## 1. Call to Order

## NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for 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. Pledge of Allegiance and Mission Statement

## MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.
3. Roll Call

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

MAYOR EVANS
VICE MAYOR WHELAN
COUNCILMEMBER BAROTZ
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD COUNCILMEMBER OVERTON COUNCILMEMBER PUTZOVA
4. Preliminary Review of Draft Agenda for the April 18, 2017 City Council Meeting.*

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


## 5. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an
opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.
6. Presentation: 2017 National Travel and Tourism Week
7. Discussion: An ordinance adopting amendments to Title 13 of Flagstaff City Code entitled "Engineering Design and Construction Standards and Specifications for New Infrastructure."
8. Discussion and Possible Direction: Current Issues Before the Arizona Legislature, Federal Issues and Administrative Items Before State Agencies.
9. Review of Draft Agenda Items for the April 18, 2017 City Council Meeting.*

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

10. Public Participation
11. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests.
12. 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 $\qquad$ -
$\qquad$ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this $\qquad$ day of $\qquad$ 2017.

Elizabeth A. Burke, MMC, City Clerk

## CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

To:
The Honorable Mayor and Council
From: Trace Ward, CVB Director
Date: 03/15/2017
Meeting Date: 04/11/2017


## TITLE:

Presentation: 2017 National Travel and Tourism Week

## DESIRED OUTCOME:

Provide information on the importance of National Travel and Tourism Week and the Convention and Visitors Bureau's (CVB) local efforts to support this messaging. National Travel and Tourism Week is May 7 -13, 2017.

## EXECUTIVE SUMMARY:

National Travel and Tourism Week was established by a congressional resolution in 1983, this week of events serves to champion the power of this industry. Travel and tourism professionals from across the nation work throughout the week to promote the impactful contributions their travel markets and organizations make to the U.S. economy.

Flagstaff's economic impact from visitation is a significant driver as it supports an estimated 8,000 jobs and delivers 500 million dollars to the local economy.

The CVB will be uplifting this message through our creative services and marketing via local print and owned digital platforms as well as partnering with our industry stakeholders.

## INFORMATION:

ECONOMIC DEVELOPMENT
Grow and strengthen a more equitable and resilient economy.
COMMUNITY OUTREACH
Enhance public transparency and accessibility.

## Attachments: PowerPoint



## Economic Vitality Division Flagstaff Convention and Visitors Bureau

April 11, 2017

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER



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& \text { NATIONAL } \hat{\mu} \\
& \text { TRAVEL\& } \\
& \text { TOURISM } \\
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TEAM FLAGSTAFF
WE MAKE THE CITY BETTER




## Experience more

## TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



## Promotion

## IF THE FLAGSTAFF ECONOMY WASACAR

## Tourism generates:

- Annual tax savings of $\mathbf{\$ 1 , 2 0 0}$ for every Arizona household. - Arizona Office of Tourism
- Nearly $\mathbf{7 , 5 0 0}$ jobs in Flagstaff. - Northern Arizona University
- $\$ 2.3$ million to keep our parks beautiful. - City of Flagstaff




## Promotion



## TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



## Promotion



## TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



# Thank you 

## Flagstaff Convention \& Visitors Bureau

## TEAM FLAGSTAFF

WE MAKE THE CITY BETTER


## CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

To:
The Honorable Mayor and Council
From: Gary Miller, Development Engineer
Co-Submitter: Rick Barrett
Date: 03/29/2017
Meeting Date: 04/11/2017

## TITLE

Discussion: An ordinance adopting amendments to Title 13 of Flagstaff City Code entitled "Engineering Design and Construction Standards and Specifications for New Infrastructure."

## RECOMMENDED ACTION:

Staff will provide an overview of the proposed revisions and ask Council to provide initial feedback on the proposed revisions, concerns with any revisions, and any sections the Council would like to review and discuss in more detail.

## EXECUTIVE SUMMARY:

The intent of the Engineering Standards is to provide information on minimum acceptable design and construction practices for infrastructure in the City of Flagstaff. The last update to these standards was made in 2012. Since then, through regular use, enforcement of the standards and working with our maintenance Departments, City Engineering staff have identified some necessary revisions. These revisions have been proposed to correct errors and omissions, incorporate best practices for safety and long term maintenance considerations, incorporate new technologies, improve the look and consistency of the standards, and provide consistency with other adopted codes and standards.

## Proposed Schedule for Discussion and Adoption:

04/11 Work Session: Council will provide initial comments to staff regarding proposed revisions
05/02 Council Meeting: Discuss Chapters 1-9
05/09 Work Session: Discuss revisions to section concerning Traffic Impact Analysis (TIA)
05/16 Council Meeting: Discuss Chapters 10-23
06/06 Council Meeting: Finalize any discussions and read Ordinance for the first time
06/20 Council Meeting: Read Ordinance by title only for the final time/adopt Ordinance

## INFORMATION:

COUNCIL GOALS:
3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

BACKGROUND/HISTORY:
The City of Flagstaff has previously adopted Title 13 of City Code entitled "Engineering Design and Construction Standards and Specification for New Infrastructure" (later referred to as Engineering Standards) in Ordinance 2012-05.

