from the business activity upon every person engaging or continuing in the business of operating a hotel charging for lodging and/or space furnished to any: \* \* \* \*

**3-05-004-0445 RENTAL, LEASING, AND LICENSING FOR USE OF REAL PROPERTY:**

A. The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of leasing or renting real property located within the City for a consideration, to the tenant in actual possession, or the licensing for use of real property to the final licensee located within the City for a consideration including any improvements, rights, or interest in such property; provided further that: \* \* \* \*

**3-05-004-0450 RENTAL, LEASING, AND LICENSING FOR USE OF TANGIBLE PERSONAL PROPERTY:**

A. The tax rate shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of leasing, licensing for use, or renting tangible personal property for a consideration, including that which is semi-permanently or permanently installed within the City as provided by regulation. \* \* \* \*

**3-05-004-0455 RESTAURANTS AND BARS:**

A. The tax rate shall be at an amount equal to ~~three and seven hundred twenty-one thousandths percent (3.721%)~~ FOUR AND FIFTY-ONE THOUSANDTHS PERCENT (4.051%)

of the gross income from the business activity upon every person engaging or continuing in the business of preparing or serving food or beverage in a bar, cocktail lounge, restaurant, or similar establishment where articles of food or drink are prepared or served for consumption on or off the premises, including also the activity of catering. Cover charges and minimum charges must be included in the gross income of this business activity. \* \* \* \*

**3-05-004-0460 RETAIL SALES; MEASURE OF TAX, BURDEN OF PROOF, EXCLUSIONS:**

A. The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of selling tangible personal property at retail. \* \* \* \*

**3-05-004-0470 TELECOMMUNICATION SERVICES:**

(a) The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of providing telecommunication services to consumers within this City. \* \* \* \*

**3-05-004-0475 TRANSPORTING FOR HIRE:**

The tax rate shall be at an amount equal to ~~one and seven hundred twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of providing the following forms of transportation for hire from this City to another point within the State. \* \* \* \*

**3-05-004-0480 UTILITY SERVICES:**

A. The tax rate shall be at an amount equal to ~~one and seven hundred, twenty-one thousandths percent (1.721%)~~ TWO AND FIFTY-ONE THOUSANDTHS PERCENT (2.051%) of the gross income from the business activity upon every person engaging or continuing in the business of producing, providing, or furnishing utility services, including electricity, electric lights, current, power, gas (natural or artificial), or water to: \* \* \* \*

**3-05-008-0800 ~~TERMINATION, APPROVAL~~ TAX SUNSET DATES, USE OF REVENUES, AND AUTHORITY TO EXTEND TAXES OR AMEND CHAPTER**

A. Sunset Clause. The provisions of this chapter shall terminate and cease to be operative for the tax rates specified below at 11:59 P.M. on the date specified for each rate, unless extended pursuant to subsection B below:

1. For the one percent (1.0%) transaction privilege tax rate imposed by Ordinance No. 1491, AS EXTENDED THROUGH November 4, 2024 BY APPROVAL OF A MAJORITY OF THE QUALIFIED ELECTORS VOTING IN THE GENERAL ELECTION HELD ON MAY 18, 2010. SUCH TAX REVENUES ARE UNRESTRICTED.

2. For the two percent (2.0%) transaction privilege tax rate imposed ON LODGING, RESTAURANT AND LOUNGE BUSINESSES ("BBB TAX"), by Ordinance No. 1532, AS EXTENDED THROUGH March 31, 2028 BY APPROVAL OF A MAJORITY OF THE QUALIFIED ELECTORS VOTING IN THE GENERAL ELECTION HELD ON MAY 18, 2010. SUCH TAX REVENUES SHALL BE USED AS PROVIDED FOR IN CHAPTER 3-06, HOSPITALITY INDUSTRY TAX REVENUES.

3. For the eight-hundredths percent (0.08%) transaction privilege tax rate imposed by Ordinance No. 2000-14, June 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "SAFE-TO-SCHOOL AND OTHER PEDESTRIAN AND BIKE PROJECTS" (PROPOSITION 400) AS DESCRIBED IN THE ORDINANCE.
  4. For the sixteen-hundredths percent (0.16%) transaction privilege tax rate imposed by Ordinance No. 2000-14, June 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "FOURTH STREET RAILROAD OVERPASS" TO ROUTE 66 (PROPOSITION 401A) AS DESCRIBED IN THE ORDINANCE.
  5. For the ~~eighty-four thousandths percent (0.084%)~~ to one hundred seventy-five thousandths percent (0.175%) transaction privilege tax rate imposed by Ordinance No. 2000-14, AS EXTENDED IN ORDINANCE NO. 2008-05 , June 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "TRANSIT IMPROVEMENTS" (PROPOSITION 402) AS DESCRIBED IN ORDINANCE NO. 2000-14 AND "TRANSIT" (PROPOSITION 401) AS DESCRIBED IN ORDINANCE NO. 2008-05.
  6. For the one hundred eighty-six thousandths percent (0.186%) transaction privilege tax rate imposed by Ordinance No. 2000-14, June 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "TRAFFIC FLOW AND SAFETY IMPROVEMENTS" (PROPOSITION 403) AS DESCRIBED IN THE ORDINANCE.
  7. FOR THE TWO HUNDREDTHS PERCENT (0.02%) TRANSACTION PRIVILEGE TAX RATE IMPOSED BY ORDINANCE NO. 2008-05, JUNE 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "HYBRID VEHICLES AND TRANSIT SYSTEM CAPITAL" (PROPOSITION 402) AS DESCRIBED IN THE ORDINANCE.
  8. FOR THE TWO HUNDREDTHS PERCENT (0.02%) TRANSACTION PRIVILEGE TAX RATE IMPOSED BY ORDINANCE NO. 2008-05, JUNE 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR TRANSIT "SERVICE BETWEEN DOWNTOWN AND THE WOODLANDS VILLAGE AREAS" THROUGH AND WITHIN THE NORTHERN ARIZONA UNIVERSITY CAMPUS (PROPOSITION 403) AS DESCRIBED IN THE ORDINANCE.
  9. FOR THE FOUR HUNDREDTHS PERCENT (0.04%) TRANSACTION PRIVILEGE TAX RATE IMPOSED BY ORDINANCE NO. 2008-05, JUNE 30, 2020. SUCH TAX REVENUES SHALL BE USED TO "SUPPORT MOUNTAIN LINE BUS SERVICE IN AREAS UNDERSERVED OR NOT SERVED" (PROPOSITION 404) AS DESCRIBED IN THE ORDINANCE.
  10. FOR THE FOUR HUNDREDTHS PERCENT (0.04%) TRANSACTION PRIVILEGE TAX RATE IMPOSED BY ORDINANCE NO. 2008-05, JUNE 30, 2020. SUCH TAX REVENUES SHALL BE USED FOR "MORE FREQUENT SERVICE ON SOME EXISTING BUS ROUTES" (PROPOSITION 405) AS DESCRIBED IN THE ORDINANCE.
  11. FOR THE THIRTY-THREE HUNDREDTHS PERCENT (0.33%) TRANSACTION PRIVILEGE TAX RATE IMPOSED BY ORDINANCE NO. 2014-34, DECEMBER 31, 2034. SUCH TAX REVENUES SHALL BE USED FOR "ROAD REPAIR AND STREET SAFETY INITIATIVE" (PROPOSITION 406) AS DESCRIBED IN THE ORDINANCE.
- B. Automatic Extension upon Electors' Approval. The authority to levy each of the tax rates specified in subsection A of this section shall be subject to approval by a majority of the qualified electors voting in a regularly scheduled general election. Such approval shall constitute an

automatic extension of this chapter for however long the qualified electors approve such extension at the respective tax rate approved without further action by the City Council.

C. Authority to Amend. The Council may amend this chapter as it may deem necessary with the exception of the rates or the effective term of this chapter.

#### SECTION 2. Use of Tax Revenues.

Tax revenues generated from the 0.33% transaction privilege tax rate increase approved by a majority of the qualified electors of the City voting in the regularly scheduled General Election on November 4, 2014, (who voted "yes" on Ballot Question/Proposition No. 406), shall be used as follows:

Purpose: Repair and Street Safety Initiative

Shall the City Council on behalf of the City of Flagstaff:

Change the City Tax Code to levy an additional 33 cents per \$100 of taxable sales for a period of 20 years starting January 1, 2015, the funds raised by such additional tax to be used exclusively to pay for street improvements and the ongoing preservation of street conditions inside the City limits, and related costs, which include improvements to:

- adjacent curb, gutters, sidewalks, bicycle paths and
- pedestrian safety, transit facilities and
- water, wastewater, and storm water utilities under or around these streets that need improvement or preservation and

pay for these improvements and preservation through borrowing in a principal amount not to exceed \$20,000,000 that would be paid back with interest from this tax in a period not to exceed 20 years from the date the debt is issued?

#### SECTION 3. Penalties.

Any person convicted of a violation of this ordinance is guilty of a class one misdemeanor and shall be fined a sum not to exceed two thousand five hundred dollars (\$2,500.00) and may be sentenced to confinement in the County jail for a period not to exceed six (6) months for any one offense, all in accordance with Flagstaff City Code Chapter 3-05. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

#### SECTION 4. Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

#### SECTION 5. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 6. Clerical Corrections.

The City Clerk is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary related to this ordinance as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency, within thirty (30) days following adoption by the City Council.

SECTION 7. Effective Date.

Pursuant to the voter mandate, the tax increase set forth in SECTION 1 of this ordinance shall be effective January 1, 2015.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

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**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Human Resources Manager  
**Co-Submitter:** Noah Eisenman, Employee Advisory Committee  
**Co-Submitter:** Amelia Mason, Employee Advisory Committee  
**Date:** 12/17/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Adoption of Resolution No. 2014-39 and Ordinance No. 2014-32:** Amending the Employee Handbook of Regulations and Flagstaff City Code by adopting those amendments as shown in "2014 Addendum 6 of the Employee Handbook of Regulations" relating to the Employee Advisory Committee (*Employee Advisory Committee election terms; updates*)

**RECOMMENDED ACTION:**

- 1) Adopt Resolution No. 2014-39 (declaring public record)
- 2) Read Ordinance No. 2014-32 for the final time by title only
- 3) City Clerk reads Ordinance No. 2014-32 by title only (if approved above)
- 4) Adopt Ordinance No. 2014-32

**Policy Decision or Reason for Action:**

The amendments to the Employee Handbook of Regulations and Flagstaff City Code relating to the Employee Advisory Committee include:

- Clarifying the EAC makes recommendations to the City Manager;
- Ratifying the 2014 election results and two-year terms;
- Aligning the structure of the EAC to reflect the current organizational structure;
- Moving the election time frame closer to the beginning of the fiscal year and staggering representative terms by allowing a new two-year term from the date of election versus completing the remaining two-year term;
- Clarifying the EAC may choose to meet less frequently than twice per month with a majority vote, the co-chairs may call a special meeting without a majority vote and an EAC designee may present information to City Council in addition to an EAC co-chair;
- Creating notice and procedures for meetings; and
- Simplifying what is considered hours worked.

**Financial Impact:**

None.

**Connection to Council Goal and/or Regional Plan:**

Effective governance.

**Has There Been Previous Council Decision on This:**

Resolution No. 2014-39 (declaring a public record) was read on December 16, 2014, along with first reading of Ordinance No. 2014-32.

**Options and Alternatives:**

Option 1: Support the changes requested by the Employee Advisory Committee.

Option 2: Support some of the changes recommended by the Employee Advisory Committee.

Option 3: Request other changes to be incorporated into the ordinance.

Option 4: Maintain the current ordinance as written and do not adopt any changes.

**Background/History:**

The Employee Advisory Committee has been in existence since February, 1992, and has served the organization and its employees for 22 years. Since its inception, there have been numerous changes in the City's organizational structure and in the structure of the Committee.

The Employee Advisory Committee has been an organizational tool used in bringing forward issues of concern and interest to City of Flagstaff employees and has forged a collaborative working relationship with City Divisions and management staff.

The City of Flagstaff reorganized its organizational structure in July 2013, prompting the Employee Advisory Committee to review its established structure.

In an effort to encourage participation, the Employee Advisory Committee is recommending a reduced term and are aligning it closely with the fiscal year to eliminate changing of EAC co-chairs in the middle of the budget process.

**Key Considerations:**

The new structure and provisions for the Employee Advisory Committee has been reviewed, approved and recommended by the current Employee Advisory Committee who wishes to make these changes based on current organizational structure.

The City of Flagstaff's Leadership Team has also reviewed the proposed changes as part of the agenda review process.

The new provisions can be summarized as follows:

- Clarifying the EAC makes recommendations to the City Manager since it was unclear in the purpose statement.
- Aligning the structure of the EAC to reflect the current organizational structure by removing the Community Enrichment Service Division, moving the Recreation Section to the Public Works Division and moving the Library Section to the Management Services Division.
- Reducing the term of the Employee Advisory Committee representative from three to two years;
- Moving the election time frame closer to the beginning of the fiscal year with elections being held by July 15th with terms starting on August 1st. Additionally, elections for special appointments (i.e. co-chair, minute taker, compensation committee, budget team, etc.) are completed during the second meeting in August. Orientation for the newly elected EAC representatives will be held between August and November rather than October to January.
- Staggering representative terms by allowing a new two-year term from the date of election versus completing the remaining two-year term.
- Clarifying if a co-chair leaves mid-term, a newly elected co-chair will finish the remaining months of the original co-chair's twelve month term.
- Clarifying the EAC may choose to meet less frequently than twice per month with a majority vote, the co-chairs may call a special meeting without a majority vote and an EAC designee may

present information to City Council in addition to an EAC co-chair.

- Creating notice and procedures for meetings.
- Simplifying what is considered hours worked.

**Community Involvement:**

Inform.

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**Attachments:**     Res. 2014-39  
                              Addendum 6  
                              Ordinance 2014-32

**RESOLUTION NO. 2014-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, DECLARING THAT CERTAIN DOCUMENT KNOWN AS THE "2014 ADDENDUM 6 OF THE EMPLOYEE HANDBOOK OF REGULATIONS" AS A PUBLIC RECORD, AND PROVIDING FOR AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, pursuant to A.R.S. § 9-802, a municipality may enact or amend provisions of the City Code by reference to a public record, provided that the adopting ordinance is published in full.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1.

That certain document known as the "2014 Addendum 6 of the Employee Handbook of Regulations" attached hereto as Exhibit A is hereby declared to be a public record, and three (3) copies shall remain on file with the City Clerk.

SECTION 2.

This resolution shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

Attachment: Exhibit A 2014 Addendum 6 of the Employee Handbook of Regulations

EXHIBIT A

2014 ADDENDUM 6 OF THE EMPLOYEE HANDBOOK OF REGULATIONS

**CITY CODE**

The Flagstaff City Code, Title 1, *Administrative*, Chapter 14, *Personnel System*, Section 1-14-001-0006, *Employee Advisory Committee*, is hereby amended as follows (additions shown in underlined; capitalized text and deletions shown as stricken):

**1-14-001-0006          EMPLOYEE ADVISORY COMMITTEE**

The Employee Advisory Committee (EAC) is hereby established.

**1-14-001-0006.1          Definitions**

- A. "Regular Member" is an eligible employee elected to serve on behalf of that employee's respective group. ~~Regular members shall serve three (3) year terms.~~
- B. "Alternate Member" is an eligible employee elected to serve on the EAC when the Regular Member is unable to attend. ~~Alternate Members shall serve three (3) year terms.~~
- C. "Eligible Employee" is defined as any full-time tenured or exempt employee not identified as an "Ineligible Employee."
- D. "Ineligible Employee" is defined as any employee directly appointed by the City Council, or Deputy City Managers, Division Directors, Section Heads, Human Resources personnel, probationary, part-time or temporary employees.

**1-14-001-0006.2          Mission Statement**

The mission of the EAC is to form a body of elected members and alternates to represent individual employees, groups of employees, and divisions of the City of Flagstaff with fairness and impartiality.

**1-14-001-0006.3          Purpose**

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to THE CITY MANAGER CONCERNING employment-related policies and procedures, safety, compensation and benefits. ~~The following employment-related policies and procedures shall not be included in this ordinance:~~ THE EAC DOES NOT MAKE RECOMMENDATIONS REGARDING hiring, employee discipline, promotions, demotions, transfers, voluntary reassignments, suspensions, or dismissal.

The EAC is a body of elected members and alternates established for the purpose of discussing and making recommendations based on the requests received from individual employees, groups of employees and the City of Flagstaff with fairness and impartiality. The EAC is an advisory committee and does not represent individual employees with regard to an individual's personnel issues.

Individual employment issues affecting any employee shall be processed through any of the City's established grievance or appeal procedures. Employees are encouraged to resolve any issue or employment-related concern through the established administrative procedures.

**1-14-001-0006.4 Objectives**

The objectives of the EAC are to:

- A. Work together in the spirit of trust and cooperation in an attempt to reach consensus on matters under discussion.
- B. Review and recommend to the City Manager any initiatives or changes to City’s policies and procedures which are related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.
- C. Provide a forum for EMPLOYEES TO ~~the discussion of~~ City-wide EMPLOYEE issues as they pertain to employment-related policies and procedures, safety, compensation and benefits.
- D. Ensure that each member attends EAC meetings and regularly communicates with the employees in the EAC member’s group.
- E. Attend, participate and/or provide input and recommendations at City Council budget meetings.
- F. RESPOND TO CITY MANAGER QUESTIONS OR CONCERNS.

**1-14-001-0006.5 Committee Structure**

- A. The Employee Advisory Committee shall consist of the following members, by group, excluding ineligible employees except for the Human Resources Director, or designee, who shall serve as a non-voting member, and shall provide information to the EAC as needed:
  - 1. Administrative Services - (City Manager’s Office, Legal, Human Resources, Risk Management, City Clerk’s Office, Real Estate, and Information Technology) - one (1) member
  - 2. Management Services - (Finance, Sales Tax, Purchasing, Customer Service ~~and Payroll,~~ AND LIBRARY) ~~--one (1)~~ TWO (2) memberS
  - 3. Police - (Commissioned two members and Non-Commissioned one member) - three (3) members
  - 4. Fire - two (2) members
  - 5. Public Works - (Public Works Administration, Environmental Services, Streets, Parks, Cemetery, Fleet, Facility Maintenance, Environmental Management, ~~and Sustainability,~~ AND RECREATION) - three (3) members
  - 6. Community Development - (Planning & Development, Housing, Engineering, and Housing Authority) - two (2) members
  - 7. Utilities - two (2) members
  - 8. City Court - one (1) member

9. Economic Vitality - (Convention & Visitors Bureau, Airport and Community Investment) - one (1) member
- ~~10. Community Enrichment Services - (Recreation and Library) - two (2) members~~
- ~~11~~10. The Human Resources Director, or designee, is a permanent, non-voting member.
- B. Each group will be assigned a number of members based on the number of tenured, tenure-eligible and exempt employees.
1. A group with less than 50 employees is assigned one (1) EAC member.
  2. A group with 50 to 100 employees is assigned two (2) EAC members.
  3. A group with more than 100 employees is assigned three (3) EAC members.
- C. The number of members per group will be evaluated each year and may be reviewed by EAC at other times as required.
1. If the number of members is too high at the time of the election, the regular and alternate members at the end of their term or at the time of resignation will be removed.
  2. If the number of members is too low at the time of the election, the appropriate number of regular and alternate members will be added.
- D. Members AND ALTERNATE MEMBERS will serve a ~~three-year~~ TWO (2) YEAR term, ~~except when elected to complete a previously nominated member's term.~~ Memberships will be staggered.
- E. There will be an equal number of regular and alternate members.
- F. Alternate members are encouraged to attend all meetings; however, alternate members shall only vote when filling in for the regular member.
- G. There will be two co-chairs who will serve a one (1) year term. Alternate members are not eligible to serve as co-chair.
- H. Any member of the EAC shall not act independently on behalf of EAC without prior approval of an EAC majority vote.

#### **1-14-001-0006.6 Elections and Membership**

- A. City-wide elections for membership shall be held annually, by ~~September~~ JULY 15, with terms starting ~~October~~ DURING THE FIRST MEETING IN AUGUST 4.
1. Eligible employees shall nominate regular and alternate members who will also be eligible employees as defined in this Chapter.

2. The eligible employee with the most votes will become the regular member and the employee with the next highest will become the alternate member. In the event of a tie, a ballot will be sent out to the division for a formal vote.

B. Elections for special appointments will be conducted during the ~~first~~ SECOND meeting in ~~January~~ AUGUST.

1. Election of two co-chairs.
2. Elect an EAC member to take minutes of the meetings, with a back-up and/or rotation as deemed necessary.
3. Elect an EAC member to attend Budget Committee meetings, when the Budget Committee is discussing any benefit and compensation issues and during the add-back and delete portion of the budget, in an ongoing effort to foster better communication and understanding.
4. Elect two (2) EAC members to attend the Compensation Committee meetings.
5. EAC members may also be elected to serve on special committees or task forces concerning employment-related policies and procedures, safety, compensation and benefits.

C. Newly elected regular and alternate members shall attend an orientation meeting with a co-chair and/or the Human Resources Director after annual elections between ~~October and~~ January AUGUST AND NOVEMBER.

#### **1-14-001-0006.7      RESIGNATION OR REMOVAL**

~~DA.~~ EAC members who want to resign from service shall submit their requests in writing to the two co-chairs and the Human Resources Director.

~~EB.~~ When a regular member resigns from service an election will be held ~~to determine who will complete the remaining portion of the three-year term~~ AND THE NEWLY ELECTED MEMBER WILL SERVE A TWO (2) YEAR TERM FROM THE TIME OF THE ELECTION.

~~DC.~~ IF THE RESIGNING MEMBER IS A CO-CHAIR, A SPECIAL ELECTION FOR THE APPOINTMENT OF A NEW CO-CHAIR WILL TAKE PLACE AND THE NEWLY ELECTED CO-CHAIR WILL FINISH OUT THE ONE (1) YEAR TERM OF THE PREVIOUS CO-CHAIR.

~~D.~~ MEMBERS WITH THREE (3) CONSECUTIVE UNEXCUSED ABSENCES MAY BE REMOVED BY A MAJORITY VOTE OF THE EAC.

~~FE.~~ If an employee from a group desires to remove the current EAC member, they must follow criteria listed:

1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.
  - a. The complaint may only be filed from the EAC member's group.

- b. Human Resources will relay the complaint information to the current co-chairs.
  - c. The co-chair will recuse himself or herself from the process, if the complaint is about them or another EAC member from the same group.
  - d. The co-chairs will speak with the EAC member about the complaint to obtain additional information.
  - e. The EAC co-chairs, with assistance from the Human Resources Director, may evaluate the information obtained through discussions with the complainant and the EAC member to substantiate the complaint.
    - i. If unable to substantiate the complaint, the EAC co-chairs will reply to the complainant.
    - ii. If able to substantiate the complaint, the process will continue.
2. There will be a two (2) month period to allow for the EAC member to address the area(s) of concern.
  3. The co-chairs will contact the complainant to review any improvements.
    - a. If there have been improvements, the co-chairs will provide a written response to the complainant closing the complaint.
    - b. If there have been no improvements and the complainant is still dissatisfied, a second complaint will be filed by the co-chairs.
  4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.
    - a. The election must have fifty percent (50%) plus one (1) votes of the EAC member's group for the election to be valid.
    - b. If the election does not receive enough votes to be considered valid, the EAC member will continue his or her term.
    - c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue his or her term.
    - d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue his or her term and another election will be held to select another EAC member to ~~complete the remaining portion of the three (3) year term~~ SERVE A TWO (2) YEAR TERM FROM THE TIME OF THE ELECTION.

**1-14-001-0006.78 Meetings**

- A. Meetings of the City EAC shall be held twice per month, OR LESS FREQUENTLY IF APPROVED BY A MAJORITY VOTE OF THE EAC. Dates and times will be determined by the majority vote of the EAC.
- ~~1. The members of the EAC will be allowed to attend the regular meetings, utilizing City time to the degree necessary to conduct EAC business.~~
  - ~~2. Subcommittees may be formed to address specific EAC issues to bring to the full EAC for input and approval. Subcommittees are encouraged to meet for one (1) hour, two (2) times per month, with the cessation of the subcommittee once the issue is voted on by the full EAC. Each subcommittee, at its own discretion, may ask non-EAC members to participate.~~
- B. Special meetings, when required, may be called by the co-chair(s) WITHOUT A MAJORITY VOTE OF THE EAC. ~~The co-chair(s) will inform the City Manager and employees of the meeting time and place.~~
- C. Regular members shall notify the appropriate group alternate member and the EAC co-chairs, in a timely manner, when they are unable to attend a meeting. ~~Members with three (3) consecutive unexcused absences may be removed by a vote of the EAC and an election will be held to determine who will complete the remaining portion of the three (3) year term.~~
- D. Co-chairs may request a meeting with the City Manager as needed, or on a regular basis.
- E. When the EAC co-chairs have brought an issue to the attention of the City Manager and the issue is not resolved to the satisfaction of the EAC, a co-chair OR EAC DESIGNEE MAY ~~shall~~ address the City Council at a public meeting to review the issue, upon recommendation and majority vote of the EAC.
- F. All votes regarding recommendations must be approved by a majority vote of the quorum. A quorum shall be one more than half of the voting membership of the EAC.
- G. All votes that are not unanimous shall result in a roll call vote and will be recorded into the meeting minutes.
- H. Employees, including ineligible employees, desiring an item to be discussed by the EAC shall contact their group's regular member or any regular EAC member to place the item on the EAC's agenda.
1. Employees may request to keep their names confidential and it will not be part of the EAC's discussion.
  2. An employee with an item on the EAC agenda shall be notified by a co-chair of the meeting time and date. Time in attendance at EAC meetings shall constitute hours worked.
- ~~I. Time spent by EAC and subcommittee members attending EAC meetings shall constitute hours worked.~~

~~J. The members of the EAC may choose a member to attend the portion of the leadership meetings when EAC agenda items are scheduled for discussion.~~

~~K. Agendas and minutes will be distributed to all employees. The agenda and minutes will be posted on the EAC website and distributed to areas that do not have access once they have been reviewed, amended if necessary, and approved by the EAC. All EAC regular and alternate members will receive a copy of final, approved minutes. Each group member will post minutes in their group posting area for use by all employees. If there is more than one member in a group, only one member will be responsible for posting the agendas and minutes, as determined by those members.~~

I. THE CITY MANAGER MAY CONTACT AN EAC CO-CHAIR TO PLACE AN ITEM ON THE EAC AGENDA.

**1-14-001-0006.9 NOTICE AND PROCEDURES FOR MEETINGS**

A. THE EAC AGENDA WILL BE POSTED ON THE INTERNAL CITY OF FLAGSTAFF EAC WEBSITE AND AT LOCATIONS APPROVED BY THE EAC AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE MEETING DATE AND TIME BY EAC MEMBERS FOR THE GROUP THEY REPRESENT.

B. EAC MEETING MINUTES WILL BE POSTED ON THE EAC WEBSITE AND AT THE APPROVED LOCATIONS WITHIN FIVE (5) CALENDAR DAYS AFTER APPROVAL, AND EMAILED TO ALL EAC REGULAR AND ALTERNATE MEMBERS.

C. THE EAC MAY ADOPT PROCEDURES FOR GOVERNANCE OF THE COMMITTEE'S MEETINGS.

**1-14-001-0006.10 SUBCOMMITTEES**

SUBCOMMITTEES MAY BE FORMED TO ADDRESS SPECIFIC EAC ISSUES TO BRING TO THE FULL EAC FOR INPUT AND APPROVAL. SUBCOMMITTEES ARE ENCOURAGED TO MEET FOR ONE (1) HOUR, TWO (2) TIMES PER MONTH, AND THE CESSATION OF THE SUBCOMMITTEE WILL OCCUR ONCE THE ISSUE IS VOTED ON BY THE FULL EAC. EACH SUBCOMMITTEE, AT ITS OWN DISCRETION, OR THE CITY MANAGER, MAY ASK NON-EAC MEMBERS TO PARTICIPATE.

**1-14-001-0006.11 ATTENDANCE AND HOURS WORKED**

A. EAC MEMBERS SHALL ATTEND EAC MEETINGS, UTILITIZING CITY TIME TO THE DEGREE NECESSARY TO CONDUCT EAC BUSINESS, AND SUCH TIME SHALL BE CONSIDERED HOURS WORKED.

B. EMPLOYEES WHO ARE NOT MEMBERS OF THE EAC, INCLUDING SUBCOMMITTEE MEMBERS, MAY ATTEND EAC MEETINGS OR SUBCOMMITTEE MEETINGS DURING REGULAR WORK HOURS FOR UP TO FOUR (4) HOURS PER MONTH, WITH WRITTEN APPROVAL OF THEIR IMMEDIATE SUPERVISORS, AND SUCH TIME SHALL BE HOURS WORKED.

C. AN EMPLOYEE MAY ATTEND EAC MEETINGS, DURING NON-WORKING HOURS, AND SUCH TIME SHALL NOT BE HOURS WORKED.

D. THE EAC MAY CHOOSE A MEMBER TO ATTEND THE PORTION OF THE LEADERSHIP MEETINGS WHEN EAC AGENDA ITEMS ARE SCHEDULED FOR DISCUSSION OR UPON REQUEST OF THE CITY MANAGER, AND SUCH TIME SHALL BE HOURS WORKED.

E. THE EAC, CITY MANAGER, OR HUMAN RESOURCES DIRECTOR MAY INVITE ANY PERSON TO ATTEND EAC MEETINGS, AND THE EMPLOYEE'S TIME SHALL BE CONSIDERED HOURS WORKED.

**THE EMPLOYEE HANDBOOK OF REGULATIONS (PARALLEL PROVISIONS)**

The Flagstaff City Code, Title 1, *Administrative*, Chapter 14, *Personnel System*, Section 1-14-001-0001, *Personnel System Adopted*, and Employee Handbook of Regulations incorporated therein by reference is hereby amended by repealing Section 1-10-070, Employee Advisory Committee, in its entirety and replacing it with the following:

**1-10-070. EMPLOYEE ADVISORY COMMITTEE**

Note: This section of the Employee Handbook of Regulations is copied from Section 1-14-0001-0006 of the Flagstaff City Code. In order to ensure consistency, numbering and formatting of this section matches Section 1-14-001-0006.

**1-14-001-0006 EMPLOYEE ADVISORY COMMITTEE**

The Employee Advisory Committee (EAC) is hereby established.

**1-14-001-0006.1 Definitions**

- A. "Regular Member" is an eligible employee elected to serve on behalf of that employee's respective group.
- B. "Alternate Member" is an eligible employee elected to serve on the EAC when the Regular Member is unable to attend.
- C. "Eligible Employee" is defined as any full-time tenured or exempt employee not identified as an "Ineligible Employee."
- D. "Ineligible Employee" is defined as any employee directly appointed by the City Council, or Deputy City Managers, Division Directors, Section Heads, Human Resources personnel, probationary, part-time or temporary employees.

**1-14-001-0006.2 Mission Statement**

The mission of the EAC is to form a body of elected members and alternates to represent individual employees, groups of employees, and divisions of the City of Flagstaff with fairness and impartiality.

**1-14-001-0006.3 Purpose**

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation and benefits. The EAC does not make recommendations regarding hiring, employee discipline, promotions, demotions, transfers, voluntary reassignments, suspensions, or dismissal.

The EAC is a body of elected members and alternates established for the purpose of discussing and making recommendations based on the requests received from individual employees, groups of employees and the City of Flagstaff with fairness and impartiality. The EAC is an advisory committee and does not represent individual employees with regard to an individual's personnel issues.

Individual employment issues affecting any employee shall be processed through any of the City's established grievance or appeal procedures. Employees are encouraged to resolve any issue or employment-related concern through the established administrative procedures.

**1-14-001-0006.4 Objectives**

The objectives of the EAC are to:

- A. Work together in the spirit of trust and cooperation in an attempt to reach consensus on matters under discussion.
- B. Review and recommend to the City Manager any initiatives or changes to City's policies and procedures which are related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.
- C. Provide a forum for employees to discuss City-wide employee issues as they pertain to employment-related policies and procedures, safety, compensation and benefits.
- D. Ensure that each member attends EAC meetings and regularly communicates with the employees in the EAC member's group.
- E. Attend, participate and/or provide input and recommendations at City Council budget meetings.
- F. Respond to City Manager questions or concerns.

**1-14-001-0006.5 Structure**

- A. The Employee Advisory Committee shall consist of the following members, by group, excluding ineligible employees except for the Human Resources Director, or designee, who shall serve as a non-voting member, and shall provide information to the EAC as needed:
  - 1. Administrative Services - (City Manager's Office, Legal, Human Resources, Risk Management, City Clerk's Office, Real Estate, and Information Technology) - one (1) member
  - 2. Management Services - (Finance, Sales Tax, Purchasing, Customer Service, Payroll, and Library) – two (2) members
  - 3. Police - (Commissioned two members and Non-Commissioned one member) - three (3) members
  - 4. Fire - two (2) members
  - 5. Public Works - (Public Works Administration, Environmental Services, Streets, Parks, Cemetery, Fleet, Facility Maintenance, Environmental Management, Sustainability, and Recreation) - three (3) members
  - 6. Community Development - (Planning & Development, Housing, Engineering, and Housing Authority) - two (2) members

7. Utilities - two (2) members
  8. City Court - one (1) member
  9. Economic Vitality - (Convention & Visitors Bureau, Airport and Community Investment) - one (1) member
  10. The Human Resources Director, or designee, is a permanent, non-voting member.
- B. Each group will be assigned a number of members based on the number of tenured, tenure-eligible and exempt employees.
1. A group with less than 50 employees is assigned one (1) EAC member.
  2. A group with 50 to 100 employees is assigned two (2) EAC members.
  3. A group with more than 100 employees is assigned three (3) EAC members.
- C. The number of members per group will be evaluated each year and may be reviewed by EAC at other times as required.
1. If the number of members is too high at the time of the election, the regular and alternate members at the end of their term or at the time of resignation will be removed.
  2. If the number of members is too low at the time of the election, the appropriate number of regular and alternate members will be added.
- D. Members and alternate members will serve a two (2) year term. Memberships will be staggered.
- E. There will be an equal number of regular and alternate members.
- F. Alternate members are encouraged to attend all meetings; however, alternate members shall only vote when filling in for the regular member.
- G. There will be two co-chairs who will serve a one (1) year term. Alternate members are not eligible to serve as co-chair.
- H. Any member of the EAC shall not act independently on behalf of EAC without prior approval of an EAC majority vote.

**1-14-001-0006.6 Elections and Membership**

- A. City-wide elections for membership shall be held annually, by July 15, with terms starting during the first meeting in August.
1. Eligible employees shall nominate regular and alternate members who will also be eligible employees as defined in this Chapter.

2. The eligible employee with the most votes will become the regular member and the employee with the next highest will become the alternate member. In the event of a tie, a ballot will be sent out to the division for a formal vote.
- B. Elections for special appointments will be conducted during the second meeting in August.
1. Election of two co-chairs.
  2. Elect an EAC member to take minutes of the meetings, with a back-up and/or rotation as deemed necessary.
  3. Elect an EAC member to attend Budget Committee meetings, when the Budget Committee is discussing any benefit and compensation issues and during the add-back and delete portion of the budget, in an ongoing effort to foster better communication and understanding.
  4. Elect two (2) EAC members to attend the Compensation Committee meetings.
  5. EAC members may also be elected to serve on special committees or task forces concerning employment-related policies and procedures, safety, compensation and benefits.
- C. Newly elected regular and alternate members shall attend an orientation meeting with a co-chair and/or the Human Resources Director after annual elections between August and November.

**1-14-001-0006.7      Resignation or Removal**

- A. EAC members who want to resign from service shall submit their requests in writing to the two co-chairs and the Human Resources Director.
- B. When a regular member resigns from service an election will be held and the newly elected member will serve a two (2) year term from the time of the election.
- C. If the resigning member is a co-chair, a special election for the appointment of a new co-chair will take place and the newly elected co-chair will finish out the one (1) year term of the previous co-chair.
- D. Members with three (3) consecutive unexcused absences may be removed by a majority vote of the EAC.
- E. If an employee from a group desires to remove the current EAC member, they must follow criteria listed:
1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.
    - a. The complaint may only be filed from the EAC member's group.
    - b. Human Resources will relay the complaint information to the current co-chairs.

- c. The co-chair will recuse himself or herself from the process, if the complaint is about them or another EAC member from the same group.
  - d. The co-chairs will speak with the EAC member about the complaint to obtain additional information.
  - e. The EAC co-chairs, with assistance from the Human Resources Director, may evaluate the information obtained through discussions with the complainant and the EAC member to substantiate the complaint.
    - i. If unable to substantiate the complaint, the EAC co-chairs will reply to the complainant.
    - ii. If able to substantiate the complaint, the process will continue.
2. There will be a two (2) month period to allow for the EAC member to address the area(s) of concern.
  3. The co-chairs will contact the complainant to review any improvements.
    - a. If there have been improvements, the co-chairs will provide a written response to the complainant closing the complaint.
    - b. If there have been no improvements and the complainant is still dissatisfied, a second complaint will be filed by the co-chairs.
  4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.
    - a. The election must have fifty percent (50%) plus one (1) votes of the EAC member's group for the election to be valid.
    - b. If the election does not receive enough votes to be considered valid, the EAC member will continue his or her term.
    - c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue his or her term.
    - d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue his or her term and another election will be held to select another EAC member to serve a two (2) year term from the time of the election.

**1-14-001-0006.8 Meetings**

- A. Meetings of the City EAC shall be held twice per month, or less frequently if approved by a majority vote of the EAC. Dates and times will be determined by the majority vote of the EAC.

- B. Special meetings, when required, may be called by the co-chair(s) without a majority vote of the EAC.
- C. Regular members shall notify the appropriate group alternate member and the EAC co-chairs, in a timely manner, when they are unable to attend a meeting.
- D. Co-chairs may request a meeting with the City Manager as needed, or on a regular basis.
- E. When the EAC co-chairs have brought an issue to the attention of the City Manager and the issue is not resolved to the satisfaction of the EAC, a co-chair or EAC designee may address the City Council at a public meeting to review the issue, upon recommendation and majority vote of the EAC.
- F. All votes regarding recommendations must be approved by a majority vote of the quorum. A quorum shall be one more than half of the voting membership of the EAC.
- G. All votes that are not unanimous shall result in a roll call vote and will be recorded into the meeting minutes.
- H. Employees, including ineligible employees, desiring an item to be discussed by the EAC shall contact their group's regular member or any regular EAC member to place the item on the EAC's agenda.
  - 1. Employees may request to keep their names confidential and it will not be part of the EAC's discussion.
  - 2. An employee with an item on the EAC agenda shall be notified by a co-chair of the meeting time and date. Time in attendance at EAC meetings shall constitute hours worked.
- I. The City Manager may contact an EAC co-chair to place an item on the EAC agenda.

**1-14-001-0006.9 Notice and Procedures for Meetings**

- A. The EAC agenda will be posted on the internal City of Flagstaff EAC website and at locations approved by the EAC at least twenty-four (24) hours prior to the meeting date and time by EAC members for the group they represent.
- B. EAC meeting minutes will be posted on the EAC website and at the approved locations within five (5) calendar days after approval, and emailed to all EAC regular and alternate members.
- C. The EAC may adopt procedures for governance of the Committee's meetings.

**1-14-001-0006.10 Subcommittees**

Subcommittees may be formed to address specific EAC issues to bring to the full EAC for input and approval. Subcommittees are encouraged to meet for one (1) hour, two (2) times per month, and the cessation of the subcommittee will occur once the issue is voted on by the full EAC. Each subcommittee, at its own discretion, or the City Manager, may ask non-EAC members to participate.

**1-14-001-0006.11 Attendance and Hours Worked**

- A. EAC members shall attend EAC meetings, utilizing City time to the degree necessary to conduct EAC business, and such time shall be considered hours worked.
- B. Employees who are not members of the EAC, including subcommittee members, may attend EAC meetings or subcommittee meetings during regular work hours for up to four (4) hours per month, with written approval of their immediate supervisors, and such time shall be hours worked.
- C. An employee may attend EAC meetings, during non-working hours, and such time shall not be hours worked.
- D. The EAC may choose a member to attend the portion of the Leadership meetings when EAC agenda items are scheduled for discussion or upon request of the City Manager, and such time shall be hours worked.
- E. The EAC, City Manager, or Human Resources Director may invite any person to attend EAC meetings, and the employee's time shall be considered hours worked.

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**ORDINANCE NO. 2014-32**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF RELATING TO THE EMPLOYEE ADVISORY COMMITTEE, AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS AND FLAGSTAFF CITY CODE BY ADOPTING THOSE AMENDMENTS AS SHOWN IN “2014 ADDENDUM 6 OF THE EMPLOYEE HANDBOOK OF REGULATIONS” BY REFERENCE, RATIFYING THE 2014 ELECTION RESULTS AND TWO-YEAR TERMS, PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

**ENACTMENTS:**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. In General.

The Employee Advisory Committee regulations found in the Employee Handbook of Regulations, adopted under Flagstaff City Code, Title 1, *Administrative*, Chapter 14, *Personnel System*, Section 1-14-001-0001 *Personnel System Adopted*, and found in Section 1-14-001-0006, *Employee Advisory Committee*, are hereby amended by adopting those changes as set forth in that certain document known as “2014 Addendum 6 of the Flagstaff Employee Handbook of Regulations”, three copies of which are on file in the office of the City Clerk, which document was made a public record by Resolution No. 2014-39 of the City of Flagstaff, and which is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

SECTION 2. Ratifying EAC Election.

The City Council hereby ratifies and confirms that the EAC members and alternates elected in the fall of 2014 shall have two-year terms commencing October 1, 2014, consistent with this Ordinance and the election ballot.

SECTION 3. Penalties.

Any person found in violation of any provision of the Flagstaff Employee Handbook of Regulations may be subject to discipline, as set forth in such Handbook.

SECTION 4. Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

SECTION 5. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 6. Clerical Corrections.

The Human Resources Director is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary, related to the City of Flagstaff Employee Handbook of Regulations as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency.

SECTION 6. Effective Date.

This ordinance shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTORNEY

## CITY OF FLAGSTAFF

### STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Paul Summerfelt, Wildland Fire Manager  
**Date:** 12/10/2014  
**Meeting Date:** 01/06/2015



#### TITLE:

**Consideration and Approval of Intergovernmental Agreement:** Flagstaff Watershed Protection Project (FWPP) Intergovernmental Agreement No. 15-1: Section 30 Forest Treatment Agreement with AZ State Forestry Division (***Approve Intergovernmental Agreement with AZ State Forestry Division for forest treatment work associated with FWPP.***)

#### RECOMMENDED ACTION:

Approve FWPP Intergovernmental Agreement 15-1 Section 30 Forest Treatment Agreement with AZ State Forestry

#### Policy Decision or Reason for Action:

In Nov 2012, 74% of Flagstaff voters approved Forest Bond #405, now known as the **Flagstaff Watershed Protection Project** (FWPP): Section 30 was identified as one of the target treatment areas. This will be the second FWPP Agreement to conduct forest treatments on State Lands (the first was the Equestrian parcel in 2014). In accordance with FWPP goals, the work, once completed, will improve overall forest health and reduce the probability of a destructive wildfire in the area, helping ensure the protection of the greater Continental area/neighborhood.

#### Financial Impact:

The two year Agreement establishes a process whereby the State will be reimbursed by the City for forest treatments completed in accordance with FWPP goals and by prior mutual agreement between the State and the City. Reimbursement will be for a maximum of 300 acres, paid on an actual-cost per-acre basis. Based upon an average expected cost of \$812.50/acre, the total expected cost (City and State funds) is \$243,750.

City reimbursement will vary depending upon the FY when the work is done. In no case will City costs exceed \$195,000 (75% of the expected costs) for all forest treatment work, as follow:

- A. Specific to FY 15: The State appropriated one-time funds to the AZ State Forestry Division for forest treatments on selected State land parcels. Therefore, the City and State will split treatment costs for completed acres on a 50-50 cost-share basis.
- B. Specific to FY16-17: Based upon contractor/crew availability and scheduling, however, we expect that some if not most work will occur after June 30, 2015. Reimbursement by the City for any work completed in this time-frame will be negotiated with the State based upon funding they have for forest treatment activities. The amount provided by the City will be dependent upon work completed in FY15 in relation to the overall goal of 300 acres.

The Agreement identifies a reimbursement cycle (no more than once), a minimum completed acreage

per invoice (15 acres), and a formal quarterly and final completion reporting process (a description of work completed and a map depicting where it occurred).

### **Connection to Council Goal and/or Regional Plan:**

#### **COUNCIL GOALS:**

4. Complete Rio de Flag - FWPP related activities
10. Develop an ongoing budget process - FWPP expenditures and transparency
11. Effective governance - overall completion of FWPP

#### **REGIONAL PLAN:**

Environmental Planning & Conservation – Vision for the Future: *In 2013, the long-term health and viability of our natural resource environment is maintained through strategic planning for resource conversation and protection.*

Policy E&C.3.3 – Invest in forest health and watershed protection measures.

Policy E&C.6.1 – Encourage public awareness that the region's ponderosa pine forest is a fire-dependent ecosystem and strive to restore more natural and sustainable forest composition, structure, and processes.

Policy E&C.6.3 – Promote protection, conservation, and ecological restoration of the region's diverse ecosystem type and associated animals.

Policy E&C.6.6 – Support cooperative efforts for forest health initiatives or practices, such as the Four Forest Restoration Initiative (4FRI), to support healthy forests and protect our water system.

Policy E&C.10.2 – Protect, conserve, and when possible, enhance and restore wildlife habitat on public land.

### **Has There Been Previous Council Decision on This:**

Not on this specific activity (Section 30 forest treatments). Council was involved in the Bond effort, has been engaged in review, discussion, and approval of other FWPP Agreements, and has been briefed/updated several times on the overall process and effort.

### **Options and Alternatives:**

Three options exist:

- 1) **Approve** Agreement, permitting the forest treatment work planned for this parcel to proceed;
- 2) **Revise** the Agreement before planned work can proceed; or
- 3) **Reject** the Agreement, and the planned forest treatment work on this parcel.

### **Background/History:**

The FWPP is an innovative and unique method of treating forested lands at high risk to damage from serious wildfire events. As far as is known, this is the first bond-funded program to address this issue in the country. As such, it has garnered a high level of interest at both the State and national level. Since the bond's passage in Nov 2012, much behind-the-scenes activity has occurred (planning, outreach, agreements, and other support actions), roughly 1,000 acres of cutting/prescribed fire have been completed (all jurisdictions), and nearly \$2 million in outside funding has been brought into the effort.

### **Key Considerations:**

In 2013, City staff and key partners completed 26 major actions. In 2014, another 27 were accomplished. Action benchmarks are being developed for 2015, with the Section 30 forest treatment activity being one of those.

Specific to Section 30: This is a full 640-acre section. However, due to the somewhat open/scattered nature of the ponderosa pine overstory, we've calculated that the 300 acres of forest



**City of Flagstaff Intergovernmental Agreement No. FWPP 15-1**  
**Flagstaff Watershed Protection Program**

This Intergovernmental Agreement (“Agreement”) is entered into by and between the City of Flagstaff (“City”), an Arizona municipal corporation with offices at 211 W. Aspen Avenue, 86001, and the Arizona State Forestry Division (“ASFD”).

RECITALS:

WHEREAS the State Forester (A.R.S. § 37-623(A)) and the City of Flagstaff have mutual interest in protecting watersheds and improvements from catastrophic wildfires; and

WHEREAS by cooperatively working together it will provide a collaboratively developed project to meet the objectives of the City and ASFD; and

WHEREAS the City through its bonding authority and ASFD through legislative authority HB 2703, 2014-2015; general appropriations (Fifty-first legislature, Second Regular Session) has provided funding to address the need to treat forest fuels to protect watersheds, forest resources and infrastructure from a wildfire threat; and

WHEREAS the residents of Flagstaff have seen the need to protect their municipal watersheds through approval of a bond authorizing funding to treat the forests within the municipal watersheds; and

WHEREAS the State Forester is authorized to enter into Intergovernmental Agreements under A.R.S. § 37-623 (F) and 37-623.02; and

WHEREAS the City is authorized to enter into Intergovernmental Agreements under A.R.S. §§ 11-951 and 11-952; and

NOW THEREFORE, the parties to this agreement do hereby agree as follows:

**I. PURPOSE OF AGREEMENT**

Under this Agreement ASFD will receive funds provided by the City through the Flagstaff Watershed Protection Program (“FWPP”). Funds will be used to conduct appropriate forest management on State Trust Lands, to reduce wildfire hazard and protect the parcel and adjacent areas from fire and post-fire damage.

**II. SCOPE OF WORK**

Funds will be used to reimburse ASFD for fulfilling a defined Scope of Work (Attachment A), which has been collaboratively developed with the City.

**III. PROGRAMATIC CHANGES**

ASFD shall obtain prior written approval from the City for any changes to the attached Scope of Work (Attachment A).

#### **IV. TERM OF AGREEMENT**

This Agreement shall be effective immediately upon signature by the two parties or April 1, 2015, whichever is later, and will terminate upon completion of all treatments specified in the attached Scope of Work (Attachment A) or on Dec 30, 2017, whichever comes first, unless otherwise terminated or modified pursuant to the terms herein.

#### **V. COMPENSATION AND MATCHING INVESTMENT**

Recognizing that the Arizona State Legislature and Governor have approved one-time forest treatment funds for State Lands in State FY15, the intent of this Agreement is for City-provided FWPP funds to be utilized for up to **50%** of the total cost of all treatments specified in the attached Scope of Work (Attachment A), and that a contribution of the ASFD for the additional Cost-Share Match of **50%** of the total cost of all treatments specified in the attached Scope of Work (Attachment A), is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required.

The cost-share split for remaining work to be accomplished during State FY16-17 (July 15-Dec 16) will be negotiated by both parties, based upon State and/or other grant fund availability.

TOTAL compensation (City portion) for the entire Project (Archeology surveys, Thinning) for the entire area during the entire project period **shall not exceed \$195,000 (75% of expected costs).**

Regardless, compensation under this Agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and only costs for those project activities approved in (1) the initial award, or (2) approved modifications thereto, are allowable.

#### **VI. ELIGIBLE COSTS**

Eligible costs must be incurred during the Term of the Agreement, conform with the general provisions of this Agreement and all other provisions identified herein, and be submitted to the City along with detailed supporting documentation. This is a reimbursable program. Support documentation must show dates and amounts of all expenses.

#### **VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS**

It shall be the sole responsibility of ASFD to establish and document accounting and administrative control procedures for its operation. Such procedures shall be followed to ensure expenditures and accomplishments are being tracked and invoiced in accordance with all applicable laws and with the terms of the grant agreement/award.

In the event that an audit determines that unallowable costs have been charged to the grant and funds have been disbursed to the ASFD, then ASFD accepts full liability and must pay back all costs incurred and deemed unallowable.

#### **VIII. REPORTING REQUIREMENTS**

ASFD shall monitor the performance of the grant activities to ensure that performance goals are being achieved. ASFD shall provide detailed grant/project accomplishments in quarterly reports to the City no later than 30 days after the end of each calendar quarter. Reports will contain information on the following:

- A comparison of actual accomplishments to the goals established for the period and for the entire program or project.
- Output of the project that can be readily expressed in numbers, such as acres of forest treatment or other similar activities. A computation of cost per unit of output may be required where applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Financial/Reimbursement requests will be submitted no more than once a month, but no less than once per quarter.

All accomplishment and financial reports shall be submitted to the City contact as identified below in Section X (NOTICES).

ASFD shall immediately notify the City of developments that have a significant impact on the activities supported under this Agreement. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the Agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

#### **IX. PRINCIPAL CONTACTS.**

NOTE: Principal contact should be one contact person responsible for overseeing all elements of the grant project including but not limited to accounting, administrative and field portions of the project.

Each party certifies that the individuals listed below are authorized to act in their respective areas for matters related to this instrument.

#### **Principal Arizona State Forestry Division Contact:**

Aaron Green  
District Forester  
3650 Lake Mary Road  
Flagstaff, Arizona 86005  
(928) 774-1425  
[aarongreen@azsf.gov](mailto:aarongreen@azsf.gov)

#### **Principal City of Flagstaff Contact:**

Paul Summerfelt  
Wildland Fire Management Officer  
Project Manager – Flagstaff Watershed Protection Project  
211 W. Aspen  
Flagstaff AZ 86001  
(928) 213-2509  
[psummerfelt@flagstaffaz.gov](mailto:psummerfelt@flagstaffaz.gov)

**X. NOTICES**

Any and all reports, notices, requests or demands given or made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person or sent by United States Mail, postage prepaid, to the parties at their respective addresses as set forth immediately below:

<p><b><u>City of Flagstaff</u></b> <b>Stacey Brechler-Knaggs</b> <b>Grants Manager</b> <b>City of Flagstaff</b> <b>211 W. Aspen</b> <b>Flagstaff AZ 86001</b></p>	<p><b><u>Arizona State Forestry</u></b> <b>Tina Waddell</b> <b>Financial Administrator</b> <b>Arizona State Forestry Division</b> <b>1110 West Washington, Suite 100</b> <b>Phoenix, AZ 85007</b></p>
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**XI. AWARD CLOSEOUT**

ASFD shall close out the grant within 30 days after expiration or notice of termination. If this award is closed out without audit, the City reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

**XII. AUTHORITY**

ASFD shall have the legal authority to enter into this agreement and the institutional, managerial, and financial capability to ensure proper planning, management, accounting and completion of the project.

**XIII. ATTACHMENTS**

- A. Scope of Work
- B. Quarterly Report and Invoice Format

**XIV. INDEMNIFICATION**

To the fullest extent permitted by law, each party to this Agreement shall indemnify, defend and hold harmless the other party, their members, directors, officers, employees, agents, attorneys and assigns from and against any and all claims, losses, liability, costs or expenses resulting from the negligent, reckless, or intentional wrongful conduct of the indemnifying party or parties. This indemnification shall survive termination of this Agreement or the termination of the participation of any of its parties. The amount and type of insurance coverage requirements set forth in this Agreement shall in no way be construed as limiting the scope of the indemnity in this paragraph.

**XV. CANCELLATION FOR CONFLICT OF INTEREST**

This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

**XVI. NO THIRD PARTY BENEFICIARIES**

The parties acknowledge and agree that the terms, provisions, conditions, and obligations of this Agreement are for the sole benefit of, and may be enforceable solely by, the parties, and none of the terms, provisions, conditions, and obligations of this Agreement are for the benefit of, or may be enforced by, any person or entity not a party to this Agreement.

**XVII. AVAILABILITY OF FUNDS**

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds continuing to be appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, this Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

**XVIII. DISPUTE RESOLUTION**

The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.

**XIX. IN WITNESS WHEREOF**, the parties agree to execute this agreement as of the last date written below.

STATE OF ARIZONA  
Arizona State Forestry Division  
1110 West Washington, Suite 100  
Phoenix, Arizona 85007

CITY OF FLAGSTAFF  
City of Flagstaff  
211 W. Aspen  
Flagstaff AZ 86001

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Arizona State Forester**

**Gerald W. Nabours, Mayor**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Attest:

---

Attorney General\_\_\_\_\_

City Clerk\_\_\_\_\_

Approved as to Form:

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City Attorney

**ATTACHMENT A – Scope of Work**  
**AZ State Forestry Division – Section 30 State Trust parcel**

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**Forest History:** The entire parcel has been “thinned from below” during multiple entries (both hand felling and mechanical) during the last two decades. Objectives of these previous activities included:

1. Reduce stand density and ladder fuels to increase crown base height, thereby reducing potential damage or loss during a wildfire.
2. Increase tree health, growth, and vigor to encourage natural progression toward a sustainable forest ecosystem.
3. Retain downed woody material where appropriate, and all large snags.
4. Maintain and enhance oaks.
5. Reintroduce and maintain a low intensity prescribed fire regime.
6. Maintain or enhance value or stocking on the parcel for future timber sale and/or real estate value.

**Desired Future Condition:** The forest will be characterized by dense clumps (10-20% of area, with 90-110 BA), small openings (20%-30% of area), and thinned stands (50-80% of area, 60-80 BA).

***Objectives:***

1. Reduce overall canopy cover by approximately 50%, with focus on creating openings and creating/retaining tree groups/clumps.
2. Tree clumps will have interlocking crowns. Some light thinning within a clump is permitted to achieve overall objectives. Spacing between groups will vary between 50± to 200 ± feet.
3. Maintain a 125 ft. no-cut buffer around the landfill to limit the spread of known knapweed populations and other potentially noxious or invasive plant species.
4. Increase the size of natural openings to between of 0.25-1.5 acres, with a focus on various shapes/configurations.
5. Retain standing dead trees greater than 18 inches DBH and large-downed logs, provided they are not a public safety hazard.
6. Permit establishment of natural regeneration in openings to facilitate long-term structural heterogeneity.

***Guidelines:***

- 1) Irregular tree spacing and vertical diversity within-and-between the individual clumps is desired.
- 2) Yellow pines and those greater than 24 inches DBH, and all Gambel Oak, will be retained.
- 3) Historical evidence patterns will not receive special consideration for locating groups, clumps, or individual trees as some evidences have been lost due to past disturbance.

Current stand structure is fairly homogeneous: the goal is to mimic, not replicate exactly, the historical disbursement pattern in the area.

- 4) Tree factors to consider for those to be retained:
- Dominant and co-dominant blackjack pines with good tree form and vigor,
  - Any size class ( $\geq 1$ " DBH), so as to increase vertical diversity,
  - Those not in the most common size classes ( $\leq 5$  "DBH and  $\geq 18$ " DBH), and
  - Those of special "character".

**Project Tasks/Components:** The project will involve four related, but separate components:

1. Set-Up – Boundary identification, tree marking, unit designation, map development, and vendor solicitation and selection and/or crew orientation.
2. Cutting – Mechanical and/or hand thinning operations, to include skidding and yarding of material and/or slash pile (machine or hand) construction
3. Debris Disposal – Wood and slash pile grinding and removal and/or burning.
4. Close-Out – Any road decommissioning, removal of signs, reporting, etc.

Prior to commencement of Task 1, the City will notify adjacent property owners of the project, to include scope of work, activities that will occur, sequence of operations, and expected duration. In addition, the City will establish photo points to document before and after conditions.

### **BUDGET:**

Summary - Total project is for \$243,750 (300 acres @ \$812.50/acre) as follows.

FY15 – City payment not to exceed 50% of actual treatment costs: City payment must be matched equally by State Forestry;

FY16-17 (July 16-Dec 17) – To complete any remaining work planned but not yet completed, a State contribution or match, if any, will be negotiated prior to start of that FY.

TOTAL: Regardless, the City's contribution toward all treatment work during the period of this Agreement will not exceed \$195,000 (75% of expected costs for all 300 acres).

Budget Items – Cash or in-kind is permitted as follows:

- Labor:
  - 1) Crew and/or State Forestry personnel: Actual \$ rate. Applicable for Cutting and Debris Disposal activities only. Food or drink not permitted.
  - 2) Volunteers: Not permitted.
- Equipment: No capital items will be purchased, or rentals authorized.
- Supplies: Chain saw parts, fuel, oil, needed safety equipment, tree marking paint, flagging, small hand tools, drip torch parts and/or fuses, etc, all related directly to project accomplishment.
- Contractual: ASFD may elect to utilize contractors. If so, solicitation, selection, and oversight will be entirely managed by ASFD.



**ATTACHMENT E**  
**Quarterly Performance Report**

**List all claimed project work and expenditures for the quarter. If you are requesting a partial payment for the quarter also include an invoice signed by an authorized agent of the grantee along with all detailed supporting documentation.**

**Contributed Staff Hours:** (list by name)

_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>
_____	hrs @	_____	=	<u>\$0.00</u>

**Volunteer Hours:** (list by name)

_____ 0	hrs @	_____ \$0.00	=	<u>\$0.00</u>
_____ 0	hrs @	_____ \$0.00	=	<u>\$0.00</u>

**Donated Time:** (list by name)

_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>
_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>

**Equipment Purchased:** (Descriptions with Model and serial Nos)

**Equipment Use:** (Describe or explain)

_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>
_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>

**Donated Equipment Time:** (describe)

_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>
_____ 0	hrs @	_____ 0	=	<u>\$0.00</u>

**Supplies Purchased:** (list)

= \_\_\_\_\_

**Supplies Donated:** (list)

= \$0.00

**Other:** (describe)

**Other:** (describe)      Indirect

= \$0.00

**Other:** (describe)

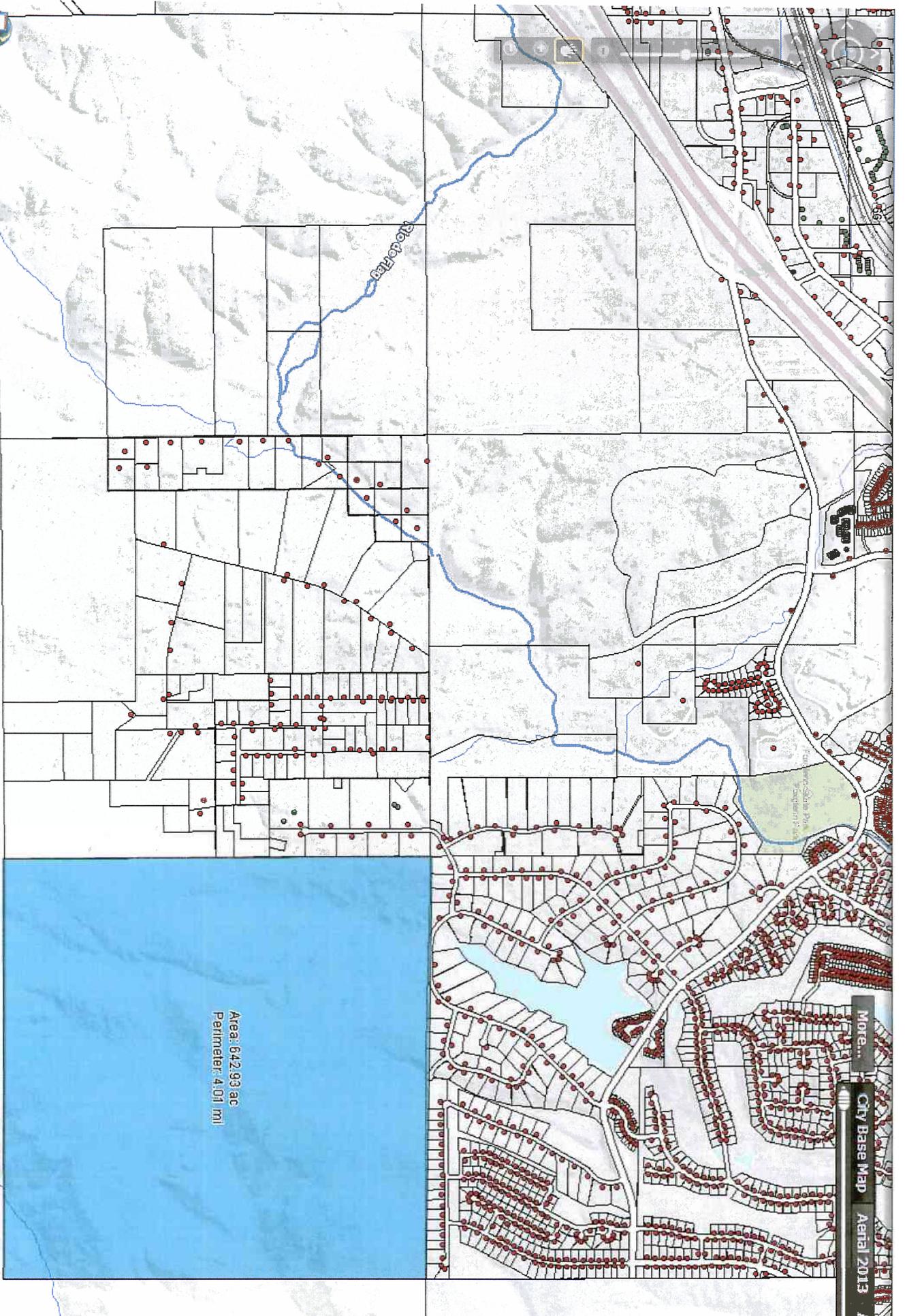
= \$0.00

**Total claimed labor; equipment and supplies this quarter**

= \$0.00

**Total claimed project costs to date:**

\_\_\_\_\_

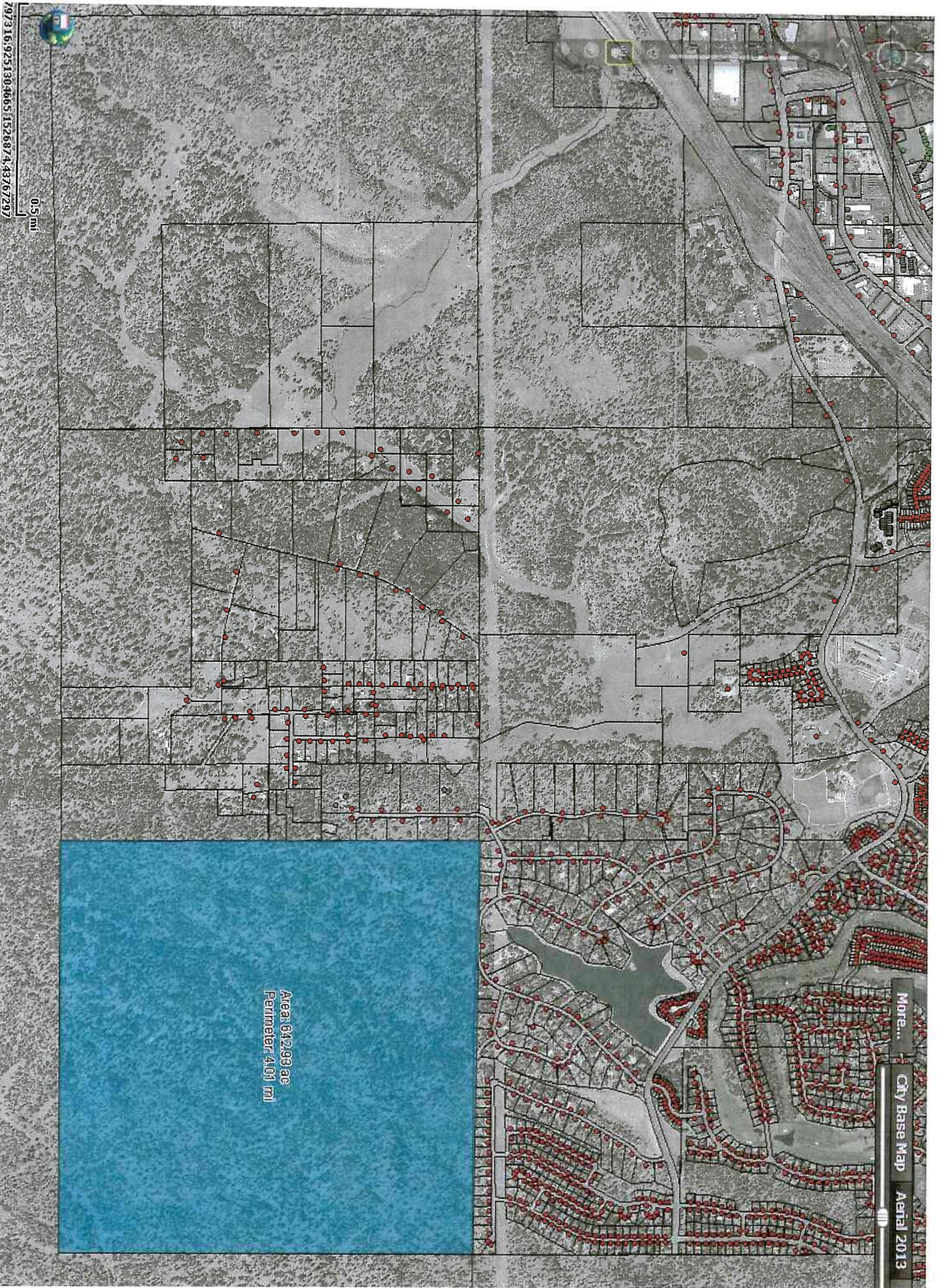


More... City Base Map Aerial 2013

Area: 842.93 ac  
Perimeter: 4.01 mi

0.5 mi

802191.9251304665 1524666.1043396366



797316, 925130, 466515, 26874, 43767297

0.5 mi

Area: 642.93 ac  
Perimeter: 4.01 mi

More... City Base Map Aerial 2013

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Paul Summerfelt, Wildland Fire Manager  
**Date:** 12/09/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Approval of Agreement:** Amendment #1 – Intergovernmental Agreement (IGA) for Vegetation Monitoring associated with the Flagstaff Watershed Protection Project (FWPP) with Northern Arizona University (approved by Council October 7, 2014) (***Amend IGA with NAU for FWPP vegetation monitoring***).

**RECOMMENDED ACTION:**

Amend the effective date of the FWPP Vegetation Monitoring IGA to July 1, 2014.

**Policy Decision or Reason for Action:**

The IGA was approved by Council on October 7, 2014 (Agenda Item 9A). The need for this activity (monitoring vegetation conditions, pre and post forest treatment, to document responses of Mexican Spotted Owl populations and thus validate/adaptively manage the Project, was identified in early 2014 and discussed by the FWPP Executive Team. The effort was identified in the FWPP Monitoring Plan, provided to Council in a June 27<sup>th</sup> CCR.

The actual plot installation and associated field work was begun by NAU in July 2014 in order to take advantage of their seasonal labor force, and to complete the work before fall weather hampered accomplishment. Before we could fully develop and bring the IGA forward for action, Council was on summer break and subsequently it was brought to Council in October 2014.

The plot installation and associated field work was completed by Nov 2014. To do so, NAU leveraged other funds to cover costs. In early December 2014, when invoice preparation was underway, it was recognized that the date of the IGA (approval in Oct 2014, with signatures in Nov 2014), prevented NAU from recovering costs incurred prior to the IGA being in effect.

By amending the IGA date to July 1, 2014, we permit NAU to submit and receive the payment (\$25,000) during the actual field work and in accordance with the terms of the IGA.

Subsidiary Decision Point: All work required by the IGA was done in good faith, has been completed per the IGA, and supports the intent and purpose of the FWPP.

**Financial Impact:**

No change from the existing IGA. Payment to NAU remains at \$25,000. (This City provided amount was matched by \$25,000 from NAU and U.S. Fish & Wildlife staff time.)

**Connection to Council Goal and/or Regional Plan:**

The FWPP, and this monitoring activity, intersect with the following COUNCIL GOALS:  
11. Effective governance

**REGIONAL PLAN:**

Environmental Planning & Conservation – Vision for the Future: *In 2013, the long-term health and viability of our natural resource environment is maintained through strategic planning for resource conversation and protection.*

Policy E&C.3.3 – Invest in forest health and watershed protection measures.

Policy E&C.6.1 – Encourage public awareness that the region’s ponderosa pine forest is a fire-dependent ecosystem and strive to restore more natural and sustainable forest composition, structure, and processes.

Policy E&C.6.3 – Promote protection, conservation, and ecological restoration of the region’s diverse ecosystem type and associated animals.

Policy E&C.6.6 – Support cooperative efforts for forest health initiatives or practices, such as the Four Forest Restoration Initiative (4FRI), to support healthy forests and protect our water system.

Policy E&C.10.2 – Protect, conserve, and when possible, enhance and restore wildlife habitat on public land.

**Has There Been Previous Council Decision on This:**

The existing IGA was approved by Council on October 7th, 2014. (In addition, this activity was contained in the FWPP Monitoring Plan, provided to Council via CCR on June 27th, 2014.)

**Options and Alternatives:**

Two options exist:

1. Approve the IGA amendment as written (permitting NAU to account for and receive payment); or
2. Reject the IGA amendment (City retains the funds and NAU must cover costs with another funding source).

**Community Involvement:**

Inform - ability to document project impact and answer voter/stakeholder questions;

Consult - demonstrate inclusion of an issue raised by the public in previous community meetings during the development of the FWPP Monitoring Plan; and

Collaborate - engage NAU staff in delivery and adaptive management of FWPP.

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**Attachments:**     Amendment 1 - FWPP IGA for Vegetation Monitoring with NAU  
                             FWPP IGA for Vegetation Monitoring with NAU  
                             Scope of Work: IGA for Vegetation Monitoring

## **AMENDMENT #1**

### INTERGOVERNMENTAL AGREEMENT FOR VEGETATION MONITORING ASSOCIATED WITH THE FLAGSTAFF WATERSHED PROTECTION PROJECT

between the  
ARIZONA BOARD OF REGENTS  
and the  
CITY OF FLAGSTAFF

The following Amendment #1 ("Amendment") is incorporated into and made a part of the Intergovernmental Agreement ("Agreement") between the Arizona Board of Regents for and on behalf of Northern Arizona University ("University"), and the City of Flagstaff ("City") that was approved by the City Council on October 7, 2014. This Amendment #1 is for the purpose of amending the effective date of the Agreement to July 1, 2014.

#### **RECITALS**

- A. The University and the City entered an Intergovernmental Agreement that was approved by the Flagstaff City Council on October 7, 2014; and
- B. The actual plot installation and associated field work was begun by the University in July 2014, and completed in November 2014; and
- C. In December 2014, when the process of invoice preparation began, it was recognized that the November 1, 2014 effective date of the Agreement would prevent the University from recovering costs incurred prior to that date; and
- D. Amending the effective date of the Agreement to July 1, 2014 will reflect the time period during which the actual field work was begun, and will permit the University to receive payment for work completed in accordance with the terms of the Agreement.

THEREFORE, for the reasons recited above, and in consideration of the mutual covenants contained in this Amendment #1, the University and the City agree as follows:

#### **EFFECTIVE DATE**

The effective date of the Agreement shall be amended to July 1, 2014.

All other provisions of the Intergovernmental Agreement between the University and the City that was approved by the City Council on October 7, 2014 shall remain in effect.

**City of Flagstaff**

**The Arizona Board of Regents  
for and on Behalf of Northern  
Arizona University**

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
City Clerk

Approved as to form:  
  
\_\_\_\_\_  
City Attorney

Date of Execution: \_\_\_\_\_

**INTERGOVERNMENTAL AGREEMENT FOR VEGETATION MONITORING  
ASSOCIATED WITH THE FLAGSTAFF WATERSHED PROTECTION PROJECT**

between  
Arizona Board of Regents  
and  
City of Flagstaff

This Intergovernmental Agreement (“Agreement”) is entered into this 1<sup>st</sup> day of November, 2014, between the Arizona Board of Regents for and on behalf of Northern Arizona University (“University”), and the City of Flagstaff (“City”). The University and the City may be referred to in this Agreement collectively as the “Parties” and singularly as a “Party.”

**RECITALS**

WHEREAS, the Flagstaff Watershed Protection Project (“FWPP”) seeks to reduce hazardous forest fuels and the potential for uncontrollable wildfire and flooding in the Dry Lake Hills and Mormon Mountain areas; and

WHEREAS, areas within the FWPP function as critical habitat for the Mexican spotted owl (“MSO”); and

WHEREAS, the University’s Ecological Restoration Institute (“ERI”) is engaging in a project to monitor changes in habitat characteristics and MSO population responses associated with FWPP hazardous fuels treatments; and

WHEREAS, the City utilizes bond funds to complete the work on the FWPP; and

WHEREAS, the City desires to provide direct funding to ERI to support ERI’s work associated with the FWPP.

NOW THEREFORE, the Parties agree as follows:

1. Purpose.

The purpose of this Agreement is to establish a Scope of Work and set forth the terms by which the City will provide funding to the University’s Ecological Restoration Institute for monitoring changes in habitat characteristics and MSO population responses associated with the FWPP.

2. Scope.

The Parties agree that ERI shall perform the activities as described in the Flagstaff Watershed Protection Project Scope of Work (“Scope of Work”), attached hereto as EXHIBIT A.

3. Term.

The term of this Agreement shall begin on November 1<sup>st</sup> 2014 and end on September 30<sup>th</sup> 2015 unless earlier terminated as provided herein.

4. Termination.

Either Party may terminate this Agreement by providing the other Party thirty (30) days written notice of its intent to terminate.

5. Indemnification.

To the fullest extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses arising out of this Agreement, but only to the extent that such claims are caused by the negligent, reckless, or intentional acts or omissions of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6. Insurance.

Each Party shall bear the risk of its own actions, and shall determine for itself an appropriate level of insurance coverage and maintain such coverage. Nothing in this Agreement shall be construed as a waiver of any limitation on liability that may apply to a Party.

7. Costs.

The City shall provide funding on a reimbursable basis in the amount of \$25,000.00 to the Ecological Restoration Institute at Northern Arizona University, for the purpose of completing the work set forth in the Scope of Work (EXHIBIT A).

8. Reporting Requirements.

Regular reports by ERI shall include:

- 8.1 Progress Reports. ERI shall provide quarterly programmatic reports to the City within five (5) working days of the last day of the month in which services are provided. ERI shall use the form provided by the City to submit quarterly programmatic reports. The report shall contain such information as deemed necessary by the City. If the scope of the project has been fully completed and implemented, and there will be no further updates, then the quarterly programmatic report for the quarter in which the project was completed will be sufficient as the final report. The report should be marked as final and should be inclusive of all necessary and pertinent information regarding the project as deemed necessary by the City. Quarterly programmatic reports shall be submitted to the City until the entire scope of the project is completed. The City shall not request, and

ERI shall not be required to provide, any of Subrecipient's confidential or proprietary information in reports provided to the City, including without limitation, any information regarding research collaborators, research plans or any data, results or other information resulting from ERI's performance of research or any other activities relating thereto.

8.2 Financial Reimbursements. ERI shall provide as frequently as monthly, but not less than quarterly, requests for reimbursement. Reimbursements shall be submitted with the Reimbursement Form provided by the City staff. ERI shall submit a final reimbursement for expenses received and invoiced prior to the end of the termination of this Agreement no more than forty-five (45) days after the end of the Agreement. Requests for reimbursement received later than the forty-five (45) days after the Agreement termination will not be paid. The final reimbursement request as submitted shall be marked FINAL.

9. Non-discrimination.

The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.

10. Cancellation for Conflict of Interest.

The Parties agree that this Agreement may be cancelled for conflict of interest in accordance with A.R.S. § 38-511.

11. Cancellation for Lack of Funding.

If the University's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then the University may provide written notice of this to the City and cancel this Agreement without further obligation of the University. Appropriation is a legislative act and is beyond the control of the University.

12. Inspection and Audit.

All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, the University, the City of Flagstaff, or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Agreement. Such records shall be produced at Northern Arizona University, or such other location as designated by the University, upon reasonable notice to the City, or at the City upon reasonable notice to the University.

13. Confidentiality Language.

The Parties acknowledge that the University and the City are public entities subject to the provisions of the Arizona Public Records Laws, A.R.S. § 39-121. et seq. In the event that a public records request is received by the University or the City requesting records described as confidential, which the University or the City determines must be disclosed, the University or the City shall notify the other party prior to disclosure.

The undersigned have read the foregoing Agreement and, as duly authorized signatories of their respective entities, hereby agree to be bound by its requirements, terms and conditions.

**The Arizona Board of Regents for and on  
Behalf of Northern Arizona University**

**City of Flagstaff**

By: \_\_\_\_\_

By: \_\_\_\_\_

Kevin Burke  
City Manager

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

## FLAGSTAFF WATERSHED PROTECTION PROJECT

### Scope of Work

#### Vegetation Monitoring

to inform hazardous fuels reduction treatments  
in Mexican spotted owl (MSO) Protected Activity Centers (PACs)

Ecological Restoration Institute, Northern Arizona University

#### Overview

The Flagstaff Watershed Protection Project (FWPP) aims to reduce hazardous forest fuels and potential for uncontrollable wildfire and flooding in the Dry Lake Hills and Mormon Mountain areas. Much of this land is characterized by steeper slopes and mixed conifer forests. The mixed conifer forests are complex ecosystems and function as critical habitat for the Mexican spotted owl (MSO), a federally threatened wildlife species. Two primary threats to sustainability of the species are timber harvest and stand-replacing wildfire.

The recently revised MSO Recovery Plan allows for hazardous fuels treatments to be conducted within Protected Activity Centers (PACs), i.e., designated protected sites where owls have been observed. However, there is presently much uncertainty regarding how various treatment types and intensities may affect owl populations. The Ecological Restoration Institute (ERI) at Northern Arizona University, in collaboration with the US Fish and Wildlife Service (FWS) and US Forest Service (FS), is engaging in a project to monitor changes in habitat characteristics and MSO population responses associated with FWPP hazardous fuels treatments. Findings from this work likely will serve as one benchmark for evaluating success of FWPP due to the importance of MSO conservation and public interest. In addition, detailed measurements taken as part of this effort will be useful for calibrating other fire behavior modeling that will be done to monitor FWPP treatments at the broad scale.

#### Scope of Work

In 2014-2015, the ERI will initiate forest structure, vegetation, and potential fire behavior monitoring of MSO PACs identified within the Dry Lake Hills area of the FWPP. Work during this period will focus on installing field plots and collecting pretreatment data related to forest structure and hazardous fuels loading. In particular, data collected will include tree size distribution, canopy cover, vertical canopy structure, log size distribution, density of large standing dead trees, and live and dead fuel loading. Data collected will be used to compare with post-treatment conditions and to explain MSO population responses. MSO responses, such as nest occupancy and fledgling success, will be monitored by FWS. As a study control, similar data will be collected in PACs that are not planned for hazardous fuels treatments.

Plots will be installed before treatment implementation and then resurveyed one year after completion of treatments as well as five years post-treatment. Field plots installed in 2014-2015 will represent a sampling intensity of one plot per 22 acres of treatment area.

As stated above, much of the area monitored will be mixed conifer forest. In terms of FWPP acreage monitored, this study will collect detailed forest data across 24% of the Dry Lake Hills project area. As the study is expanded to Mormon Mountain, total acreage of FWPP monitored will approach 33%.

## Expected Benefits

- This project will generate new information on MSO population responses to forest treatments.
- This project develops an important new partnership between GFFP, NAU-ERI, and the City of Flagstaff.
- Findings will address public concerns regarding conservation of critical wildlife habitat.
- Detailed data generated in this project will augment and validate broad-scale fuel hazard reduction and potential fire behavior modeling.
- Monitoring will be focused on mixed conifer forests and will address public concern and uncertainty regarding treatment of this diverse forest type.
- Data from this effort will help to evaluate precision of treatment implementation in addition to ecological responses.

## Objectives:

1. Quantify forest structure, vegetation, and fuels characteristics before and after hazardous fuels reduction treatments in PACs
2. Model changes in potential fire behavior resulting from fuels treatments in PACs
3. Interpret changes in forest structure and potential fire behavior in terms of conservation of MSO habitat
4. Provide data for analysis of MSO population responses to hazardous fuels treatments and forest structure.

Budget: The Ecological Restoration Institute at Northern Arizona University requests the amount of \$25,000 for FY14 (2014-2015) to initiate plot installation and pre-treatment data collection in the Dry Lake Hills (DLH) area of the FWPP. Funding opportunities for out-year data collection and expanding to Mormon Mountain are being sought.

1. Dry Lake Hills:
  - a. Pretreatment
    - i. \$25,000 requested amount in FY14 (in conjunction with work conducted under USDA-FS funds provided in FY2014 valued at \$25,000)
  - b. Post-treatment (pending funding):
    - i. \$30,000; post-year 1
    - ii. \$30,000; post-year 5
2. Mormon Mountain (pending funding):
  - a. Pretreatment
    - i. \$50,000
  - b. Post-treatment:
    - i. \$30,000; post-year 1
    - ii. \$30,000; post-year 5

## Appendix 1. Proposed Acres by Treatment

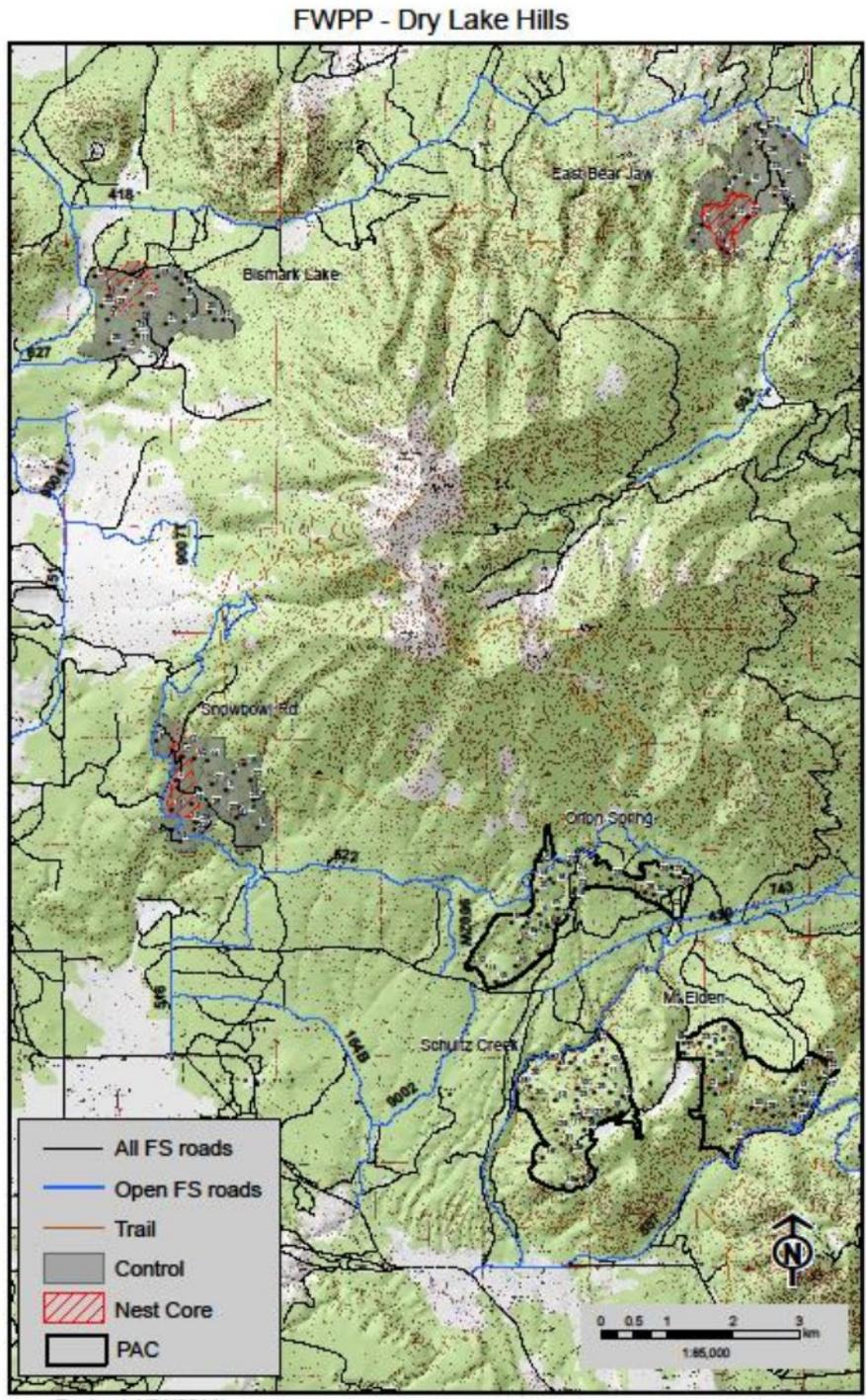
Action	Alternative 2	Alternative 3	Alternative 4
Ponderosa Pine Fuels Reduction	DLH -1865.4 MM - 766.5	DLH -1865.4 MM - 766.5	DLH - 1399.6 MM- 766.5
Ponderosa Pine Fuels Reduction – Hand Thinning	DLH-149.7 MM - 0	DLH-149.7 MM - 0	DLH - 86.2 MM - 0
Mixed Conifer Fuels Reduction	DLH - 1157.9 MM - 0	DLH - 1157.9 MM - 0	DLH- 541.6 MM-0
Mixed Conifer Fuels Reduction - Hand thin	DLH-85.3 MM-0	DLH-85.3 MM-0	DLH-0 MM-0
MSO PAC Fuels Reduction – Wet Mixed Conifer	DLH- 0 MM – 147.1	DLH- 0 MM – 147.1	DLH- 0 MM- 147.1
MSO PAC Fuels Reduction	DLH-1195.3 MM- 1543.3	DLH-1195.3 MM- 1543.3	DLH - 567.6 MM- 1543.3
MSO PAC Fuels Reduction – Hand Thinning	DLH - 202.3 MM - 0	DLH – 202.3 MM - 0	DLH – 227.6 MM-0
MSO Nest/Roost Recovery	DLH – 108.5 MM - 22.3	DLH – 108.5 MM - 22.3	DLH- 0 MM – 22.3
MSO Nest Fuels Reduction- Burn Only	DLH - 260.8 MM – 378.5	DLH - 260.8 MM – 378.5	DLH – 0 MM – 378.5
MSO Nest Fuels Reduction – Hand Thinning	DLH -121.8 MM - 0	DLH – 121.8 MM – 0	DLH - 121.8 MM - 0
Northern Goshawk Post-fledgling Family Areas (PFA) Fuels Reduction	DLH -358.7 MM - 0	DLH - 358.7 MM - 0	DLH - 286.4 MM - 0
Northern Goshawk Nest Fuels Reduction	DLH - 99.8 MM - 0	DLH- 99.8 MM - 0	DLH - 99.8 MM - 0
Aspen Treatment	DLH -21.7 MM-0	DLH - 21.7 MM-0	DLH- 2.1 MM-0
Grassland Restoration	DLH - 59.8 MM- 0	DLH- 59.8 MM- 0	DLH - 52.9 MM - 0
Burn Only	DLH – 270.0 MM-0	DLH -270.0 MM – 0	DLH – 67.4 MM – 0
Electronic Site – Structure Protection	DLH - 5.7 MM - 11.7	DLH - 5.7 MM -11.7	DLH - 5.7 MM – 11.7
No Treatment (No New Analysis)	DLH - 836.5 MM-0	DLH - 836.5 MM - 0	DLH- 836.5 MM - 0
No Treatment	DLH – 769.5 MM-0	DLH – 769.5 MM- 0	DLH – 3273.5 MM-0

Project Acres:

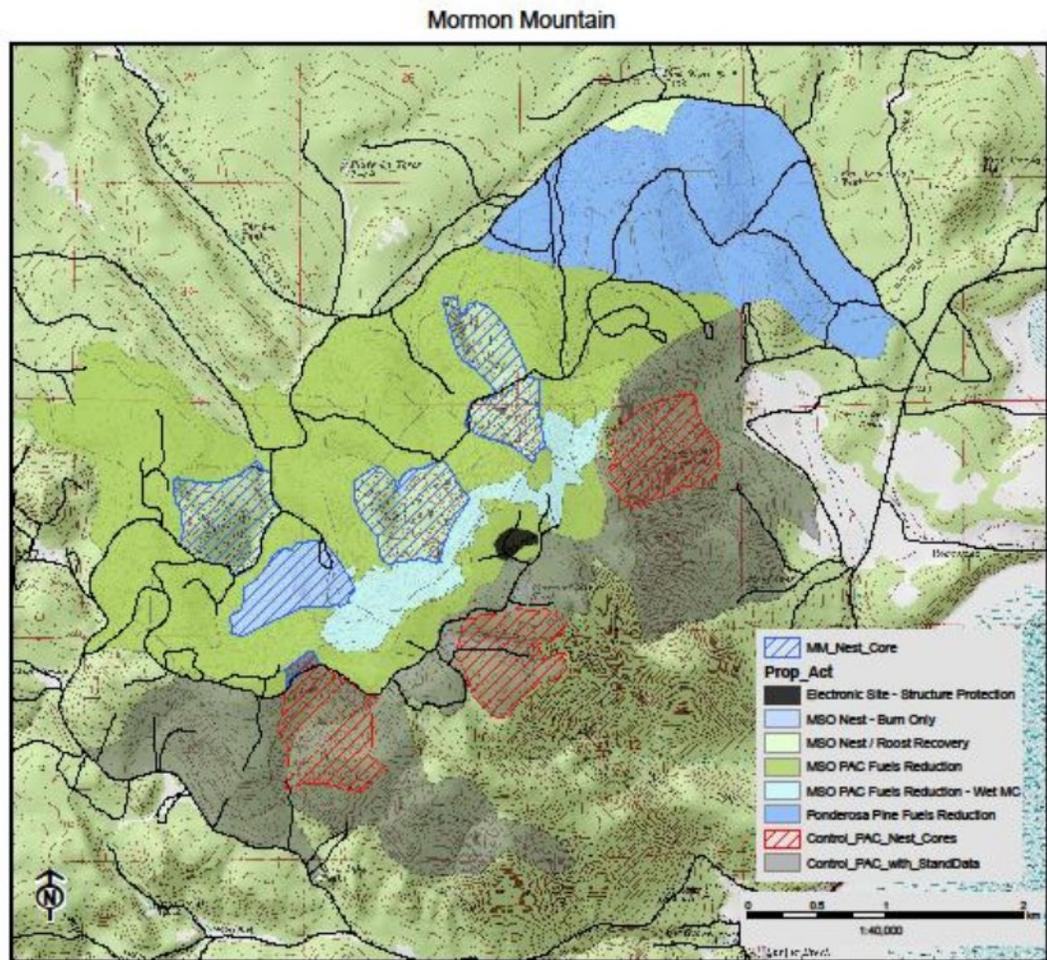
Mormon Mountain – 2869.4

Dry Lake Hills – 7568.7

Appendix 2. Dry Lake Hills Protected Activity Centers and Untreated Control Pairs



Appendix 3. Mormon Mountain **Protected Activity Centers and Untreated Control Pairs**



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/18/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Adoption of Resolution No. 2014-43:** A resolution of the Council of the City of Flagstaff, Arizona, ordering questions be submitted to the qualified electors of the City with respect to amendments to the Flagstaff City Charter, said questions to be submitted at a City Special Election to be held on May 19, 2015 (*Calling a Special Election and approving ballot language for Charter amendments*)

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2014-43 by title only
- 2) City Clerk reads Resolution No. 2014-43 by title only (if approved above)
- 3) Adopt Resolution No. 2014-43

**Policy Decision or Reason for Action:**

The attached resolution calls for a Special May 19, 2015, Election to submit proposed charter amendments to the voters.

**Financial Impact:**

A Special Charter Amendment Election was budgeted in the 2014-2015 budget in the amount of \$125,000.

**Connection to Council Goal and/or Regional Plan:**

11. Effective governance

**Has There Been Previous Council Decision on This:**

This resolution was first reviewed and discussed at the December 16, 2014, Council meeting wherein several changes were made, including the deletion of two questions.

**Options and Alternatives:**

- 1) Adopt Resolution No. 2014-43
- 2) Amend Resolution No. 2014-43
- 3) Not adopt Resolution No. 2014-43 thereby not calling an election



**PROPOSED  
CHARTER AMENDMENTS  
MAY 2015  
(Revised)**

**QUESTION NUMBER 1:** Shall the Charter of the City of Flagstaff, Arizona, Article II, Section 3, TERM OF MAYOR, be amended as follows:

**Section 3 – TERM OF THE MAYOR**

The term of office of the Mayor shall commence on **THE DATE OF THE SECOND REGULAR MEETING FOLLOWING CANVASS OF THE ELECTION** ~~the first meeting in April following the election,~~ and shall be for two (2) years, or until a successor is elected and inducted.

**QUESTION NUMBER 2:** Shall the Charter of the City of Flagstaff, Arizona, Article II, Section 4, TERM OF COUNCILMEMBERS, be amended as follows:

**Section 4 – TERM OF COUNCILMEMBERS**

The term of office of Councilmembers shall commence on **THE DATE OF THE SECOND REGULAR MEETING FOLLOWING CANVASS OF THE ELECTION** ~~the first meeting in April following their election,~~ and except as otherwise provided herein, shall be for four (4) years, or until their successors are elected and inducted. Each even-numbered year, three (3) Councilmembers shall be elected.

**Question Number 3:** Shall the Charter of the City of Flagstaff, Arizona, Article II, Section 8, INDUCTION, be amended as follows:

**AT THE SECOND REGULAR MEETING FOLLOWING CANVASS OF THE ELECTION** ~~On the second meeting in April following the General Election,~~ the Council shall ~~hold a meeting to~~ induct into office the newly-elected Mayor and Councilmembers and ~~to~~ organize the Council. At this meeting, the Council shall designate one of its members as Vice-Mayor, who shall serve in such capacity at the pleasure of the Council. The Vice-Mayor shall perform all the duties of the Mayor during the absence or disability of the Mayor.

**Question Number 4:** Shall the Charter for the City of Flagstaff, Arizona, Article II, Section 10, VACANCIES IN THE COUNCIL AND THE OFFICE OF MAYOR, be amended as follows:

The Council, by a majority vote of its remaining members, shall, within thirty-one (31) days, fill the vacancies in its own membership, and in the office of Mayor, for the unexpired terms. In the event that such unexpired term exceeds two years **FROM THE FIRST DATE ON WHICH CANDIDATES MAY FILE THEIR NOMINATION PAPERS AND PETITIONS**, then the appointment to such vacancy shall be for the period from the appointment until the next succeeding **CITY CANDIDATE** election, at which time a Councilmember shall be elected to

serve the remainder of the term and who shall be designated on the ballot as running for the "short term."

**Questions Number 5:** Shall the Charter of the City of Flagstaff, Arizona, Article IV, Section 2, THE CITY CLERK, be amended as follows:

The City Manager shall, ~~with approval of the Council,~~ appoint an officer of the City, who shall have the title of City Clerk, and who shall give notice of all Council meetings, keep the journal of the Council's proceedings, authenticate by signature, and record in full in books kept for the purpose, all ordinances and resolutions, and perform such other duties as shall be required by this Charter, or by ordinance. The City Clerk will serve at the pleasure of the City Manager.

**Question Number 6:** Shall the Charter of the City of Flagstaff, Arizona, Article IV, Section 3, THE CITY TREASURER, be amended as follows:

The City Manager shall, ~~with approval of the Council,~~ appoint an officer of the City, who shall have the title of City Treasurer, and who shall receive and have custody of all the money of the City, and shall keep and save said money, and dispense the same only as provided by ordinance, and who shall always be bound by the Constitution, laws of the State, Charter of the City, and ordinances, and upon whom legal garnishments may be served. The City Treasurer will serve at the pleasure of the City Manager.

**Question Number 7:** Shall the Charter for the City of Flagstaff, Arizona, Article IV, Section 4, THE CITY ATTORNEY, be amended as follows:

The Council shall appoint a City Attorney, who shall be an attorney-at-law, admitted to the Bar of the Supreme Court of this State. The City Attorney shall be the chief legal advisor of all offices, departments, and agencies, and of all officers and employees in matters relating to their official powers and duties. The City Attorney shall represent the City in all legal proceedings. It shall be the City Attorney's duty to perform all services incident to this position as may be required by statute, by this Charter, or by ordinance. **THE CITY ATTORNEY SHALL HAVE THE NON-EXCLUSIVE POWER TO CALL AN EXECUTIVE SESSION WITH THE COUNCIL FOR THE PURPOSES OF DISCUSSION OR CONSULTATION AS PERMITTED BY LAW.** The City Attorney will serve at the pleasure of the Council.

**Question Number 8:** Shall the Charter of the City of Flagstaff, Arizona, Article VII, Section 6, READING AND PASSAGE OF ORDINANCES AND RESOLUTIONS: EFFECTIVE DATE, be amended as follows:

All proposed ordinances and resolutions shall either be read in full or posted in a public place at least twenty-four (24) hours prior to its adoption, provided if any amendments are proposed to a posted ordinance or resolution such amendments shall be read in full prior to its adoption. An ordinance may be read for the final time at the same meeting as when introduced upon **THE AFFIRMATIVE VOTE OF THREE FOURTHS OF ALL MEMBERS ELECTED OR APPOINTED TO THE COUNCIL** ~~unanimous consent of those Councilmembers present.~~ A

resolution shall require only one (1) reading before its adoption and may be adopted at the same meeting at which it is first introduced by a majority of those Councilmembers present.

**QUESTION NUMBER 9:** Shall the Charter of the City of Flagstaff, Arizona, Article VII, Section 7, EMERGENCY MEASURES, and Section 9, PUBLICATION OF ORDINANCES AND RESOLUTIONS, be amended as follows:

Section 7. EMERGENCY MEASURES

(a) An emergency measure is one necessary for the immediate preservation of the public peace, health, or safety, in which the emergency is set forth and defined. An emergency measure may be placed upon its final reading and final passage at the same meeting as when first introduced upon the affirmative vote of **THREE FOURTHS OF ALL MEMBERS ELECTED OR APPOINTED TO five (5) members of** the Council.

(b) An emergency measure shall take effect immediately upon its passage.

Section 9. PUBLICATION OF ORDINANCES AND RESOLUTIONS

(a) All ordinances and resolutions having the effect of ordinances, except emergency measures, shall become effective and operative thirty (30) days after its adoption or twenty (20) days after its publication in the official newspaper of the City, whichever is later.

(b) An emergency ordinance ~~which has been passed by the necessary vote of five (5) members~~ of the Council shall be published one time in the official newspaper of the City within ten (10) days after its passage.

**QUESTION NUMBER 10:** Shall the Charter of the City of Flagstaff, Arizona, Article VII, Section 9, PUBLICATION OF ORDINANCES AND RESOLUTIONS, be amended as follows:

(a) All ordinances and resolutions having the effect of ordinances, except emergency measures, shall become effective and operative thirty (30) days after its adoption or **AS REQUIRED OR PERMITTED BY STATE LAW** ~~twenty (20) days after its publication in the official newspaper of the City~~, whichever is later.

(b) An emergency ordinance ~~which has been passed by the necessary vote of five (5) members of the Council~~ shall be published one time in the official newspaper of the City within ten (10) days after its passage **OR AS REQUIRED OR PERMITTED BY STATE LAW**.

**Question Number 11:** Shall the Charter of the City of Flagstaff, Arizona, Article VIII, Section 10, SALE OF CITY PROPERTY, be amended as follows:

The Council may sell such portions of the real and personal property of the City not needed or not likely to be needed within a reasonable future time. Each sale shall be made on such conditions as the Council may prescribe to the highest responsible bidder after published notice of the sale in accordance with the following schedule:

1. Personal property valued in excess of \$500.00 shall be sold after published notice of the sale for at least once not less than five (5) days prior to opening of bids.
2. Real property shall be sold after published notice of the sale for at least one time per week for three weeks prior to opening of bids. The Council shall have the right to reject any and all bids. **IF THERE ARE NO BIDS SUBMITTED, THEN FOR A TWO-YEAR PERIOD THE CITY MANAGER MAY, SUBJECT TO COUNCIL APPROVAL, ENTER INTO AN AGREEMENT TO SELL THE PROPERTY FOR AN AMOUNT REASONABLY CONSISTENT WITH AN APPRAISAL WITHOUT FURTHER NOTICE AND BID PROCESS. SALE OR TRADE OF REAL PROPERTY WITH ANOTHER GOVERNMENT ENTITY DOES NOT REQUIRE A NOTIFICATION AND BID PROCESS.**
3. The City Manager may sell or otherwise dispose of any personal property having a value of \$500.00 or less without published notice, but written advice of such sale or disposal shall be given to the Council.
4. The Council may also in its discretion subdivide and plat City property which it determines to sell, providing restrictions relative to its use and dedicate streets and alleys as determined necessary for the use of the public.

**Question Number 14:** Shall the Charter of the City of Flagstaff, Arizona, Article IX, Section 4, NOMINATION FOR PRIMARY ELECTION, be amended as follows:

- (a) Nominations for Primary Elections shall be by petition of nomination, which shall consist of a printed or written form, which shall be furnished to applicants by the City Clerk.
- (b) The petition or petitions for nomination, consisting of signatures of qualified voters, aggregating not less than five (5) percent, nor more than ten (10) percent of the number of electors voting at the last preceding municipal General Election, shall be presented to the City Clerk not earlier than **ONE HUNDRED-TWENTY (120)**~~ninety (90)~~ days, nor later than **NINETY (90)** ~~SIXTY (60)~~ days before the date set for the Primary Election. The City Clerk shall endorse on such petition or petitions the date and the time when the same was received by the City Clerk, and shall cause the candidates' names to be printed on the ballot.

**RESOLUTION NO. 2014-43**

**RESOLUTION OF THE COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA,  
ORDERING QUESTIONS BE SUBMITTED TO THE QUALIFIED ELECTORS  
OF THE CITY WITH RESPECT TO AMENDMENTS TO THE FLAGSTAFF CITY  
CHARTER, SAID QUESTIONS TO BE SUBMITTED AT A CITY SPECIAL  
ELECTION TO BE HELD ON MAY 19, 2015**

**RECITALS:**

WHEREAS, at the direction of the Flagstaff City Council, the City Manager appointed members to a Charter Review Committee to review potential amendments to the Flagstaff City Charter; said amendments were submitted by staff and members of the Charter Review Committee; and

WHEREAS, after recommendation by the City Manager, the City Council considered various options and agreed to order the submission of questions to the voters that were predominantly technical in nature, while directing staff to obtain further citizen input on specific questions more policy-related in nature.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF,  
ARIZONA AS FOLLOWS:**

Section 1. THAT a special mail-ballot election of the qualified electors of the City is hereby called to be held on May 19, 2015, (hereinafter referred to as the "Election"), at which there shall be submitted to the qualified electors of the City questions amending the Flagstaff City Charter.

Section 2. THAT

(A) notice of the Election shall be given by mailing an informational pamphlet (hereinafter referred to as the "Informational Pamphlet") to each household that contains a registered voter within the City not less than thirty-five (35) days before the date of the Election.

(B) the Clerk of the City is hereby authorized and directed to cause the Informational Pamphlet to be prepared and mailed according to law and the provisions of this resolution.

Section 3. THAT the official ballot for the Election shall be in substantially the form hereto attached and marked Exhibit 'A.'

Section 4. THAT the Clerk of the City is hereby authorized to request arguments for and against the subject matter of the Election for inclusion in the Informational Pamphlet by providing the notice in substantially the form attached and marked Exhibit 'B' (hereinafter referred to as the "Notice for Arguments") by posting the Notice of Arguments at all places at which notices of meetings of the Council of the City are posted

and publishing the Notice of Arguments once in the *Arizona Daily Sun*. The deadline to submit arguments shall be 5:00 p.m. MST on February 18, 2015.

Section 5. THAT the election shall be a Mail Ballot Election unless a polling place election is required for another ballot issue.

Section 6. THAT

(A) the Election shall be held, conducted and canvassed in conformity with the provisions of the general election laws of the State of Arizona, except as otherwise provided by law, and only such persons shall be permitted to vote at the Election who are qualified electors of the City.

(B) all expenditures as may be necessary to order, notice, hold and administer the Election are hereby authorized, which expenditures shall be paid from current operating funds of the City.

(C) the Clerk of the City is hereby further authorized to take all other necessary action to facilitate the Election.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 6th day of January, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

EXHIBIT 'A'

FORM OF OFFICIAL BALLOT  
OFFICIAL BALLOT

**QUESTION NO. 1**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE II, SECTION 3, *TERM OF THE MAYOR*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article II, Section 3, *Term of the Mayor*, to provide for the term of the mayor to begin on the date of the second regular meeting following canvass of the election

A **YES** vote shall have the effect of amending Article II, Section 3, of the Flagstaff City Charter to provide for the term of the mayor to begin on the date of the second regular meeting following canvass of the election

**YES**

A **NO** vote shall have the effect of not amending Article II, Section 3, of the Flagstaff City Charter to provide for the term of the mayor to begin on the date of the second regular meeting following canvass of the election

**NO**

\* \* \* \* \*

**QUESTION NO. 2**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE II, SECTION 4, *TERM OF COUNCILMEMBERS*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article II, Section 4, *Term of Councilmembers*, to provide for the terms of councilmembers to begin on the date of the second regular meeting following canvass of the election

A **YES** vote shall have the effect of amending Article II, Section 4, of the Flagstaff City Charter to provide for the terms of councilmembers to begin on the date of the second regular meeting following canvass of the election

**YES**

A **NO** vote shall have the effect of not amending Article II, Section 4, of the Flagstaff City Charter to provide for the terms of councilmembers to begin on the date of the second regular meeting following canvass of the election

**NO**

\* \* \* \* \*

**QUESTION NO. 3**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE II, SECTION 8, *INDUCTION*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article II, Section 8, *Induction*, to require the induction of Council and Mayor to be held at the second regular meeting following canvass of the election

A **YES** vote shall have the effect of amending Article II, Section 8, of the Flagstaff City Charter to induct the Council and Mayor at the second regular meeting following canvass of the election **YES**

A **NO** vote shall have the effect of not amending Article II, Section 8, of the Flagstaff City Charter to induct the Council and Mayor at the second regular meeting following canvass of the election **NO**

\* \* \* \* \*

**QUESTION NO. 4**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE II, SECTION 10, *VACANCIES IN THE COUNCIL AND THE OFFICE OF MAYOR*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article II, Section 10, *Vacancies in the Council and the Office of Mayor*, to clarify how to calculate the period of vacancy for replacement of councilmembers

A **YES** vote shall have the effect of amending Article II, Section 10, of the Flagstaff City Charter to clarify how to calculate the period of vacancy for replacement of councilmembers **YES**

A **NO** vote shall have the effect of not amending Article II, Section 10, of the Flagstaff City Charter to clarify how to calculate the period of vacancy for replacement of councilmembers **NO**

\* \* \* \* \*

**QUESTION NO. 5**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE IV, SECTION 2, *THE CITY CLERK*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article IV, Section 2, *The City Clerk*, to remove the requirement that Council approve appointment of the City Clerk

A **YES** vote shall have the effect of amending Article IV, Section 2, of the Flagstaff City Charter to remove the requirement that Council approve appointment of the City Clerk **YES**

A **NO** vote shall have the effect of not amending Article IV, Section 2, of the Flagstaff City Charter to remove the requirement that Council approve appointment of the City Clerk **NO**

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**QUESTION NO. 6**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE IV, SECTION 3, *THE CITY TREASURER*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article IV, Section 3, *The City Treasurer*, to remove the requirement that Council approve appointment of the City Treasurer

A **YES** vote shall have the effect of amending Article IV, Section 3, of the Flagstaff City Charter to remove the requirement that Council approve appointment of the City Treasurer **YES**

A **NO** vote shall have the effect of not amending Article IV, Section 3, of the Flagstaff City Charter to remove the requirement that Council approve appointment of the City Treasurer **NO**

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**QUESTION NO. 7**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE IV SECTION 4, *THE CITY ATTORNEY*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article IV, Section 4, *The City Attorney*, to authorize the non-exclusive power of the City Attorney to call an executive session with the Council

A **YES** vote shall have the effect of amending Article IV, Section 4, of the Flagstaff City Charter to authorize the non-exclusive power of the City Attorney to call an executive session with the Council **YES**

A **NO** vote shall have the effect of not amending Article IV, Section 4, of the Flagstaff City Charter to authorize the non-exclusive power of the City Attorney to call an executive session with the Council **NO**

\* \* \* \* \*

**QUESTION NO. 8**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE VII, SECTION 6, *READING AND PASSAGE OF ORDINANCES AND RESOLUTIONS: EFFECTIVE DATE*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article VII, Section 6, *Reading and Passage of Ordinances and Resolutions: Effective Date*, to allow three fourths of all members elected or appointed to council to read an ordinance for the final time on the same date as first reading

A **YES** vote shall have the effect of amending Article VII, Section 6, of the Flagstaff City Charter to allow three fourths of all of the members elected or appointed to council to read an ordinance for the final time on the same date as first reading **YES**

A **NO** vote shall have the effect of not amending Article VII, Section 6, of the Flagstaff City Charter to allow three fourths of all of the members elected or appointed to council to read an ordinance for the final time on the same date as first reading **NO**

\* \* \* \* \*

**QUESTION NO. 9**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE VII, SECTION 7, *EMERGENCY MEASURES: EFFECTIVE DATE*, AND SECTION 9, *PUBLICATION OF ORDINANCES AND RESOLUTIONS*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article VII, Section 7, *Emergency Measures: Effective Date*, and Section 9, *Publication of Ordinances and Resolutions*, to allow three-fourths of all members elected or appointed to the city council to adopt an emergency measure, to be consistent with state law

A **YES** vote shall have the effect of amending Article VII, Sections 7 and 9, of the Flagstaff City Charter to allow three-fourths of all members elected or appointed to the city council to adopt an emergency measure, to be consistent with state law

**YES**

A **NO** vote shall have the effect of not amending Article VII, Sections 7 and 9, of the Flagstaff City Charter to allow t three-fourths of all members elected or appointed to the city council to adopt an emergency measure, to be consistent with state law

**NO**

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**QUESTION NO. 10**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE VII, SECTION 9, *PUBLICATION OF ORDINANCES AND RESOLUTIONS*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article VII, Section 9, *Publication of Ordinances and Resolutions*, to provide consistency with state law as to publication requirements of ordinances and resolutions

A **YES** vote shall have the effect of amending Article VII, Section 9, of the Flagstaff City Charter to provide consistency with state law as to publication requirements of ordinances and resolutions

**YES**

A **NO** vote shall have the effect of not amending Article VII, Section 9, of the Flagstaff City Charter to provide consistency with state law as to publication requirements of ordinances and resolutions

**NO**

\* \* \* \* \*

**QUESTION NO. 11**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE VIII, Section 10, *SALE OF CITY PROPERTY*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article VIII, Section 10, *Sale of City Property*, to establish a procedure for sale of property when no bids are submitted after notice has been published

A **YES** vote shall have the effect of amending Article VIII, Section 10, of the Flagstaff City Charter to establish a procedure for sale of property when no bids are submitted after notice has been published

**YES**     

A **NO** vote shall have the effect of not amending Article VIII, Section 10, of the Flagstaff City Charter to establish a procedure for sale of property when no bids are submitted after notice has been published

**NO**     

\* \* \* \* \*

**QUESTION NO. 12**

**OFFICIAL TITLE:** AMENDMENT TO ARTICLE IX, SECTION 4, *NOMINATION FOR PRIMARY ELECTION*, OF THE FLAGSTAFF CITY CHARTER

**DESCRIPTIVE TITLE:** Amendment to Article IX, Section 4, *Nomination for Primary Election*, to require petitions for nomination to be presented to the City Clerk between 90 and 120 days before the date set for the Primary Election, to be consistent with state law and provide adequate time for preparing ballots

A **YES** vote shall have the effect of amending Article IX, Section 4, of the Flagstaff City Charter to require petitions for nomination to be presented to the City Clerk between 90 and 120 days before the date set for the Primary Election

**YES**     

A **NO** vote shall have the effect of not amending Article IX, Section 4, of the Flagstaff City Charter to require petitions for nomination to be presented to the City Clerk between 90 and 120 days before the date set for the Primary Election

**NO**

**EXHIBIT 'B'****FORM OF NOTICE FOR ARGUMENTS  
REQUEST FOR ARGUMENTS FOR AND AGAINST PROPOSED  
AMENDMENTS TO THE FLAGSTAFF CITY CHARTER**

Pursuant to a resolution adopted by the Council of the City of Flagstaff, Arizona (the "City"), on January 6, 2015, (the "Resolution"), a special election in and for the City was ordered and called to be held on May 19, 2015 (the "Election"). Notice of the Election will be given by mailing an informational pamphlet to each household that contains a registered voter, with such pamphlet to include arguments for and against the proposed amendments to the Flagstaff City Charter to be considered at the Election. Any person interested in providing any such argument is hereby requested to provide the same to the City Clerk, before 5:00 p.m., Arizona time on Wednesday, February 18, 2015. If you have any questions about the foregoing, please contact Elizabeth Burke, City Clerk, at 928-213-2076.

/s/ Elizabeth Burke

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Karl Eberhard, Comm Design & Redevelopment Mgr  
**Date:** 12/18/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Adoption of Resolution No. 2015-02:** A resolution of the Mayor and Council of the City of Flagstaff, Arizona adopting the Community Reinvestment Plan (***Community Reinvestment Plan***)

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2015-02 by title only
- 2) Clerk reads Resolution No. 2015-02 by title only (if approved above)
- 3) Adopt Resolution No. 2015-02

**Policy Decision or Reason for Action:**

Adoption of this resolution will:

1. Establish a policy for the City of Flagstaff, the Community Reinvestment Policy, that addresses various forms of redevelopment and infill.
2. Establish three objectives, or main "work area" categories, for how the City will implement the policy.
3. Establish a preliminary list of implementation strategies that the City Council would like developed for future consideration by the City Council. Effectively, this would guide future work programs of impacted City Divisions, Sections, and Programs, causing the development of these strategies to be work priorities established by the City Council.

**Financial Impact:**

Just developing the implementation strategies has cost implications including staff time, or hiring consultants or additional staff. Other projects could experience delay as staff develops these strategies. More notably, the implementation strategies themselves have more significant costs associated with them. And, the more effective strategies have higher costs.

**Connection to Council Goal and/or Regional Plan:**

**COUNCIL GOALS:**

11. Effective governance

**REGIONAL PLAN:**

The Flagstaff Regional Plan 2030 includes a series of goals and policies that support community reinvestment as an objective and course of action to achieve the goals and policies of the Plan. These include less direct goals such as preserving resources and open spaces, efficient infrastructure, energy efficiency, urban land-uses and development patterns, and multimodal commuting. However, the Plan also directly calls for compact development, investing in existing neighborhoods and urban areas,

adaptive re-use, historic preservation, and promoting infill and redevelopment.

### **Has There Been Previous Council Decision on This:**

At a Work Session on November 25, 2014, the City Council provided the most recent direction that serves as the basis of this draft of the Community Reinvestment Policy. Per the direction provided, there have been no changes to the plan except that the annotations have been removed. The staff memo from that meeting is attached if review of the deleted annotations is desired.

### **Options and Alternatives:**

- 1) Adopt Plan.
- 2) Do not adopt plan and provide staff with direction for continued development of the plan.
- 3) Do not adopt plan.

### **Background/History:**

In 2010 at the direction of the City Council, the Community Design and Redevelopment Program initiated a community discussion about redevelopment and infill. The concept of "redevelopment and infill" was later expanded to "reinvestment" to be more inclusive of different types of redevelopment and to avoid cultural and legal connotations of the word "redevelopment". The City Council sought ways to motivate developers to reinvest in developed areas instead of investing in green fields. This process included City customers and internal stakeholders and identified areas where our current policies and codes were unfavorable to reinvestment.

The next step involved researching how other communities have addressed this same concern. This was extensive research of municipal, county, state, and Federal efforts nationwide. This generated a "raw data" collection of ideas that did not evaluate success, legality, cost, or any other factors - simply identifying "What has been tried?" This list was then taken back out to the stakeholders for discussion. (In bullet form, the list is included in the October 2013 Staff Memo to the City Council that is attached as an attachment to the November 2014 Staff Memo to the City Council.) These discussions allowed us to separate out the ideas into "could be done" (Green boxes on the list), those with "fatal flaws" (Red boxes), and those that required City Council direction (Yellow boxes).

In October of 2013, the items that required preliminary City Council direction were brought to a Work Session and discussed. The City Council provided direction that was then used to develop a Draft Community Reinvestment Plan. City staff then considered this complete (green, yellow, and red) but also "thinned" list of ideas and further refined the plan for City Council consideration. The final draft was presented to the City Council in a work Session in November of 2014. The City Council had no changes or discussion that warranted changes.

### **Key Considerations:**

Just developing the implementation strategies has cost implications including staff time, or hiring consultants or additional staff. Other projects could experience delay as staff develops these strategies. More notably, the implementation strategies themselves have more significant costs associated with them. And, the more effective strategies have higher costs.

### **Expanded Financial Considerations:**

Detailed cost expectations can be provided as implementation strategies are brought before the City Council for consideration.



City of Flagstaff

# Community Reinvestment Plan

January 2015

## **INTRODUCTION**

The Flagstaff Regional Plan 2030 includes a series of goals and policies that support community reinvestment as an objective and course of action to achieve the goals and policies of the Plan. These include goals less directly seeking reinvestment such as preserving resources and open spaces, efficient infrastructure, energy efficiency, urban land-uses and development patterns, and multimodal commuting. However, the Plan also directly calls for compact development, investing in existing neighborhoods and urban areas, adaptive re-use, historic preservation, and promoting infill and redevelopment.

This Community Reinvestment Plan presents an over-arching Community Reinvestment Policy as well as objectives and potential actions to implement the policy. The term “reinvestment” is used so as not to evoke legal definitions and implications of the term “redevelopment” and refers to the improvement, including re-use, historic preservation, intensification, and infill of vacant, underutilized, or abandoned buildings and properties that are already developed or located in developed areas, and served and supported by existing public and private infrastructure. It is distinct from “greenfield development” which refers to the improvement of primarily undeveloped land, distant from existing activity centers and requiring the extension or development of most if not all necessary infrastructure, and often involving the subdivision of land.

The development of this plan was initiated by talking to our customers and learning their perceptions about how to promote reinvestment in Flagstaff. This was followed by research of other communities and the development of a broad menu of possible actions to accomplish this goal. Each item on this broad menu was then measured against our current activities, obvious fatal legal challenges, potential effectiveness, and the desires of the City Council.

## **COMMUNITY REINVESTMENT POLICY**

While preserving the character of the community, the City of Flagstaff prefers reinvestment (redevelopment and infill) over greenfield development and peripheral expansion of the city, and as a matter of public policy will promote, favor, and give priority to reinvestment.

## **OBJECTIVES**

- OBJECTIVE 1: The City will address the physical constraints of existing urban properties.
- OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions so as to incentivize reinvestment projects.
- OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects.

## **POTENTIAL IMPLEMENTATION STRATEGIES**

For OBJECTIVE 1: The City will address the physical constraints of existing urban properties.

1. Each Division of the City shall incorporate into their work program the development of an inventory of their respective physical infrastructure and develop prioritized plans to install or upgrade incomplete, missing, or inadequate physical infrastructure.
2. All presentations of capital improvement projects shall include a completed "Service to Reinvestment Scorecard". This rating shall be used in the process of prioritizing projects within five-year capital improvement plans such that all other variables being equal, those projects that have a higher score will have a higher priority than those with lower scores.
3. The City of Flagstaff Capital Improvement Plan shall be modified to include a separate category entitled "Reinvestment" and reinvestment serving Capital projects shall be identified under that category.
4. The City will invest in infrastructure replacement and upgrades.

For OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions that favor reinvestment projects.

1. The City will make changes to the development requirements in the Zoning Code that are specific to the urban areas of the City (already identified in the Regional Plan 2030).
2. The City will change the Zoning Code to increase the Minor Modification authority of the Planning Director for reinvestment projects.
3. The City will make changes to the Engineering Standards, or alternative standards, that are specific to the urban areas of the City (already identified in the Regional Plan 2030).
4. The City will change the Engineering such that the Modification authority of the City Engineer is greater for reinvestment projects.
5. The City will make changes to the development requirements in the Storm Water Design Manual that are specific to the urban areas identified in the Regional Plan 2030.
6. For transportation impact analyses of reinvestment projects, factors to adjust the baseline ITE trip generation data shall be developed by City staff for alternative mode travelers (transit, bicycle, and pedestrian), based on vehicle occupancy, and other best practice adjustments.
7. Using the inventories of infrastructure system needs (See Objective 1.1) and the growth projections of the Regional Plan 2030, City staff shall map high value needs that are likely to require physical or financial contributions based on impacts of development on surrounding property (Sewer, Water, Storm Water, and Traffic) .
8. For development requirements that yield undesired on-site features or where a community or municipal system is more efficient, City staff shall prepare an In-lieu-of Fee Schedule.
9. The City will have an Aging Infrastructure Credit that would provide City funds for the partial replacement of public infrastructure when such work is required in association with a reinvestment development application.
10. The City will have a Transfer of Obligations / Development Rights ordinance that allows resource protection requirements to be met off-site and that allows density to be relocated from peripheral areas to urbanized areas of the city.

For OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects.

1. Review and inspection fees shall not be required for the replacement of public infrastructure by a developer and City staff shall prepare for City Council consideration and possible adoption necessary changes to the appropriate fee schedules.
2. The City will have a Reinvestment Incentive Program that offsets development costs.
3. The City will have an “Empty Building Tax” for buildings that are not under construction and unoccupied for long periods of time.

## Memorandum

### CITY OF FLAGSTAFF



**To:** The Honorable Mayor and Council  
**From:** Karl Eberhard, Comm Design & Redevelopment Mgr  
**Date:** 11/04/2014  
**Meeting Date:** 11/25/2014

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#### **TITLE:**

Community Reinvestment Plan - Draft

#### **DESIRED OUTCOME:**

Review and provide direction regarding "Community Reinvestment Plan - Draft November 2014" which includes:

1. Community Reinvestment Policy - Draft
2. Objectives - Draft
3. Implementation Strategies - Draft

#### **INFORMATION:**

##### **COUNCIL GOALS:**

11. Effective governance

##### **REGIONAL PLAN:**

The Flagstaff Regional Plan 2030 includes a series of goals and policies that support community reinvestment as an objective and course of action to achieve the goals and policies of the Plan. These include less direct goals such as preserving resources and open spaces, efficient infrastructure, energy efficiency, urban land-uses and development patterns, and multimodal commuting. However, the Plan also directly calls for compact development, investing in existing neighborhoods and urban areas, adaptive re-use, historic preservation, and promoting infill and redevelopment.

##### **BACKGROUND:**

At a Work Session on October 29, 2013, the City Council provided the most recent direction that serves as the basis of this draft of the Community Reinvestment Policy. The presentation included an overview of many available options and consideration was given to some "stage setting" concepts and prerequisite decision points. The City Council concurred that the Community Reinvestment Policy, by virtue of its very nature, would give reinvestment projects and advantage over greenfield projects; that the policy should be an overarching policy instead of targeting any specific neighborhoods (traditional redevelopment districts); and that the policy should be applicable to commercial and non-commercial property. The City Council acknowledged the necessary financial commitment and provided direction on some of the possible implementation strategies that had less consensus among the various stakeholders. Direction was also provided regarding objectives and implementation strategies that the City Council was not interested in pursuing such as planning, impact fees, and land banking. Finally, there was agreement that generally reduced development requirements, permit processing timeframes, and fee waivers do not have potential to yield meaningful incentives for reinvestment. The materials last reviewed by the City Council are attached.

Since that time, staff has modified the plan per City Council direction and carefully reviewed and discussed the plan amongst the impacted staff. For City Council consideration, please find attached a

draft Community Reinvestment Plan developed from that direction and discussion.

**ABOUT THE DRAFT:**

The overall framework of the draft plan is that the potential policy and objectives are reflections of City Council, community, stakeholder, and staff input as to what the overarching policy should (or could) be. However, for the purposes of the current Work Session discussion, the City Council should consider the potential implementation strategies as a "menu" of possibilities that can be evaluated for viability and edited or deleted prior to adoption of any specific implementation action.

**THE USE OF DISTRICTS:**

Recall that the available "redevelopment district" options are limited and ineffective as the State laws have been modified through the years. On that basis, the focus of this plan has been on broad policies, objectives, goals, and implementation strategies. However, the Regional Plan 2030 identifies existing activity centers and corridors as desirable redevelopment foci. And, several of the implementation strategies, like any alternative "urban engineering standards", would be best accomplished on a geographical basis. So while we've been trying to avoid requirements such as declaring neighborhoods as "slum and blight", at the end of the day, creating districts is most likely a part of accomplishing the objectives. Specifically, the "Infill Incentive District" is likely the tool to be used to calibrate the codes and standards to these areas and most likely to be included in specific implementation actions that staff would bring forward for City Council adoption.

**PREDICTABILITY:**

Please recall from prior discussions that "predictability" is an important character trait of the development process. One of the disadvantages of typical reinvestment is that the work, the requirements, are less predictable. Many of the concepts of this plan are concerned with establishing more a predictable environment in a reinvestment scenario.

**FINANCIAL IMPLICATIONS:**

General thoughts on the financial implications are included in the annotations of the draft plan. As the implementation strategies are developed, more detailed cost understandings can be developed. Note that the most impactful strategies herein also have the highest associated costs and no funding mechanism has been identified.

Just developing these strategies has cost implications including staff time, or hiring consultants or additional staff. Other projects could experience delay as staff develops these strategies. The direction provided by the City Council will be constructive to include and prioritize these efforts within various work programs.

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**Attachments:**     [10 2013 CC Work Session](#)  
                          [Community Reinvestment Plan](#)

City of Flagstaff

# Community Reinvestment Plan

Draft - November 2014

*Annotated*

## **INTRODUCTION**

The Flagstaff Regional Plan 2030 includes a series of goals and policies that support community reinvestment as an objective and course of action to achieve the goals and policies of the Plan. These include less direct goals such as preserving resources and open spaces, efficient infrastructure, energy efficiency, urban land-uses and development patterns, and multimodal commuting. However, the Plan also directly calls for compact development, investing in existing neighborhoods and urban areas, adaptive re-use, historic preservation, and promoting infill and redevelopment.

This Community Reinvestment Plan presents an over-arching Community Reinvestment Policy as well as objectives and potential actions to implement the policy. The term “reinvestment” is used so as not to evoke legal definitions and implications of the term “redevelopment” and refers to the improvement, including re-use, historic preservation, intensification, and infill of vacant, underutilized, or abandoned buildings and properties that are already developed or located in developed areas, and served and supported by existing public and private infrastructure. It is distinct from “greenfield development” which refers to the improvement of primarily undeveloped land, distant from existing activity centers and requiring the extension or development of most if not all necessary infrastructure, and often involving the subdivision of land.

The development of this plan was initiated by talking to our customers and learning their perceptions about how to promote reinvestment in Flagstaff. This was followed by research of other communities and the development of a broad menu of possible actions to accomplish this goal. Each item on this broad menu was then measured against our current activities, obvious fatal legal challenges, potential effectiveness, and the desires of the City Council.

*Discussion: This work is composed as “a plan” such that if adopted, the policy and objectives would be in place, and the City Council will have provided direction to staff to further develop the implementation strategies and return to the City Council with final strategies for consideration and possible adoption.*

*The potential policy and objectives are reflections of extensive City Council, community, stakeholder, and staff input as to what the overarching policy should (or could) be. They are boldly written to express commitment and provide direction; “The City will ...” as opposed to “The City may ...” In considering the draft plan, staff requests direction if the plan presented for adoption should be less bold.*

*A notable amount of work remains in developing the implementation strategies - preparing corresponding specific actions, likely in the form of ordinances for adoption by the City Council. Thus they should be considered as direction to staff, but also as a “menu” of possibilities that can be evaluated for viability. That evaluation, including deletions, additions, and editing, could be done in reviewing the draft, in adopting the plan, and even at a later date when specific actions are brought before the City Council for consideration and possible adoption.*

*To assist in the consideration of these potential implementation strategies, the draft is annotated with key considerations and discussion relative to each strategy.*

## **COMMUNITY REINVESTMENT POLICY**

While preserving the character of the community, the City of Flagstaff prefers reinvestment (redevelopment and infill) over greenfield development and peripheral expansion of the city, and as a matter of public policy will promote, favor, and give priority to reinvestment.

## **OBJECTIVES**

- OBJECTIVE 1: The City will address the physical constraints of existing urban properties.
- OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions so as to incentivize reinvestment projects.
- OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects

## **POTENTIAL IMPLEMENTATION STRATEGIES**

For OBJECTIVE 1: The City will address the physical constraints of existing urban properties.

1. Each Division of the City shall incorporate into their work program the development of an inventory of their respective physical infrastructure and develop prioritized plans to install or upgrade incomplete, missing, or inadequate physical infrastructure.

*Discussion: Note that several of the City's infrastructure systems have inventory work and replacement planning well underway while others are less complete. For example, our understanding of street issues and planning for them is well advanced, while our inventory of sidewalks does not include inadequate sidewalks, and our strategy for adding or replacing sidewalks is nominal.*

*Responsible Agency: All divisions of the City with capital programs.*

*Financial Implication: The inventory and planning work has some associated costs, particularly if performed by consultants. Notably, staff time must be dedicated to such work and considered in light of total workloads.*

2. All presentations of capital improvement projects shall include a completed "Service to Reinvestment Scorecard". This rating shall be used in the process of prioritizing projects within five-year capital improvement plans such that all other variables being equal, those projects that have a higher score will have a higher priority than those with lower scores.

*Discussion: The Capital Improvements Program has a matrix for scoring projects and a "reinvestment" score could be built into that matrix relatively easily. However, many capital improvement projects attain priority based on "opportunity" and other factors which can trump the reinvestment score. Notably, such opportunistic public investment contributes to the lack of reinvestment. Also, other programs do not have such a prioritizing matrix. A separate and uniform metric seems appropriate.*

*The use of this scorecard could be complex given other priority setting factors and given that the City Council generally only sees projects side-by-side during budget season. Adding the score into the budget process could help the Council see and establish project priorities. Even when reviewing individual projects, having a score included would provide the Council with another "information point" in their decision making – helping to answer the question of "Who is served?"*

*Responsible Agency: Capital Improvements Program and all divisions of the City with capital programs.*

*Financial Implication: Nominal.*

3. The City of Flagstaff Capital Improvement Plan shall be modified to include a separate category entitled "Reinvestment" and reinvestment serving Capital projects shall be identified under that category.

*Discussion: Similar to the scorecard, the organization of capital projects in this manner will provide the City Council with a clear picture of reinvestment serving projects that are underway or proposed when making decisions about the City's capital planning.*

*Responsible Agency: Capital Improvements Program*

*Financial Implication: Nominal.*

4. The City will invest in infrastructure replacement and upgrades.

*Discussion: None.*

*Responsible Agency: City Council*

*Financial Implication: This is probably the single largest "expense" category of all implementation strategies presented and a source is not identified. Implementing a program of upgrades and replacement for all infrastructure systems is potentially quite costly.*

For OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions that favor reinvestment projects.

1. City staff shall prepare for City Council consideration and possible adoption, changes to the development requirements in the Zoning Code that are specific to the urban areas of the City (already identified in the Regional Plan 2030).

*Discussion: Recognizing that the community needs in an urban area are different than in a suburban or rural area, this strategy seeks to change one-size-fits-all requirements to calibrated requirements. For maximum impact, the likely areas of change are those that take up site area, such as parking, and those that also don't yield the desired character, such as buffer yards. The likely implementation tool is to create an Infill Incentive District around the activity centers identified in the Regional Plan 2030.*

*In many ways this would take some of the current incentives for use of the transect zones and apply them to the standard zones. This would make use of the transect zones less attractive and could reduce their use.*

*Alternative: An alternative approach would be to develop a "community priority" project designation. Such a designation could be prescriptive (perhaps using the Service to Reinvestment Scorecard) or by review and action on individual projects by the City Council or a Reinvestment Authority (Commission). Once designated, prescriptive relief could then be applied. Note that this concept is used in other communities but has not been fully measured against Arizona law.*

*Responsible Agency: Planning and Development Services Section*

*Financial Implication: Nominal. Notably, staff time must be dedicated to such work and considered in light of total workloads.*

2. City staff shall prepare for City Council consideration and possible adoption, changes to the Zoning Code that increases the Minor Modification authority of the Planning Director for reinvestment projects.

*Discussion: For example, the Planning Director can waive setbacks up to two feet under special circumstances. This could be changed to four feet for reinvestment projects.*

*This requires a rationale for designating a project as a reinvestment project – identifying when the expanded authority applies. Such a designation should be prescriptive (perhaps using the Service to Reinvestment Scorecard) because a hearing process would delay project approval time frames while the minor modification process is designed to speed up approvals.*

*Responsible Agency: Planning and Development Services Section*

*Financial Implication: Nominal.*

3. City staff shall prepare for City Council consideration and possible adoption, alternative Engineering Standards that are specific to the urban areas of the City (already identified in the Regional Plan 2030).

*Discussion: See Discussion (calibrated requirements) and Alternative under Objective 2.1 above (not repeated for brevity). The example for this case: Standards calibrated to an urban environment might require less separation of driveways or narrower driveways.*

*While the City usually negotiates solutions when urban constraints are recognized, the lack of predictability, the need to negotiate, and the absence of prescribed standards is a disadvantage for urbanized areas compared to sites where the lack of existing development, available space, and established standards remove this concern.*

*Responsible Agency: Engineering Section*

*Financial Implication: Nominal. Notably, staff time must be dedicated to such work and considered in light of total workloads.*

4. City staff shall prepare for City Council consideration and possible adoption, changes to the Engineering Standards that increases the Modification authority of the City Engineer for reinvestment projects.

*Discussion: Unlike the Zoning Code, the Engineering Standards do not have a set criteria or limit on the City Engineer's authority. Therefore, to effectively implement this strategy, it is necessary to establish criteria and limits for such modifications in general so that more flexibility can be given to reinvestment projects.*

*See discussion of project designation in Objective 2.2 above (not repeated for brevity).*

*Responsible Agency: Engineering Section*

*Financial Implication: Nominal.*

5. City staff shall prepare for City Council consideration and possible adoption, changes to the development requirements in the Storm Water Design Manual that are specific to the urban areas identified in the Regional Plan 2030.

*Discussion: See Discussion (calibrated requirements) and Alternative in Objective 2.1 above (not repeated for brevity). The example for this case: Standards calibrated to an urban environment might require less on-site detention.*

*The development of the strategy will need to recognize that developed properties are already allowed to retain their current level of imperviousness; that there are other laws that govern the handling of storm water; and that relief may require community solutions (and expenses) as an alternative.*

*Responsible Agency: Storm Water Program and Planning and Development Services Section*

*Financial Implication: Nominal, except as noted.*

6. For transportation impact analyses of reinvestment projects, factors to adjust the baseline ITE trip generation data shall be developed by City staff for alternative mode travelers (transit, bicycle, and pedestrian), based on vehicle occupancy, and other best practice adjustments.

*Discussion: Standard ITE Trip Generation data is based on suburban travel habits. Recent studies (such as the National Cooperative Highway Research Program Report 758) have suggested the above adjustments for urban infill. The level of adjustment should be graduated relative to context. For example, an adjustment for pedestrians would be relative to an existing urban activity center. As “predictability” is an important need in the development process, it is important to establish these adjustments ahead of time and NOT on a case-by-case basis (as is our current practice).*

*Responsible Agency: Engineering Section*

*Financial Implication: Nominal.*

7. Using the inventories of infrastructure system needs (See Objective 1.1) and the growth projections of the Regional Plan 2030, City staff shall map high value needs that are likely to require physical or financial contributions based on impacts of development on surrounding property (Sewer, Water, Storm Water, and Traffic) .

*Discussion: For example, a needed new traffic signal or sewer main should be mapped so that developers of surrounding properties can be informed - understand the deficiency and anticipate the need for participation.*

*In order to make this a reasonable map, only “high value” needs – say over \$1 million, or over \$5 million, would be included. An alternative metric for inclusion on such a map might be those projects that are likely to impact multiple properties. And, by some means, such mapping should communicate the “sphere of influence” (thus identifying which properties are most likely to be affected). Again, the objective is to provide critical*

*information in advance which then shores up the “predictability” in the development process.*

*Responsible Agency: Engineering Section*

*Financial Implication: Nominal. Notably, staff time must be dedicated to such work and considered in light of total workloads.*

8. For development requirements that yield undesired on-site features or where a community or municipal system is more efficient, City staff shall prepare an In-lieu-of Fee Schedule for City Council consideration and possible adoption.

*Discussion: In-lieu-of fees have been used by other communities primarily for parking but also for parks, affordable housing, landscaping, storm water, wetlands, and many more development or development mitigation requirements wherein a community solution can be substituted for a site specific solution. At its heart, a fee is paid by a developer instead of meeting or providing a development requirement. For space occupying requirements, like parking, the developer simply measures the cost of land and construction against the cost of the fee. This aids reinvestment more than greenfields because, generally speaking, land costs are higher in urbanized areas.*

*Some of these should be graduated based on level of service. For example, distance from municipal parking is a common metric for graduating parking in-lieu-of fees.*

*Also, the City Council should consider if such fees would be tied to actual plans to construct municipal infrastructure. On one hand this is entirely reasonable – if we have no plans to build municipal parking, should we collect an in-lieu-of fee for it? On the other hand, doing so would delay the deployment of this strategy. The City would have the most flexibility in capital planning if such fees were not tied to actual plans to construct municipal infrastructure.*

*Responsible Agency: Planning and Development Services Section*

*Financial Implication: Nominal. In some respect, this would amount to another capital project funding mechanism.*

9. City staff shall prepare for City Council consideration and possible adoption, an Aging Infrastructure Credit that would provide City funds for the partial replacement of public infrastructure when such work is required in association with a reinvestment development application.

*Discussion: This is simply paying a portion of the developer’s expense on the basis that we would have to pay some amount as part of our replacement programs. However, we have limited replacement programs*

*at present which suggests that this implementation should be coupled with establishing such programs.*

*Responsible Agency: All divisions of the City with capital programs.*

*Financial Implication: This requires the dedication of funds and is probably the second largest “expense” category of all implementation strategies presented.*

10. City staff shall further develop for City Council consideration and possible adoption, a Transfer of Obligations / Development Rights ordinance that allows resource protection requirements to be met off-site and that allows density to be relocated from peripheral areas to urbanized areas of the city.

*Discussion: There may be other development features or requirements that can be transferred off-site. So, we may need to add to this list as the final recommendation is developed - or better, create a system that has ongoing flexibility. And notably, “density” is not a feature generally sought by local developers which reduces that effectiveness of this measure.*

*Responsible Agency: Planning and Development Services Section*

*Financial Implication: Nominal.*

11. Except in the case of eliminating islands and peninsulas, and special circumstances such as economic development projects, annexations are not supported by the City of Flagstaff.

*Discussion: Fundamentally, if the community wants to cause development to occur in the already urbanized areas of the City, then not favoring adding to the periphery of the City is a potential strategy. On the other hand, there are circumstances when such expansions serve other purposes like allowing an existing business to expand, making utility connections, and so forth. One approach is to have an open policy and review expansions for their benefit on a case by case basis and then deny those that don't have special circumstances. This is a difficult approach. Another approach is to have a discouraging policy but upon review of the benefits, special circumstances, allow those that have purposes other than simple expansion of the City. This approach allows the City to identify why an annexation is desirable as opposed to why it is undesirable.*

*Responsible Agency: None - Ready to go.*

*Financial Implication: Annexations have many benefits to a city – not the least of which is an expanded tax base – which would be lost under such a policy.*

For OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects.

1. Review and inspection fees shall not be required for the replacement of public infrastructure by a developer and City staff shall prepare for City Council consideration and possible adoption necessary changes to the appropriate fee schedules.

*Discussion: At the very least this would be a head nod to the “aging infrastructure credit” concept (See discussion Objective 2.10).*

*Responsible Agency: Community Development Division*

*Financial Implication: Cost recovery would need to come from funds other than review and inspection fees paid by other developers.*

2. City staff shall prepare for City Council consideration and possible adoption, a Reinvestment Incentive Program that offsets development costs.

*Discussion: Regarding prior drafts of this policy, Council expressed an interest in a simple cash incentive program. This requires designating a project as a reinvestment project (See Objective 2.2 above). Being fairly broad, a mechanism for selecting among qualified reinvestment projects is likely also required. Such a selection might involve preferring projects that add a “missing” land use to an area which then requires identifying which areas are “missing” what land uses. Gift clause issues are highly likely.*

*Responsible Agency: Community Design and Redevelopment Program*

*Financial Implication: The magnitude of offset costs (incentive) needs to be set by the City Council. Meaningful incentives are likely expensive.*

3. City staff shall prepare for City Council consideration and possible adoption, an “Empty Building Tax” for buildings that are not under construction and unoccupied for long periods of time.

*Discussion: Empty buildings while not producing, still require municipal services such as police, fire, streets, and so forth. An empty building tax addresses recovery of such costs. This line of thought needs to consider “empty suites” as well for partially vacant structures.*

*Responsible Agency: Legal Department and Management Services*

*Financial Implication: Unknown – potentially yielding income.*

City of Flagstaff  
Community Reinvestment Policy  
Subsidiary Decision Points  
August 2013

The following is a presentation of several different policy discussions that are each “Subsidiary Decisions Points” for a broader *future* presentation on policies related to redevelopment and infill in Flagstaff<sup>1</sup>.

This is not a presentation of the broader redevelopment and infill policy ideas, though a working list of the ideas is attached for reference<sup>2</sup>. On this list, the various ideas have been grouped into six general categories including community planning, physical constraints, regulatory requirements, process requirements, financial mechanisms, and a catch-all group, “other”. Based on preliminary staff discussions, we have classified the various ideas as:

- Those that can be done more easily (short-term),
- Those that require more discussion and figuring out (long-term),
- Those that appear not so workable (bad ideas), and
- Those that have broader policy implications.

This last group, “those that have broader policy implications”, is the subject of this presentation. These ideas warrant an advance discussion with the City Council to determine which ones staff should pursue further and which ones are simply not of interest to the City Council and thus do not merit further staff resources.

This presentation is divided into three basic groups. The first group includes items that are “stage setting” and for which we are seeking consensus on the presented approach. The second group includes items that truly have broader policy implications - those that are interconnected with other city policies. Notably, some of these have been discussed previously, but independently of their role as incentives for redevelopment and infill. The final group, “Items Getting Less Attention” addresses ideas that have a limited potential as meaningful redevelopment incentives, but since people may be expecting them to be addressed, they merit discussion and consensus.

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<sup>1</sup> The City Council has previously directed staff to prepare specific policy ideas that would implement the Regional Plan - promoting redevelopment and infill. As with earlier in-progress presentations on this subject, the merit or purpose of promoting redevelopment and infill are not addressed herein. These are addressed in both the current and pending Regional Plan.

<sup>2</sup> This presentation addresses items in the column with yellow boxes. The future presentation with policy recommendations will address the remainder of the ideas portrayed – more accurately, those that survive more study of effectiveness and feasibility.

## **STAGE SETTING**

### **SPECIAL DISTRICTS vs OVERARCHING POLICY**

Arizona law provides for the creation of a number of types of special districts for redevelopment, infill, revitalization, and other purposes. For all of the available options that address redevelopment, there are two very notable limitations in creating such districts. The construction of these laws, as altered through the years, makes some districts difficult to create and/or once formed, some are less constructive than originally intended. For example, some require a declaration of “slum and blight”. Public reaction to declarations like “slum and blight”, particularly for the affected property owners, is very negative, and does not accurately describe what is desired for Flagstaff. Other district types require one hundred percent support from the stakeholders which is a difficult, if not impossible task. Also, most of these districts have very narrow purposes such that multiple districts would be necessary to achieve broad goals. Finally, as “districts”, they have boundaries and are thus not “broad”.

Our understanding is that the intent of the City Council is not to address a “slum and blight” area, or one subject or another, but rather to promote the various forms of new development that can occur in areas of the city that are already developed – those areas that are already largely served by existing infrastructure and services. Without drawing any tight boundaries, this might include several neighborhoods and corridors within the city, as well as many less known or less obvious opportunities.

Please note that in spite of this general observation, the use of districts should remain a tool for consideration by the City. If for example the City Council believed that providing parking relief in downtown was desirable, an Infill Incentive District<sup>3</sup> would be a good tool because this district is easy to form, it does allow for relief of development requirements, and it does allow the Council to specify an area in which the relief would apply. If the City Council wished, this tool could also be used to limit the application of new incentives or policies to only commercial districts and corridors, or only to select commercial districts and corridors.

*With this understanding, the difficulty of “districts” and the broader intent, we propose to focus our efforts on over-arching policies, goals, and actions.*

*If the City Council prefers instead to limit the forthcoming policies to specific districts, what districts would you like to see addressed?*

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<sup>3</sup> This district can be used to offer expedited zoning or rezoning procedures, expedited processing of plans and proposals, waivers of municipal fees (with notable limitations), or relief from development standards.

### Chandler Infill Incentive Program

The Flagstaff City Council has previously referenced the Chandler redevelopment and infill incentive programs as a model that Flagstaff may want to investigate. Both CD&R staff and Legal staff have reviewed their programs and CD&R staff briefly discussed them with Chandler's Economic Development Director. Please find following some information in that regard:

For residential projects the City of Chandler offers impact fee reimbursements for Energy Star and LEED certified projects. Waiving development impact fees is a very a useful and workable incentive. As a reinvestment incentive for Flagstaff, waiving development fees is addressed in the main body of this paper.

For commercial projects the City of Chandler offers a reimbursement for construction expenses "such as the demolition of existing commercial space and/or for providing the public infrastructure necessary to accommodate new uses on the site". The program is managed by the Economic Development Department and the exact nature of the reimbursement is negotiated during the development approval process. A 2009 case study project was paid 50% of the total construction expenses (\$650,000) for "façade improvements". Program changes in 2009 shifted the focus of the program to projects that redevelop all or a significant portion of an existing commercial center in order to introduce new and/or additional uses such as residential and/or office components.

The funding appears in their Capital Improvements Plan, general government, funded by the General Fund. The program has maintained a carry-forward (fund balance) of just under \$2.8M in the last three fiscal years and while the CIP has shown future funding at \$500,000 per year, the program has been unfunded after FY 2010-11.

The construction of the program, the legal basis, and the relief offered, resemble the Infill Incentive District described in ARS with some very notable differences. While the residential component of their program offers incentives straight out of ARS, it appears to be applicable anywhere in the City. It is really a broadly applied incentive and not a district.

The Infill Incentive District described in ARS does not allow for reimbursement of construction expenses as Chandler provides for commercial projects but they limit the application of these incentives to a specific district and to specific business types ("older existing retail centers"). Our research has not found any mechanism in ARS whereby a City can reimburse construction expenses in this way. The 2010 City North case stated that "cities can use incentives for economic development but have to show the city is getting a measurable, contracted benefit that at least equals the city's expenditure (sic)". With this in mind, using the 2009 case study project, the City of Chandler would have to realize a \$325,000 benefit to offset the expense.

## COMMERCIAL vs OVERARCHING POLICY

Please note that little distinction has been included herein between policies that would benefit commercial or residential infill and redevelopment.

*Does the City Council prefer that we focus our efforts on one or the other?*

*If “commercial only” is desired, would incentives include mixed-use development in a commercial zone? Would we want to define “mixed-use” – to specify a ratio of one use to the other (currently not defined)?*

## REINVESTMENT

Continuing with setting the stage, the term “redevelopment”, in addition to having adverse social implications, is a term of art in the field of law. Use of the term can be mistaken to imply that there is some sort of “district” and thus that all of the connotations and limitations of districts are applicable. Furthermore, the term “redevelopment”, when not being used as a legal term, includes other forms of development that we specifically want to include in our policies such as intensification, infill, adaptive re-use, historic preservation, and so forth. The term “reinvestment” is a synonym for the non-legal meaning of “redevelopment” and accurately describes what is desired for Flagstaff.

*With this understanding, we propose to focus our efforts on “reinvestment” policies rather than “redevelopment and infill polices”.*

## CREATING DIFFERENCES (CREATING OR CLOSING A GAP)

At present, and seemingly fair, all of the rules, requirements, and opportunities of our development environment are equally applied regardless of whether or not a particular project is a reinvestment or green field site. From that perspective, creating different rules for reinvestment opportunities seems unfair. However, reinvestment sites are already disadvantaged, having features such as being established parcels, being smaller, having existing development including infrastructure (typically aging), newly applied development standards, and many other factors. When reinvestment sites and green field sites are treated the same, many of these features become disadvantages, and the “equal application of rules” is in fact a difference in and of itself that causes developers to prefer green field development. From that perspective, creating different rules for reinvestment opportunities levels the playing field.

Regardless of the preferred perspective, if the goal is to cause a developer to choose reinvestment, we must create a difference (a gap) between the two in our development environment. And, while this gap can be accomplished by making reinvestment projects easier, or by making green field development harder, or any combination of the two, it is the difference that will make reinvestment attractive.

*With this understanding, our efforts intentionally focus on creating differences (a gap) between green field and reinvestment opportunities and requirements.*

## **PREREQUISITE POLICIES**

### **CAPITAL PLANNING, CONSTRUCTION, and MAINTENANCE, and PRIORITIES**

One of the biggest physical constraints of many reinvestment sites is the existing infrastructure. It seems backwards, but no infrastructure is actually better than inadequate infrastructure. “No infrastructure” is predictable – you know where the point of connection is. And, this situation usually occurs on larger sites with developers that fully expect to install infrastructure as part of their work. Inadequate infrastructure means not only an unpredictable tie-in point, but the cost of removing old infrastructure and the cost of working in a developed area is added to the infrastructure costs.

One way to address this is through building and maintaining infrastructure so that reinvestment opportunity sites are as “plug and play” as possible. Think of it like creating a business park where all the needed utilities are stubbed out at the back of the sidewalk, ready to go. And, this concept needs to include more than just water and sewer lines, or roads, it needs to include sidewalks, street lights, fire hydrants, trails, and all of the other urban amenities that Flagstaff currently expects of a completed project. “Soft” infrastructure like parks, libraries, police services, and similar amenities must also be included along with private infrastructure like electrical power, communications, and gas.

The City of Tucson recognizes the connection between infrastructure and redevelopment, stated as follows:

Perhaps the single most important issue that will ensure successful downtown redevelopment is the provision of adequate infrastructure to support future uses. (*sic*) Infrastructure investment must be targeted to projects that make Downtown "Development Ready". To solve this problem, the City of Tucson, Pima County, utility agencies and private sector representatives have jointly developed recommendations for infrastructure improvements. These recommendations identify the location and capacity of current infrastructure and provide a blueprint for improvements necessary to support downtown development over the next twenty years.

This is a strategy that we understand. At the site at the northeast corner of Route 66 and Enterprise (formerly owned by Laurie Nemic), the City of Flagstaff built the turn pockets and other frontage improvements. While not comprehensive, these improvements did serve to make the site more “plug and play”.

The first aspect of achieving this “plug and play” state involves significant City investment in planning, capital improvements, and maintenance. The necessary planning has been previously discussed in terms of infrastructure master planning but needs to also include neighborhood and corridor planning. To understand the magnitude of these enterprises, consider that the concept planning for a re-vamp of Fourth Street, one mile of corridor, cost the City \$250,000 and proposes \$18M of work.

Community Reinvestment Policy - Prerequisite Decision Points  
City of Flagstaff - August 2013

And, Fourth Street is a small fraction of our need. Requiring fifty percent plus one property owner agreement, Capital Improvement Districts can be an effective tool for financing capital improvements, particularly for specific projects or neighborhoods.

The second aspect involves prioritizing the needs of reinvestment - replacing and maintaining the existing infrastructure has to be more important than accommodating the needs of new development<sup>4</sup>. We prioritize our capital improvement projects by various factors. In that process, one of the factors must be the ability of the project to serve reinvestment and furthermore, weight needs to be given to the “reinvestment service” factor<sup>5</sup>. To be clear, in doing so, projects like re-vamping the north part of the Fourth Street Corridor would come before constructing new segments of Fourth Street south of Butler Avenue. Without increasing the City’s total expenditures, this would mean that thousands of new homes and hundreds of thousands of square feet of new commercial development would not be served using City funds for some time.

Here are the key subject areas of the Town of Gilbert Capital Improvement Plan and Infrastructure Improvement Plan:

- Streets
- Traffic Control
- Municipal Facilities
- **Redevelopment** (*Emphasis added*)
- Fire Protection
- Storm Water
- Water
- Waste Water
- Parks, Recreation, and Open Space

*Are we willing to make such substantial investments?*

*Are we willing to prioritize reinvestment needs - To NOT serve a new tax base (green field development) in order to serve reinvestment opportunities? Or alternatively, are we willing to invest even more in order to serve both?*

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<sup>4</sup> Keep in mind that a project may fully mitigate its impacts but may still only be partially responsible for certain system upgrades. In that case, the City has to provide for the remainder of the system upgrade.

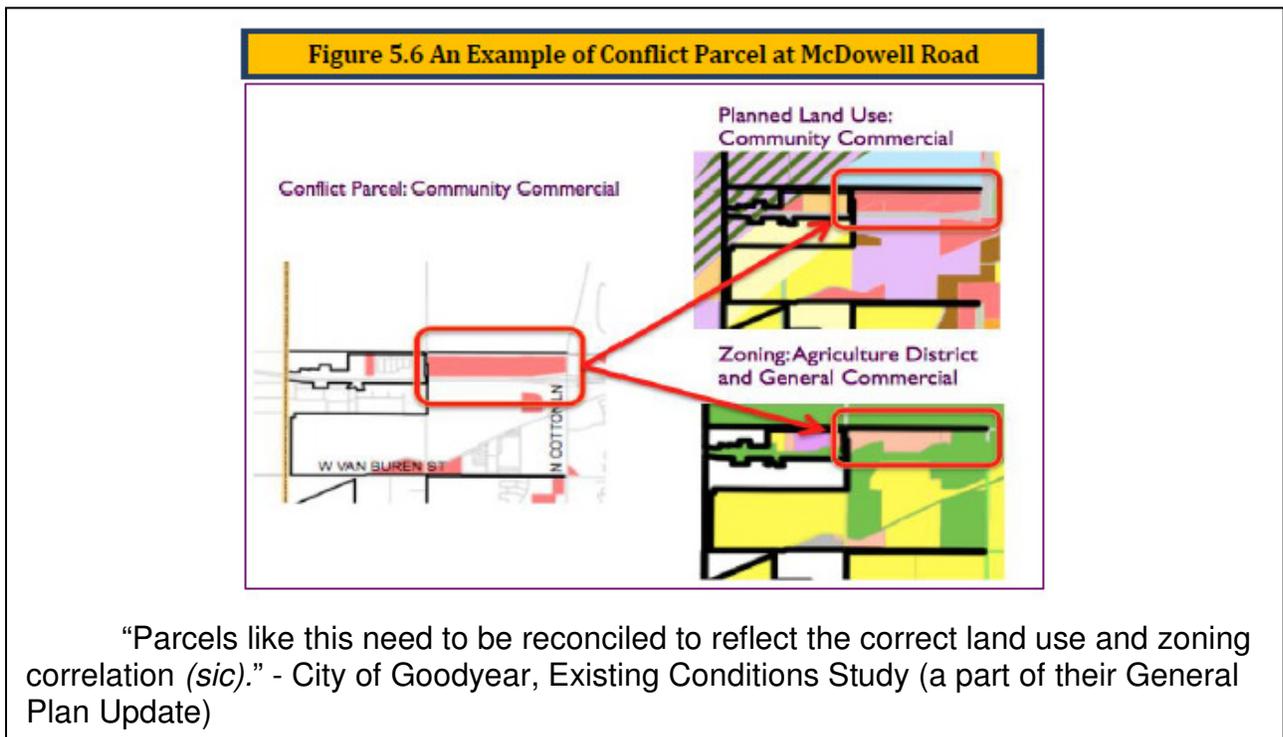
<sup>5</sup> Notably, prioritizing commercial and mixed-use neighborhoods and corridors over residential areas, or urban areas, can also be accomplished by prioritizing within that capital planning process. Notably, the “color of money” and ongoing funding for maintenance both have tremendous influence on prioritizing capital work.

## MORE PLANNING

As with constructing infrastructure, investors in green fields, usually larger developments, expect to carry out certain planning efforts in order to perfect their development. This often includes proposing changes in land-uses and/or zoning. And, it's not just that they expect it, but being larger investments, the cost of this work can be reasonably spread over the product created. For example, if 1,200 home sites are created as the result of a \$100,000 rezoning case, the cost per site is \$83 each.

We know that the City has created a lesser process for smaller rezoning cases (and this conversation continues). If we assume the smaller rezoning case is one quarter of the cost, here's some example math for a typical reinvestment opportunity: If two home sites are created as the result of a \$25,000 rezoning case, then the cost per site is \$12,500. This is one of the major impediments to reinvestment – how can the reinvestment opportunity compete when there is a difference (a gap) of over \$12,000 per site in favor of green field development?

There is a way to eliminate this difference – at least in part – and at the same time strengthen the outcome of our general planning effort. Last year, we completed a substantial and high quality re-write of the City's Zoning Ordinance. At present, we are in the process of a substantial and high quality re-write of the City's general plan (Regional Plan). As painful as it might seem in light of these recent works, the next step to address the differences between green field and reinvestment development is an investment by the City in yet another planning effort.



Community Reinvestment Policy - Prerequisite Decision Points  
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This effort needs to change the zoning of parcels where the Zoning Map is not in agreement with the Regional Plan<sup>6</sup>. Second, this effort needs to add detail, a finer grain. For example the Regional Plan identifies “activity centers” but actually creating one requires some fine grain application of zoning to parcels that are currently zoned differently. This type of planning effort has been discussed as a “correction” of the Zoning Map and would not only complete our community planning, getting the community the outcome it wants (as described in the Regional Plan), but also takes away the current difference that favors green field development.

The first push back from the public regarding this recommendation is that this corrective rezoning activity is “speculative zoning”. Not so. Speculative zoning means that the zoning of a parcel is changed for the purpose of adding value and/or attracting a buyer, and literally, in anticipation of a profit being made through the sale of the then “value added” property. The problem with speculative zoning is that what has value for the purpose of a sale does not necessarily have value for the community or have a place in sound community planning. However, if the work is performed by the City based on the Regional Plan and sound planning principles, and is NOT based on any sales intentions, it is NOT speculative. Not only is it “just planning”, its good planning.

The second push back is that the community has no opportunity to “see the development” - to see the site plans and building elevations before the zoning is changed. The implication of this concern is that if the design is unacceptable, it can be improved as a result of the City’s discretion in a rezoning case. There is a degree of truth in this. However, changing the zoning through planning creates a circumstance no different than any other “by right” development case. If the planning has been correctly done, if the design regulations are correctly done, and if they are applied, the end product of a “by right” case should meet community expectations. If it doesn’t, the planning and regulations are the issue, not the act of changing the zoning.

The third push back is that a rezoning case is the opportunity for the City to exact improvements from the developer - typically infrastructure improvements – traffic improvements, utility system components, and even parks and trails. However, if we created “plug and play” infrastructure systems, the need for such exactions decreases significantly. And, reducing “exactions” for reinvestment opportunities is itself a mechanism to create a difference between green field development and reinvestment.

*Are we willing to invest in more community and neighborhood planning?*

*Are we willing to defend these planning activities in light of spirited and reasoned push back?*

*Or, are we willing to expand these planning activities to include visuals for community evaluation? And, are we willing to impose such visuals as regulations?*

*Are we willing to accept less exaction powers on reinvestment developments?*

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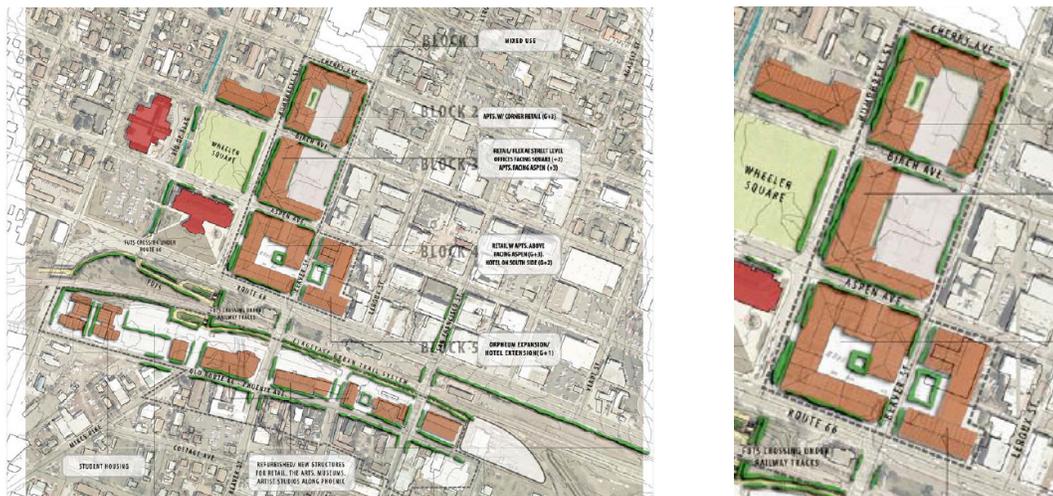
<sup>6</sup> This effort needs to be performed with consideration given to Arizona Proposition 207 - The willingness of property owners would be required to avoid liability on the part of the City.

## SPECIAL STUDIES

Part of the development approval process requires the developer to produce various special studies to determine the impacts of the proposed development on our resources and infrastructure. These special studies then guide the development requirements and the exaction process. As with the discussion above, planning activities such as these are expected and economically reasonable for larger projects, but are problematic – disproportionate - for smaller projects. And, the outcomes are even more disproportionate in the context of inadequate existing infrastructure systems.

Even worse, in some cases these studies provide recommended actions that the City is not willing to implement. For example, in the downtown, we are probably not willing to install turn lanes, more driving lanes, and other traffic features that would change the character of the district. And, even when we do want such features, in a developed area, the costs are exponentially greater. So, someone who wants to invest in downtown is stuck in between the requirements and the cost or desired design. From their perspective, it's an unsolvable problem and thus reinvestment does not occur.

### Case Study



Conceptual Downtown Redevelopment  
Field Paoli Study 2002 - Commissioned by the City of Flagstaff

This plan envisions the construction of 160,000 square feet of retail, office, and cultural and entertainment uses, 200 dwelling units, and 200 hotel rooms in just the three and half blocks east of Wheeler Park and City Hall. The envisioned project also provides garage and surface parking for itself and some additional spaces to serve downtown. Developed through a community outreach process, this is high density, mixed-use, urban infill and redevelopment that would serve as a downtown gateway, add connectivity, and add significantly to the vibrancy of downtown.

Case Study - Continued

If proposed, this project alone would increase traffic by roughly 10,000 average daily trips (ADT) – a little more than a Walmart store. The required Traffic Impact Analysis would likely recommend widening Humphries to four lanes, widening portions of Beaver Street, a complete re-design and re-build of the Humphries and Route 66 intersection, possibly adding signalization to the Humphries and Cherry intersection, modifications to the Aspen and Birch intersections, and various other operational improvements in and about downtown. Access points on Route 66 and Humphreys are likely to be limited or prohibited and acquisition of right-of-way is likely necessary.

Looking at just the traffic impacts, this level of re-building public infrastructure is a significant financial burden - sufficient to prevent redevelopment. Supposing that the pro forma could withstand these costs, would we want to make these kinds of changes to the downtown streetscape? And, if we did for this single project, how about the changes necessary for the next downtown infill and redevelopment project? And the next? At some point the changes to the street to accommodate highway and suburban traffic standards obliterates the character of downtown.

To get this kind of redevelopment, there are three choices: Obliterate the character of downtown; accept lower levels of service; or accept lower levels of service and try to offset only some of the impacts through systemic improvements. Accepting lower levels of service would mean recognizing that in a downtown environment, congestion is good and the free-flow of cars through downtown is not. Systemic improvements might include creating a “park once” downtown and/or using in-lieu-of fees and impact fees to make changes to the transportation system that preserve the downtown character while fixing only some of the traffic issues.

Then, knowing that individual projects, or several individual projects, can't address the traffic impacts and supposing that we wouldn't want the resulting recommendations built, why ask the developers to prepare traffic impact studies costing tens of thousands of dollars? Such studies could be used to set the amount of the impact fee, but a prescriptive assessment methodology would work just as well.



Streets that give priority to the free-flow of cars look like this ...



... and not like this.  
The Character of Downtown ...

Community Reinvestment Policy - Prerequisite Decision Points  
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There are three potential alternate mechanisms to address resources and infrastructure without requiring the production of special studies.

One mechanism is to recognize the “plug and play” infrastructure goal, assuming it is implemented, and simply not concern ourselves with the impacts of individual reinvestment projects. At first glance this may seem reckless, but if the impacts of development are accounted for in the overall infrastructure planning, then they are addressed and the action is not reckless. If the impacts are addressed on a per project basis or as part of a community infrastructure planning process, the outcome is the same either way. In fact, looking at and solving the impacts of multiple developments comprehensively is better community planning and more efficient problem solving.

Another mechanism worthy of exploration is to simply have prescriptive requirements for certain systems. This concept could be an extension of, or mitigation of, implementing the first mechanism. Recognizing that we don’t want certain features in an urban environment, like detention basins, we could alternatively require other run-off reducing features. These prescriptive requirements likely would not fully address the impacts of individual projects, but they would foster reinvestment, and at the same time reduce the demand on comprehensively planned drainage systems.

Finally, and again as a possible extension of the first two mechanisms, individual projects would be better designed, and incentivized, if a complete “in-lieu-of” fee system were in place. Such a system is established for parking by the newly adopted Zoning Code but is not yet implemented in terms of developing a fee schedule or a process, and also does not include other infrastructure systems. Notably, this mechanism needs to be coupled with an infrastructure planning, capital investment, and maintenance program.

To be clear, this idea does not in any way suggest that all special studies should be eliminated. They provide important information for City decision makers. Instead the recommendation is that under certain circumstances, to foster reinvestment and/or in the context of the impacts being addressed as a part of comprehensive infrastructure planning and development, possibly mitigated, some special studies would not be required for individual projects.

*For individual projects, are we willing to accept less in the way of special studies?*

*Do we want to develop prescriptive alternative measures?*

*Do we want to complete the in-lieu-of fee system?*

## DEVELOPMENT IMPACT FEES

One of the redevelopment incentive offerings readily available under Arizona law is a waiver<sup>7</sup> of impact fees.

“Exactions” and “impact fees” are both methods used to shift the cost of new public facilities (infrastructure) from the general taxpayer to the beneficiaries of those new facilities – to mitigate development impacts. Common impact mitigations address traffic and streets, sewer and water facilities, storm water and drainage, public safety, parks and recreation, trail systems, and libraries. They can also be found to support schools, affordable housing, and job training, as well as criminal justice, health services, and social services. Some communities have used them to address needed facilities as specific as city halls and public works yards, and services as specific as animal control.

While both are “exactions” by definition, here in Flagstaff, and herein, we use the term “exaction” to refer to our current method of asking the developer to physically build various improvements. While this system usually exhibits a pretty direct tie between physical improvements and the impacts of a specific project, what actually gets built is negotiated during the development review process. This scenario works well for physically connected systems like utilities and roads, but is less effective for general non-physical impacts such as public safety. Under this scenario, generally, the risk of added expense, delays, and so forth is the responsibility of the developer.

Under an impact fee scenario, the developer would pay the City a fee instead of building improvements and the City would then use those monies to make various infrastructure improvements and to build public facilities. In response to a development application, the outcome is prescribed instead of negotiated, and there is an opportunity to plan improvements more comprehensively with a greater emphasis on “system” improvements, and it can better capture all impacts. On the other hand, this approach puts the construction risks on the City and caution needs to be taken to legally connect the improvements made to impacts realized (for which fees were paid).

Looking at just “traffic and streets” as an example, we see that the extraction process works pretty well for connected physical improvements. The streets and edge improvements (sidewalks, street trees, and street lights) necessary for a specific project are typically built by the developer. Reasonable nearby system improvements are typically captured too. For example Walmart constructed certain improvements at the Lucky Lane / Butler Avenue intersection. However, part of the capital cost of traffic and street facilities are things like the trucks, snowplows, office space, and the public works yard that are all used to support and service these facilities. And, every street in Flagstaff is incrementally impacted by new development which on a case-by-case basis may be negligible, but cumulatively it is quite a problem. The exaction process does not capture support needs or cumulative impacts and these expenses thus become a municipal burden, currently absorbed elsewhere in our budgeting.

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<sup>7</sup> Per ARS, “... as long as the waivers are not funded by other development fees.”

Looking at other impact areas, beyond this example, the same can be said of other costly impacts such as the water system or trails – support needs and cumulative impacts are not well addressed by the exaction methodology. And, in some impact areas, such as parks and libraries, most development projects make no contribution of any kind to required new public expenditures. The only impact fee currently used in Flagstaff covers public safety in the amount of \$705 per residential unit<sup>8</sup>.

All development, including reinvestment, would benefit from the predictability of impacts fees. For reinvestment specifically, and for reinvestment policy, waiving a paid fee is certainly simpler, more predictable, and more codifiable than “waiving” negotiated improvements.

Further, if the fee structure recognized the true impacts and all of the impacts of green field development versus reinvestment, that action alone would go a long way toward leveling the playing field. A project built in the urbanized part of the city can often be served by the existing infrastructure – for example the truck that runs around reading water meters. On the other hand, a project built south of I-40 is likely to necessitate another route and truck for reading the water meters.

*Are we willing to reconsider the use of impact fees? And if so, are we willing to waive them in whole or in part as a reinvestment incentive?*

San Antonio developed an Incentive Scorecard System to determine the amount of their impact fee waiver. Points are given for the project size, infrastructure upgrades, quality design, and for the use of certain planning strategies (like Traditional Neighborhood Design). But most of the categories are for redevelopment goals such as infill housing, restoration or rehabilitation of a historic property, and for development in certain target areas. Various Arizona programs are using the Arizona Smart Growth Scorecard to award incentives.

### AGING INFRASTRUCTURE CREDIT

Whether we use the exaction methodology or the impact fee methodology, giving development a credit for aging infrastructure would promote reinvestment. For example, if a project needs to install a new sidewalk, because it's too narrow or maybe broken up, the entire expense is the obligation of the developer. On the other hand, if there was no project, the City would eventually have to replace the sidewalk. To foster reinvestment, the City could acknowledge this and essentially pro rate the cost and credit the development in the prorated amount. So, if a sidewalk lasts 50 years, and it is 25 years old, the developer would be responsible for half of the cost and the City would be responsible for the other half.

*Are we interested in an aging infrastructure credit?*

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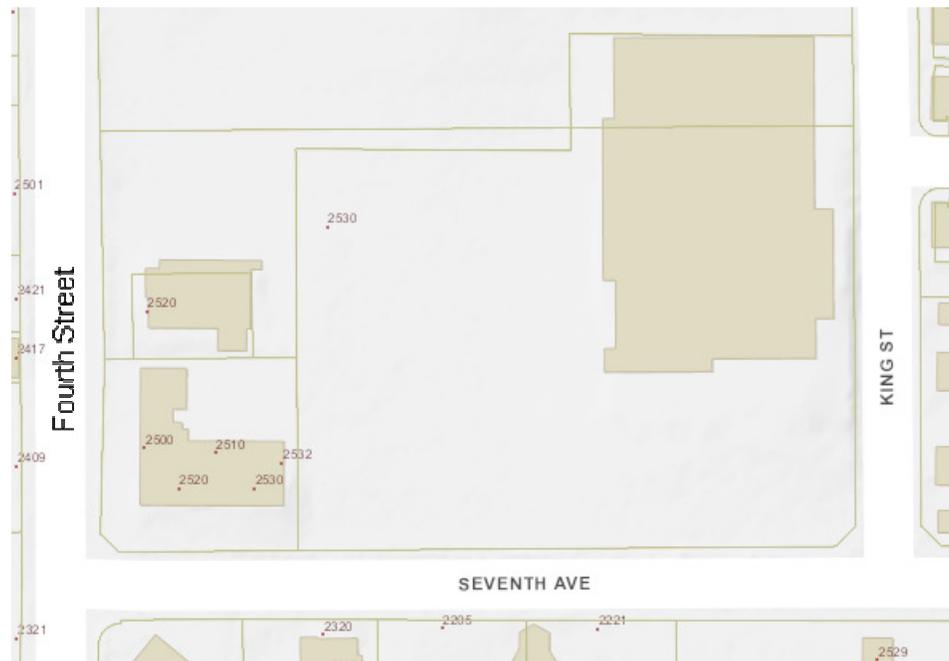
<sup>8</sup> This is not enough to meaningfully incentivize reinvestment.

## PARCEL ASSEMBLAGE

The viability of reinvestment sites is often jeopardized by parcel size, ownership, and other issues. For example, older parcels are smaller and modern needs are larger than they used to be. A site that easily held a grocery store fifty years ago is unsuitable today because stores are bigger, but also because of parking needs. Retailers and restaurants, once forced to install off-street parking, now demand it as a critical success factor in site selection. Even single family residential sites are faced with a demand for larger homes. Some cities and counties address these issues by buying parcels, as they become available, and assembling them into larger parcels which are then resold for reinvestment. This is often accomplished through a land trust mechanism.

*Do we want to invest in parcel assemblage? Are we “in that business”?*

### Case Study



Former K-mart – Now Cal Ranch Property

This property is an example where acquisition and assemblage of the parcels could have been beneficial. Underlying the building are two separate parcels with separate owners. The building is owned by a third party and the lessee is the fourth party. Redevelopment required reaching agreement with all four parties. This did happen without government influence, but it took over twenty years. The shelf life of this arrangement is unknown and could revert back.

## **ITEMS GETTING LESS ATTENTION**

### **DEVELOPMENT REQUIREMENTS**

Another redevelopment incentive offering readily available under Arizona law is a waiver of development standards. This subject, being a popular concern, has been revisited in Flagstaff every two to four years and the requirements have been fine tuned through the years to address various concerns. The recently adopted new Zoning Code was another occasion where requirements were fine tuned, notably including changes that promote reinvestment. From the perspective of seeking meaningful enticements for reinvestment, other than looking at the thresholds for special studies and infrastructure requirements, there is not a lot that can be accomplished in this arena.

That being said, there are some fine tuning ideas we should explore. In regard to the Zoning Code, these might include parking and landscaping requirements in the most urbanized areas, and similar small-scale changes. In regard to the Engineering and other standards, some fine tuning to consider are the detention and LID thresholds and requirements in the most urbanized areas. It is likely that these would be beneficial and appropriate in limited areas (the most urbanized areas) and would appropriately be addressed by the use of the Infill Incentive District tool.

*With this understanding, that there's not much to gain in this pursuit, further consideration of development requirements relative to community reinvestment policies would be less than might be expected by some segments of the community.*

### **EXPEDITED REVIEW**

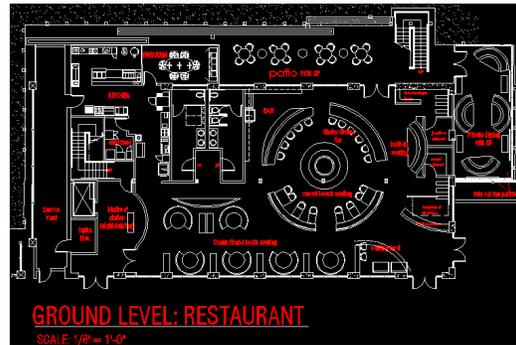
Expedited review of redevelopment plans is also one of the few offerings readily available under Arizona law. Like development requirements, this is a subject that Flagstaff has explored and fine tuned every two to four years. When we compare our permit processing timeframes with those of other Arizona cities, our timeframes are among the lowest. Most often an untimely review is the result of a non-compliant design or an unclear or incomplete development application. Again, seeking meaningful enticements for reinvestment, adjustments measured in weeks are not significant enough to influence the choices of developers.

*With this understanding, that with quality applications expedited reviews are already readily achievable, further consideration is not included in our continuing efforts to develop community reinvestment policies.*

Community Reinvestment Policy - Prerequisite Decision Points  
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One restaurant plan ...



And another ...

When considering the review timeframes for a development application, consider that there are two necessary parts for success. The first part is the preparation of a compliant design. The second part is communicating the design to the reviewer. Almost always when a development application is lingering, one of these two pieces is missing. As demonstrated by the Innovation Mesa application, and many others, when allowed to prepare a compliant design, a knowledgeable and skilled preparer of development applications can get projects approved quickly.

### PERMIT FEES

One of the redevelopment incentive offerings readily available under Arizona law is a waiver of permit fees. Unfortunately, our fees have been relatively nominal and thus do not make a meaningful incentive. However, recent City Council direction was for us to move toward 100% cost recovery so this may require re-evaluation.

*We will re-evaluate the possible incentive of waiving permit fees.*

### CONCLUSION

Many resources acknowledge that developers consider the maintenance of surrounding property as a critical factor in site selection – a factor that has limited application on a green field site. Scaling the permitting requirements of a zoning case also aids smaller projects – a typical characteristic of infill and redevelopment opportunities. Your current considerations in both of these areas have a direct bearing on fostering reinvestment.

Working Draft of Possible Reinvestment Policies

	Subsidiary	Short	Long	Bad Idea	Notes
<b>POLICY 1 The City will perform <u>planning</u> tasks to facilitate Revelopment, and will change various plans accordingly.</b>					
Planning Efforts					
Infrastructure Deficiencies	■				
Capital Improvements					Water, Stormwater underway
Neighborhood and Corridor Planning					Specific Plans
Add and Prioritize Reinvestment Criteria					
Zoning Districts	■				
Reconcile with Land Use Designations (General Plan)					
Do Obvious Changes					
Economic Development Plan			■		
Prioritize Reinvestment over New Development					
ED Incentives					
Target Areas					
Land-use / Land Development Policy					
Prioritize Reinvestment Land-use over Transportation	■				Will come up w/ Fourth Street Study
Prioritize Complete / Walkable Streets					
Enhance Design Guidelines				■	
Clarity and Predictability					
Property Certifications			■		
Limit Annexations (Islands and Peninsulas)	■				
Special Taxing Districts					■ Formation / Function Issues
Revitalization Districts					
Infill Incentive Districts					
Redevelopment Districts					
Tax Increment Financing Districts				■	■ Illegal in AZ
Capital Improvement Districts				■	
<b>POLICY 2: The City will address the <u>physical constraints</u> of existing urban properties.</b>					
Infrastructure Deficiencies	■				
Capital Improvements					Capital Opportunity Fund
Urban (Downtown) Parking					
Maintenance					
Property Maintenance and Enforcement			■		Roger working on it.
Parcel Assemblage (remnant, odd, or non-conforming)	■				Land Banking / Real Estate Fund
Brownfields Land Recycling				■	In place already

Working Draft of Possible Reinvestment Policies

**POLICY 3: The City will change regulatory requirements and add provisions that favor redevelopment projects.**

Zoning Code / Engineering Standards		Little "meat on the bone"
Alternate Reinvestment Thresholds/Standards		
Driveway Access		
Infrastructure Replacement / Upgrades		
Parking		
Resources		
Storm Water & LID		Prescriptive "In lieu of" / 5,000 SF
Trash		Unexplored
Utilities		
Obtain ROW for street changes w/o improvements		
Transfer of Obligations / Development Rights		
In Lieu Of Fees (Finish Development)		Need w/o time limits
Environmental Review		Add and relieve like Impacts Fees
Property Maintenance - Code Gaps		Roger working on it.

**POLICY 4: The City will change development process requirements to favor redevelopment projects.**

Expedited Project Review		Not real
Calibrate processes to project scale/type		
Documentation		In progress
Plans		
Special Studies		
Processes		
Public outreach		
Allow obvious Land-use / Zoning Designations (See above)		In progress
Preliminary / Final Approvals		Fatal vs Math / More commitment
Increase minor modification authority		Legal Issues?

Working Draft of Possible Reinvestment Policies

**POLICY 5: The City will provide beneficial financial mechanisms that would be applied to redevelopment projects.**

Impact Fees		Cronk working on study update ...
Fees (Waive / Reimburse)		
Permit fees		Maybe now with 100% recovery
Utility Capacity Fees		UP for new, DN for reinvestment
Incentives		
Grants - Out		Not so real - see City budget
Historic Preservation work		In place already / Minor
Grants - In		EPA ACA Monies? Ongoing?
Property Taxes		
GPLET		Illegal in AZ
Historic Preservation work		In place already
Other Cash		Not so real - see City budget
Land Recycling Loan Program		E.D. Revolving Loan Fund?
Redirect CDBG funds		Minimal, well allocated
Utility Credits		Private incentives to reinvestment
Tax Penalty - Abandoned Buildings and Parcels		Illegal in AZ

**POLICY 6: The City will provide other services and take other actions that promote redevelopment.**

Economic Development		
BR&E and attraction emphasis		
Reinvestment site marketing		
Site specific visioning		In place already (limited)
Catalyst projects		
Ombudsman		CD&R doing this / ML working on?
Social barriers		
NIMBY / BANNANA		Stop seeking 100% approval ...
Legal barriers		
Redevelopment lobbying		
Redevelopment Authority		What would they do?
Declare "redevelopment project" to get relief		

**RESOLUTION NO. 2015-02**

**A RESOLUTION OF THE CITY OF FLAGSTAFF, ARIZONA ADOPTING  
A COMMUNITY REINVESTMENT PLAN**

**RECITALS:**

WHEREAS, in enacting this resolution, it is the intent of the City of Flagstaff to encourage efficient utilization of City infrastructure and services, support development and redevelopment of land within the City limits that can access existing City infrastructure and services, preserve established neighborhoods, and improve the quality of life for Flagstaff residents; and

WHEREAS, the *Flagstaff Regional Plan 2030 – Place Matters* includes a series of goals, such as preserving current resources, the efficient prioritization of infrastructure, and the optimal relationship between desired land uses and future development patterns, that make infill and reinvestment a priority; and

WHEREAS, infill and reinvestment can benefit the residents of Flagstaff by reducing the cost of basic City services, providing additional housing and commercial choices, encouraging walkable communities and revitalizing existing neighborhoods; and

WHEREAS, the City of Flagstaff, in order to ensure consistency and uniformity in the City's decision making processes, now desires to establish a community infill and reinvestment policy, as set forth in the attached City of Flagstaff Community Reinvestment Plan.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF  
AS FOLLOWS:**

SECTION 1. That attached Exhibit "A", City of Flagstaff Community Reinvestment Plan, is hereby adopted.

SECTION 2. That City staff is hereby authorized to take the measures and actions as outlined in the Flagstaff Community Plan attached hereto which are necessary and appropriate to carry out the terms, provisions and intents of this Resolution.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 6<sup>th</sup> day of January, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

City of Flagstaff

# Community Reinvestment Plan

January 2015

## **INTRODUCTION**

The Flagstaff Regional Plan 2030 includes a series of goals and policies that support community reinvestment as an objective and course of action to achieve the goals and policies of the Plan. These include goals less directly seeking reinvestment such as preserving resources and open spaces, efficient infrastructure, energy efficiency, urban land-uses and development patterns, and multimodal commuting. However, the Plan also directly calls for compact development, investing in existing neighborhoods and urban areas, adaptive re-use, historic preservation, and promoting infill and redevelopment.

This Community Reinvestment Plan presents an over-arching Community Reinvestment Policy as well as objectives and potential actions to implement the policy. The term “reinvestment” is used so as not to evoke legal definitions and implications of the term “redevelopment” and refers to the improvement, including re-use, historic preservation, intensification, and infill of vacant, underutilized, or abandoned buildings and properties that are already developed or located in developed areas, and served and supported by existing public and private infrastructure. It is distinct from “greenfield development” which refers to the improvement of primarily undeveloped land, distant from existing activity centers and requiring the extension or development of most if not all necessary infrastructure, and often involving the subdivision of land.

The development of this plan was initiated by talking to our customers and learning their perceptions about how to promote reinvestment in Flagstaff. This was followed by research of other communities and the development of a broad menu of possible actions to accomplish this goal. Each item on this broad menu was then measured against our current activities, obvious fatal legal challenges, potential effectiveness, and the desires of the City Council.

## **COMMUNITY REINVESTMENT POLICY**

While preserving the character of the community, the City of Flagstaff prefers reinvestment (redevelopment and infill) over greenfield development and peripheral expansion of the city, and as a matter of public policy will promote, favor, and give priority to reinvestment.

## **OBJECTIVES**

- OBJECTIVE 1: The City will address the physical constraints of existing urban properties.
- OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions so as to incentivize reinvestment projects.
- OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects.

## **POTENTIAL IMPLEMENTATION STRATEGIES**

For OBJECTIVE 1: The City will address the physical constraints of existing urban properties.

1. Each Division of the City shall incorporate into their work program the development of an inventory of their respective physical infrastructure and develop prioritized plans to install or upgrade incomplete, missing, or inadequate physical infrastructure.
2. All presentations of capital improvement projects shall include a completed "Service to Reinvestment Scorecard". This rating shall be used in the process of prioritizing projects within five-year capital improvement plans such that all other variables being equal, those projects that have a higher score will have a higher priority than those with lower scores.
3. The City of Flagstaff Capital Improvement Plan shall be modified to include a separate category entitled "Reinvestment" and reinvestment serving Capital projects shall be identified under that category.
4. The City will invest in infrastructure replacement and upgrades.

For OBJECTIVE 2: The City will change regulatory requirements and remove or add provisions that favor reinvestment projects.

1. The City will make changes to the development requirements in the Zoning Code that are specific to the urban areas of the City (already identified in the Regional Plan 2030).
2. The City will change the Zoning Code to increase the Minor Modification authority of the Planning Director for reinvestment projects.
3. The City will make changes to the Engineering Standards, or alternative standards, that are specific to the urban areas of the City (already identified in the Regional Plan 2030).
4. The City will change the Engineering such that the Modification authority of the City Engineer is greater for reinvestment projects.
5. The City will make changes to the development requirements in the Storm Water Design Manual that are specific to the urban areas identified in the Regional Plan 2030.
6. For transportation impact analyses of reinvestment projects, factors to adjust the baseline ITE trip generation data shall be developed by City staff for alternative mode travelers (transit, bicycle, and pedestrian), based on vehicle occupancy, and other best practice adjustments.
7. Using the inventories of infrastructure system needs (See Objective 1.1) and the growth projections of the Regional Plan 2030, City staff shall map high value needs that are likely to require physical or financial contributions based on impacts of development on surrounding property (Sewer, Water, Storm Water, and Traffic) .
8. For development requirements that yield undesired on-site features or where a community or municipal system is more efficient, City staff shall prepare an In-lieu-of Fee Schedule.
9. The City will have an Aging Infrastructure Credit that would provide City funds for the partial replacement of public infrastructure when such work is required in association with a reinvestment development application.
10. The City will have a Transfer of Obligations / Development Rights ordinance that allows resource protection requirements to be met off-site and that allows density to be relocated from peripheral areas to urbanized areas of the city.

For OBJECTIVE 3: The City will provide beneficial financial mechanisms that would be applied to reinvestment projects.

1. Review and inspection fees shall not be required for the replacement of public infrastructure by a developer and City staff shall prepare for City Council consideration and possible adoption necessary changes to the appropriate fee schedules.
2. The City will have a Reinvestment Incentive Program that offsets development costs.
3. The City will have an “Empty Building Tax” for buildings that are not under construction and unoccupied for long periods of time.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Kevin Burke, City Manager  
**Date:** 12/23/2014  
**Meeting Date:** 01/06/2015



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**TITLE:**

**Consideration and Adoption of Resolution No. 2015-01:** A Resolution of the Council of the City of Flagstaff, Arizona, adopting the *2015 Student Housing Work Plan* for the City of Flagstaff.

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2015-01 by title only
- 2) City Clerk reads Resolution No. 2015-01 by title only (if approved above)
- 3) Adopt Resolution No. 2015-01

**Policy Decision or Reason for Action:**

On October 27, 2014, the City of Flagstaff participated in a Student Housing Symposium co-sponsored by the City, NAU, Coconino County, Friends of Flagstaff's Future and the Greater Flagstaff Chamber of Commerce. The 1-day symposium featured speakers from the City and University as well as area neighborhoods and representatives from Davis, California and Ft. Collins, Colorado. Many good ideas were generated.

Staff compiled a list of possible work plan items. These have been circulated among the Alliance PArtners ( City, County, NAU, FUSD, and CCC) and shared with NAU's Office of the President. The President agreed that this is a workable list and something that could be supported moving forward.

On December 16, 2014, City Council reviewed the list and made some edits and then directed staff to bring this back in the form of a resolution. The purpose of the resolution is to articulate a policy statement to the public about the City's intentions. There is no specific time table associated with the implementation of this work plan, but it is expected to be initiated immediately and take several years to complete.

**Subsidiary Decisions Points:**

Three points have been altered based upon the December 16 meeting and additional feedback from staff.

- 1.(b.)(iii)(3.) was added to address student housing in predominantly single family detached neighborhoods.
4. Was reworded to specify the Zoning Code as the location where neighborhood meetings are required and adding language about how neighborhood meetings are conducted.
- 8.(b) was reworded to provide greater clarity of what would be re-examined in the Milton Road Corridor study.

**Financial Impact:**

None of this work is currently planned. Financial impacts could be wide and varied in size. The principle financial impacts will be staff time. Additional costs include facilitators, new positions (e.g. liaisons), traffic consultants, outreach costs and possibly a parking permit system. All costs will need to be further defined as the Work Plan item is initiated.

**Connection to Council Goal and/or Regional Plan:****COUNCIL GOALS:****6. Relieve traffic congestion throughout Flagstaff**

- Identify more information on the scope of problem and solutions that address both supply and demand, including measurement to quantify congestion.
- Work with partners to achieve goal (regional, county, Flagstaff Metropolitan Planning Organization, State, NAIPTA, railroad, NAU)

**7. Address key issues and processes related to the implementation of the Regional Plan**

- Conduct annual review of implementation of Regional Plan
- Review and possibly amend Regional Plan goals and policies with regard to location of urban activity centers, preservation of dark skies and student housing and other high density developments. (Review how we implement the RP in the Zoning Code)
- Explore neighborhood parking districts

**8. Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments**

- Review what, when and how Council and public are notified about development projects

**REGIONAL PLAN:**

**Policy LU12.8 Provide strong connections from Flagstaff Medical Campus to the Northern Arizona University campus via pedestrian paths, bicycle connections, streets and transit service.**

**Goal LU.13.: Increase the variety of housing options and expand opportunities for employment and neighborhood shopping within all suburban neighborhoods.**

**Goal NH.3: Make available a variety of housing types at different price points, to provide housing opportunities for all economic sectors.**

**Goal ED.2: Support and encourage an excellent education system that promotes critical thinking and job training programs at all levels.**

**Has There Been Previous Council Decision on This:**

December 8 & 9 City Council Retreat

December 16, 2014 Regular Council meeting

**Options and Alternatives:**

1. Amend, remove, or add work plan items to the attachment.
2. Do not develop and adopt a Student Housing Work Plan.
3. Create a stakeholders group and have them develop a working plan.
4. Adopt the Plan as presented.

**Community Involvement:**

***Parts of each of these were involved in the creation of the work plan and will be involved in the implementation of the work plan.***

Inform  
Consult  
Involve  
Collaborate

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**Attachments:**    Work Plan  
                          Resolution

## 2015 Student Housing Work Plan

January 2015

1. Designate internal and external City –NAU work groups to possibly accomplish the following.
  - a. Internal NAU-City Work Group (WG)
    - i. City to Include: Police Department, Community Development (Planning, Engineering, Code Enforcement), Flagstaff Metropolitan Planning Office, and the City Manager’s Office; NAIPTA
    - ii. NAU to Include: Student Life, Student Transportation, President’s Office, NAU PD.
    - iii. Possible Work Items in addition to those below
      1. Applying NAU Code of Conduct to off campus behavior
      2. Staff work associated with a Student Housing Action Plan (SHAP)
  - b. External NAU-City and Stakeholders Group
    - i. Possibly Use the Good Neighbor Coalition
    - ii. Possibly use Town-Gown Steering Committee (open to anyone)
    - iii. Possible Work Items in addition to those below
      1. SHAP
        - a. Review Regional Plan for Possible Amendments
      2. Neighborhood component for freshman orientation or sophomore move-out.
        - a. Work with private sector on an off-campus housing guide
      3. Outreach to property owners in single family detached neighborhoods who are renting to students about parking, trash, noise, etc. Get HOA’s to sign up for orientation and communicate to members.
2. City/NAU Police Department
  - a. Review Party Ordinance with an eye on holding landlords & hosts more accountable, extending warning period from 90 to 180 days, initiating a police response fee upon first offense, Security Plans
  - b. Develop a Security Ordinance focused upon Crime Free Multi-Housing
  - c. Determine Standard Security Conditions for Development Agreements (D.A.) and Zoning Ordinances
  - d. Invite City/NAU PD to Community Development’s (CD’s) Inter-Divisional Staff meeting for developments involving more than some specified number of residential units.
  - e. Work with CD & Legal to determine Post Construction Consequences for non-compliance.

3. Look at a Neighborhood/University Liaison position in FY16 Budget Cycle. (Internal WG)
  - a. Get job descriptions from Ft. Collins for their 2 positions.
  - b. Understand budget to include outreach dollars.
  - c. Determine if outreach dollars go to Southside officers in meantime
  - d. Develop a work plan for position
4. Review the Flagstaff Zoning Code to understand when and how neighbors are informed of student housing developments. Compare this to the City of Fort Collins process. Further review how the neighborhood meeting is conducted in terms of who conducts, what is the required content, what is the role of staff, etc. (City CD).
5. Re-examine a Parking Permit System in the Southside. Determine who should pay for the system. (External WG)
6. Review definition of "Family" in City Zoning code with the City Attorney's Office to explore the legal risk, if any, and the practical concerns, with reducing the number of unrelated people living in a single dwelling unit. (City CD/Attorney's Office)
7. Student Housing Proposals on Land with appropriate entitlements (a.k.a. Use-by-Right) (City CD)
  - a. Explore requiring a public meeting for Use-by-Right developments over Certain Units.
  - b. Understand what is informative vs. Discretionary.
  - c. Discuss what you do when people don't like it, but there is no discretion.
8. Traffic Impact Analysis (Internal WG)
  - a. City/FMPO consider funding a consultant to develop trip generation models for the Student Housing Category.
  - b. Update (using grant funds) the mobility and land use components of the adopted Milton Avenue Corridor Plan in order to address traffic impacts of mixed use and multi-family developments including student housing.
    - i. Use Internal City-NAU Work Group plus ADOT and FMPO to continue to explore the Lone Tree alternative to Milton.
    - ii. Re-examine Pedestrian access corridors across Milton with an eye towards combining improvement
  - c. Multi-Modal Traffic Impact Analysis – develop a tool to measure bike, ped, and bus transportation impacts of a development. (FMPO)

**RESOLUTION NO. 2015-01**

**RESOLUTION OF THE COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA,  
ADOPTING THE *2015 STUDENT HOUSING WORK PLAN* FOR THE CITY OF  
FLAGSTAFF**

**RECITALS:**

WHEREAS, On October 27, 2014, the City of Flagstaff participated in a Student Housing Symposium initiated by County Supervisor Liz Archuleta and co-sponsored by the City, Northern Arizona University, Friends of Flagstaff's Future and the Greater Flagstaff Chamber of Commerce; and

WHEREAS, the one-day symposium featured speakers from the City and University as well as area neighborhoods and representatives from Davis, California and Ft. Collins, Colorado; and

WHEREAS, a list of possible action items has been prepared and parties have agreed that it is a workable list and could be supported moving forward.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AS FOLLOWS:**

**THAT** the *2015 Student Housing Work Plan* (Exhibit A attached hereto and made a part hereof) is hereby adopted as a Work Plan to address the issue of student housing in the City of Flagstaff.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 6th day of January, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

EXHIBIT 'A'

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** David McIntire, Asst to CM for RE/Acting Com.  
Inv. Mgr.  
**Co-Submitter:** Gail Jackson  
**Date:** 01/02/2015  
**Meeting Date:** 01/06/2015



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**TITLE**

**Discussion:** Potential provision of City owned land on McMillan Mesa (the area currently used for materials storage) to the Arizona Department of Veteran's Services for the construction and operation of a Veteran's Facility. *(Use of City land for a Veteran's home)*

**RECOMMENDED ACTION:**

Provide staff with guidance regarding the potential provision of City owned land for the development of a Veterans Home operated by the Arizona Department of Veterans Services.

**INFORMATION**

Please see attached memo. It should be noted that the City Attorney's Office has not had an opportunity to fully evaluate the legality of this item.

**CONNECTION TO COUNCIL GOALS AND/OR REGIONAL PLAN:**

COUNCIL GOALS

- 5. Retain, expand, and diversify economic base
- 11. Effective governance

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**Attachments:** [Background Memo](#)  
[Visual](#)  
[PowerPoint](#)



# Memorandum City Manager's Office

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DATE: Thursday, December 04, 2014

TO: Mayor and Council

FROM: David McIntire, Assistant to the City Manager for Real Estate

RE: Department of Veteran's Services Facility

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Council is asked for guidance regarding the potential provision to the Arizona Department of Veterans Services of approximately 7-8 acres of City owned land currently used for materials storage on McMillan Mesa. The partnership model being explored could provide a 60 bed facility for veterans administered by the Arizona Department of Veteran's Services which would not only provide a valuable resource for veterans and their families, but would generate jobs and additional economic activity. Through the proposed model Tucson has developed a 120 bed facility and Yuma just provided the deed to 8 acres of City of Yuma owned land for the potential development of a 60 bed facility in their community.

The City's contribution would be the land. The State would be requested to provide 35% of the cost of development and a request for Federal funds for the additional 65% of the development costs would be made to the Veterans Administration. There would be no ongoing costs to the City of Flagstaff.

The land being considered is currently zoned Rural Residential. It is not defined through the Regional Plan per Council's guidance during the land inventory process. While the site has not been recently appraised, residential land on McMillan Mesa can be anticipated to have a high value and there has also been consistent public interest in the potential disposition of the City's lands in that area.

Staff is seeking direction on whether there is interest in further exploring the opportunity prior to investing additional resources.



Area: 10.45 ac  
Perimeter: 0.87 km

# ARIZONA DEPARTMENT OF VETERANS SERVICES FLAGSTAFF VETERANS HOME

Presented by:

Dave McIntire, Assistant to City Manager,  
Real Estate

Gail Jackson, Sales & Marketing Specialist

# Arizona State Veteran Homes

PHOENIX	TUCSON	YUMA
	 <p>VETERANS HOME Tucson, Arizona</p>	
<ul style="list-style-type: none"> <li>• 200 Beds</li> <li>• Average Wage \$19.86 hourly</li> </ul>	<ul style="list-style-type: none"> <li>• 120 Beds</li> <li>• Average Wage \$16.77 Hourly</li> </ul>	<ul style="list-style-type: none"> <li>• 60 beds/80 Jobs</li> <li>• Yuma city council just approved the transfer of land to the ADVS</li> </ul>
<ul style="list-style-type: none"> <li>• Open</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> </ul>	<ul style="list-style-type: none"> <li>• Depending on funding this facility could open October 2017</li> </ul>

# Regional Facility

- ▣ State does not offer a long term care veterans' facility north of Phoenix.
- ▣ Provides care options with camaraderie and culture for veterans and allows them to stay in northern Arizona.
- ▣ Synergies with medical facilities in the area.

# Flagstaff

- ▣ 60 Beds, 80 jobs
- ▣ 10-15 acres is the request. Could function with 7-8 acres initially.
- ▣ Request for \$10 million from state legislature
- ▣ State will match 35%---Feds provide 65%
- ▣ The City is not being asked to pay any operation or construction costs outside of the land swap.
- ▣ Staff provided ADVS staff a brief tour

# Proposed Land Tour

- ▣ Koch Fields- Liked space but too far away.
- ▣ Current Public Works yard, interested in location but not willing to pay.
- ▣ McMillan Mesa-Preferred site as it is near the hospital and great location.

# Discussion

- ▣ Would you like to proceed with this project?
- ▣ What land option should we pursue?

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/19/2014  
**Meeting Date:** 01/06/2015



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**TITLE**

**Possible Future Agenda Item:** Citizen Petition to place the Principles of Sound Water Management on a future agenda

**RECOMMENDED ACTION:**

Council direction

**INFORMATION**

As indicated in the attached petition, an e-mail was received from Rudy Preston requesting that the Council place the Principles of Sound Water Management on a future agenda for further review. In conformance with the Flagstaff City Charter, this item has been placed on the agenda under Possible Future Agenda Items to determine if there is direction from the Council to move this request forward to a future agenda.

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**Attachments:** Petition  
Petition.Attachment

**From:** [Rudy Preston](#)  
**To:** [Mayor and Council](#); [Elizabeth Burke](#)  
**Subject:** Fwd: Index of documents withheld  
**Date:** Sunday, December 14, 2014 8:52:47 AM  
**Attachments:** [Snowbowl Rudy Preston Public Records Request Index of Records Withheld Dec14.pdf](#)

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Hello Mrs. Burke and City Council,

I am petitioning the city to place the Principles of Sound Water Management on a future agenda for a revision process. In that process I would also like a full public review of the Snowbowl contract renewal/rewrite as it relates to the policy and procedure you follow for out of town water contracts and the use of Reclaimed Wastewater in general.

Please keep me informed of the date this will be placed on the agenda for review.

Please see the forwarded email below as well as the attached document.

Since the attached list of redacted items are completely obscured from the public, I Hope you will personally review these documents as you bring the Principles of Sound Water Management back on the table.

I hope you have also already compared the new Snowbowl contract to the old one and can see why we need to bring the "principles" back to council for revision. I believe that the entire section on reclaimed wastewater was manipulated in executive session by Snowbowl's lawyers and were crafted as they were almost solely to keep City Council out of the contract renewal process. You gave away your power and willingly tied your own hands.

I would also like to remind you of the Council decision to not change the Snowbowl Contract in any way. It was a very public process that brought out hundreds of people to make public comment. You needed to rent a school auditorium just to handle the large volume of public opposition.

In essence, council voted to keep the contract as-is. No other decision has ever been reached and your city staff worked directly against your wishes. The passing of the Principles of Sound Water Management seems to have misled the staff to believe they could completely ignore your vote and create a fully rewritten contract with Snowbowl while council was on summer break.

I request that Brad Hill be fired for his non-compliance with a council vote to keep the contract as-is. He clearly does not work in the interests of the community. He works for Snowbowl.

Rudy Preston

Resident of Flagstaff

Phone - 480.382.5288  
[pathfinder@ethos7.com](mailto:pathfinder@ethos7.com)  
[rudy@ethos7.com](mailto:rudy@ethos7.com)

Simplicity is the ultimate sophistication  
-- *Leonardo da Vinci*

----- Forwarded message -----

**From:** **Susan Alden** <[salden@flagstaffaz.gov](mailto:salden@flagstaffaz.gov)>  
**Date:** Mon, Dec 8, 2014 at 2:56 PM  
**Subject:** Index of documents withheld  
**To:** Rudy Preston <[rudy@ethos7.com](mailto:rudy@ethos7.com)>

Hello Rudy:

Attached is an index of documents (email) withheld from release due to attorney-client privilege, in response to your records request. I have the CD of email which is being released, and will wait to hear from you regarding a time to meet at the Cashier's window tomorrow (Tuesday, 12/9/14). As I indicated previously, there is a \$5.00 fee for the CD. Thank you –

Susan

Susan Alden

City Records Coordinator, City of Flagstaff

email: [salden@flagstaffaz.gov](mailto:salden@flagstaffaz.gov)

phone: [\(928\) 213-2066](tel:(928)213-2066)

fax: [\(928\) 214-2415](tel:(928)214-2415)

Public Records Request - Rudy Preston re: Snowbowl  
Index of Records Withheld

DATE	FROM	TO	SUBJECT OF EMAIL
06/13/13	Kevin Burke	Michelle D'Andrea, David Womochil cc: Josh Copley, Brad Hill	"Snowbowl"
06/13/13	Kevin Burke	Michelle D'Andrea cc: David Womochil, Josh Copley, Brad Hill	"RE: Snowbowl"
06/17/13	Kevin Burke	Michelle D'Andrea, David Womochil cc: Josh Copley, Brad Hill	"RE: Snowbowl"
11/05/13	Lee Storey	David Womochil, Michelle D'Andrea cc: John G. Kerkorian, Sterling Solomon	"re: snowbowl"
12/02/13	David Womochil	Sterling Solomon	"Snowbowl Agreement"
12/10/13	David Womochil	Michelle D'Andrea cc: Sterling Solomon	"RE: Snowbowl Reclaimed Water"
12/10/13	Kevin Burke	Josh Copley, Brad Hill, David Womochil	"Snowbowl Reclaimed Water Agreement 12 2 13 clean version.docx"
12/12/13	David Womochil	Sterling Solomon	"FW: Snowbowl Reclaimed Water Agreement 12 2 13 clean version.docx"
01/07/14	David Womochil	Kevin Burke, Brad Hill cc: Stephanie Smith, Josh Copley	"Snowbowl Reclaimed Water Agreement 1 7 14.docx"
01/20/14	Michelle D'Andrea	David Womochil, Sterling Solomon	"FW: Snowbowl K"
01/21/14	Michelle D'Andrea	David Womochil, Sterling Solomon	"RE: Snowbowl K"
05/05/14	Brad Hill	Sterling Solomon, David Womochil	"Snowbowl Agreement ver 2"

DATE	FROM	TO	SUBJECT OF EMAIL
06/09/14	Barbara Goodrich	Kevin Burke cc: Jerene Watson, Stephanie Smith, Kim Ott, Meg Roederer	"FW: Snowbowl reclaim agreement"
06/09/14	Brad Hill	Debra Valencia cc: Sterling Solomon	"FW: Snowbowl Snowmaking K - Comments and Revisions"
06/13/14	Michelle D'Andrea	Sterling Solomon	"Snowbowl - can wait until Monday"
07/17/14	Michelle D'Andrea	Kevin Burke cc: Stephanie Smith, Sterling Solomon	"Snowbowl"
07/30/14	Brad Hill	Josh Copley, Kim Ott, Kevin Burke, Sterling Solomon	"Snowbowl DRAFT Talking Points"
07/30/14	Kevin Burke	Sterling Solomon, Brad Hill, Josh Copley cc: Michelle D'Andrea	"RE: Snowbowl Indemnification"
07/30/14	Brad Hill	Josh Copley, Sterling Solomon, Kim Ott, Kevin Burke	"FW: Snowbowl - F3 meeting"
07/31/14	Kevin Burke	Brad Hill, Josh Copley, Sterling Solomon, Kim Ott	"RE: Snowbowl - F3 meeting"
07/31/14	Kevin Burke	Brad Hill, Josh Copley, Kim Ott, Sterling Solomon	"RE: Snowbowl DRAFT Talking Points"
07/31/14	Kevin Burke	Sterling Solomon, Brad Hill, Josh Copley cc: Michelle D'Andrea	"RE: Snowbowl Indemnification"
07/31/14	Sterling Solomon	Brad Hill, Josh Copley, Kim Ott, Kevin Burke	"RE: Snowbowl - F3 meeting"
07/31/14	Kevin Burke	Brad Hill, Josh Copley, Sterling Solomon, Kim Ott	"RE: Snowbowl - F3 meeting"
08/01/14	Michelle D'Andrea	Sterling Solomon	"RE: Snowbowl"
08/01/14	Kevin Burke	Sterling Solomon, Brad Hill, Josh Copley, Kim Ott	"RE: Snowbowl DRAFT Talking Points"
08/01/14	Sterling Solomon	Kevin Burke, Brad Hill, Josh Copley, Kim Ott	"RE: Snowbowl DRAFT Talking Points"

DATE	FROM	TO	SUBJECT OF EMAIL
08/01/14	Kevin Burke	Sterling Solomon, Brad Hill, Josh Copley, Kim Ott	"RE: Snowbowl DRAFT Talking Points"
08/01/14	Kevin Burke	Sterling Solomon, Brad Hill, Josh Copley, Kim Ott	"RE: Snowbowl DRAFT Talking Points"
08/07/14	Kevin Burke	Michelle D'Andrea cc: Stephanie Smith, Kim Ott	"Re: snowbowl answer"
08/07/14	Sterling Solomon	Brad Hill cc: Kevin Burke, Josh Copley, Michelle D'Andrea, Kim Ott, Stephanie Smith	"Final"
08/08/14	Brad Hill	Kim Ott cc: Josh Copley, Kevin Burke, Stephanie Smith, Sterling Solomon, Michelle D'Andrea, Elizabeth Burke	"FW: Reclaimed Agreement"
08/22/14	Kevin Burke	Stephanie Smith	"FW: Snowbowl --- scheduling postponed?"
08/22/14	Lee A. Storey	<i>includes original email</i> Kevin Burke, Michelle D'Andrea, Sterling Solomon, Brad Hill	"RE: Snowbowl --- scheduling postponed?"
09/19/14	Lee Storey	Michelle D'Andrea cc: Sterling Solomon, Sara Ransom, Lee Storey, Vicki Baker	"Re: Snowbowl litigation strategy"
10/01/14	Lee Storey	Paul Johnson cc: Michelle D'Andrea, Sterling Solomon, Kevin Burke, Sara Ransom	"SNOWBOWL Indemnity Demand"
10/07/14	Sterling Solomon	Sterling Solomon, Michelle D'Andrea, Kevin Burke, Brad Hill	"Snowbowl pre-tour for Hopi Litigation"
10/10/14	Michelle D'Andrea	Jerry Nabours, Coral Evans, Celia Barotz, Karla Brewster, Jeff Oravits, Scott Overton, Mark Woodson cc: Jerene Watson, Josh Copley, Kevin Burke, Sterling Solomon, Stephanie Smith, Kim Ott	"Snowbowl negotiations regarding Hopi suit CONFIDENTIAL"

DATE	FROM	TO	SUBJECT OF EMAIL
10/14/14	Michelle D'Andrea	Lee Storey	"FW: Snowbowl"
10/24/14	Brad Hill	Kevin Burke, Sterling Solomon, Lee Storey cc: Josh Copley, Michelle D'Andrea	"Snowbowl's Request for Consent to Assignment"
10/27/14	Sara Ransom	Michelle D'Andrea, Sterling Solomon cc: Lee Storey	"Re: Snowbowl's Request for Consent to Assignment"
10/28/14	Stephanie Smith	Sterling Solomon, Michelle D'Andrea, Meg Roederer	"RE: Snowbowl telcon today at 3pm"
10/29/14	Brad Hill	Kevin Burke, Sterling Solomon, Lee Storey cc: Josh Copley, Michelle D'Andrea	"Snowbowl Consent to Assignment"
10/29/14	Kevin Fincel	Michelle D'Andrea, Sterling Solomon	"Snowbowl"
10/29/14	Lee Storey	Sterling Solomon cc: Brad Hill, Kevin Burke, Sara Ransom, Josh Copley, Michelle D'Andrea	"Re: Snowbowl Consent to Assignment"
10/30/14	Lee Storey	Michelle D'Andrea cc: Sterling Solomon, Sara Ransom	"RE: Snowbowl letter re assignment"
11/26/14	Lee Storey	Michelle D'Andrea, Sterling Solomon	"Snowbowl meeting"
11/27/14	Lee Storey	Michelle D'Andrea cc: Sterling Solomon	"Re: Snowbowl meeting"
12/04/14	Michelle D'Andrea	Sterling Solomon	"Re: Snowbowl Agreement"

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/19/2014  
**Meeting Date:** 01/06/2015



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**TITLE**

~~Possible Future Agenda Item: Request by Vice Mayor Barotz to place discussion of an Ethics Policy on a future agenda~~ **REMOVED FROM AGENDA AT REQUEST OF VICE MAYOR BAROTZ\***

**RECOMMENDED ACTION:**

Council direction

**INFORMATION**

Vice Mayor Barotz has asked that discussion of an Ethics Policy be placed on a future agenda for discussion. As outlined in the Council's Rules of Procedures, if three Councilmembers agree to this item, it will be placed on a future agenda by the City Manager.

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**Attachments:**

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/19/2014  
**Meeting Date:** 01/06/2015



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**TITLE**

**Possible Future Agenda Item:** Request by Mayor Nabours to place on a future agenda the discussion of a Lighting Ad hoc Committee

**RECOMMENDED ACTION:**

Council direction

**INFORMATION**

Mayor Nabours has requested that an item be placed under Possible Future Agenda Items to determine if there are two other members of the Council interested in discussing the creation of a Lighting Ad hoc Committee.

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**Attachments:**

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/19/2014  
**Meeting Date:** 01/06/2015



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**TITLE**

**Possible Future Agenda Item:** Request by Councilmember Oravits to place discussion of a revision to the Personnel Manual to allow employees to run for non-City offices.

**RECOMMENDED ACTION:**

Council direction

**INFORMATION**

Councilmember Oravits previously requested that an item be placed under Possible Future Agenda Items to determine if there are two other members of the Council interested in placing on a future agenda the discussion of revisions to the City's Personnel Manual to allow City employees to run for non-City offices.

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**Attachments:**