The proposed and ongoing revisions to the Engineering Standards ensures that the City continues to address and improve public safety. These Standards also ensures high performing infrastructure that improve and reduce maintenance in the future.

The Engineering Standards and proposed revisions are a result of comprehensive review from an internal stakeholder committee which were then presented to the professional community (the Northern Arizona Builders Association, local civil engineers, contractors, architects, Traffic Commission, and Planning and Zoning Commission). Comments were solicited at meetings, and through the City's online community forum, with these groups and incorporated into the proposed revisions when appropriate.

Upon approval of the proposed revisions, Engineering will begin another revision cycle. Staff will include the same stakeholders, and involve key community partners, as we work through this revision cycle. Staff will bring these proposed revisions to Council in approximately one to two years.

KEY CONSIDERATIONS:
Below is a list of the major revisions made to the Engineering Standards

- Survey Standards
- Traffic Impact Analysis Standards
- Changes as a result of the International Fire Code
- Permanent Stabilization / Erosion Control

See the attached revisions summary for brief description of all of the revisions made. This attachment also provides a schedule for discussion of these revisions.

## COMMUNITY BENEFITS AND CONSIDERATIONS:

The community benefits economically by having public infrastructure that is designed and constructed to serve the pubic in the most efficient way possible, and that will have a minimal cost of operation and maintenance. The community also benefits from improved public safety as a result of the adoption of the proposed revisions to the Engineering Standards.

## Attachments: Standards Summary

# 2016 Engineering Standards Revision Summary 

Discussion items have been scheduled in accordance with this color coding:
May 2nd
May 9th
May 16th
Major Revisions


# 2016 Engineering Standards Revision Summary 

Discussion items have been scheduled in accordance with this color coding:
May 2nd
May 9th

May 16th

## 13-17

Erosion Control Major portions of this chapter were removed with our last revision of the Engineering Standards in 2012 with anticipation that these requirements would be included in the upcoming revision of the City's Stormwater Design Manual. Unfortunately this revision never came forward. Permanent Erosion Control has continued to be a requirement, but often times it is not effectively applied during construction. The result has been inadequate or failing erosion control measures post construction.

These revisions include localized standards for seed mixtures, seeding requirements, and seeding establishment to accommodate our local conditions.

All Revisions

| Chapter | Title | Summary of Revision |
| :---: | :---: | :---: |
| 13-01 | Administrative | Corrected typo errors |
|  | Enactments, Agency Controls and Reviews, and Work in Public Rights-Of-Way | Added reference as a result of Survey revisions mentioned above |
| 13-02 | Mapping | Revisions made as a result of the Survey revisions mentioned above. |
| 13-03 | Survey | New/Moved chapter as a result of the Survey revisions mentioned above. |
| 13-04 | Easements and Rights-Of-Way | Added references and additional detail for corner cut-off requirements as a result of the Survey revisions mentioned above. |
| 13-05 | Engineering Design | A few typos and grammatical errors corrected throughout the chapter. |
|  | Reports | Traffic Impact Analysis revisions as mentioned above |
| 13-06 | Construction Plans | A few typos and grammatical errors corrected throughout the chapter. <br> Added references and additional detail for Survey revisions mentioned above. <br> 13-06-002-0001.1.1.A.3 - Add "Cost shall not be used as a justification" to modifications request criteria. <br> 13-06-002-0001.1.2 - The process outlined in paragraph A above shall be utilized in a case where a project manager seeks to implement a promising new technology that is likely to improve the longevity and resilience of project infrastructure. Additional requirements and conditions may be imposed by the City Engineer on a case by case basis. <br> 13-06-002-0001.1.2 - Added language to better define the appeal process for an Engineering Standards Modification request. This language was developed with the assistance of the City Attorney in early 2016 when Engineering was faced with their first appeal. <br> 13-06-007-0003 - Added references to the section of the Engineering Standards that specifies Pavement Marking requirements |
| 13-07 | Grading | No revisions made. |
| 13-08 | Stormwater Management | No revisions made. |

# 2016 Engineering Standards Revision Summary 

Discussion items have been scheduled in accordance with this color coding:

| May 2nd <br> May 9th |  |
| :--- | :--- |
| May 16th |  |
| $13-09$ | Water, Sewer, and <br> Other <br> Underground <br> Utilities |

Several fire hydrant standards, fire flow design criteria and fire line standards have been moved to this Chapter as a result of Fire Safety Requirements revisions mentioned above.

13-09-003-0005.B. 6 - Change the language from "one (1) valve" to "two (2) valves" minimum are required on all 3 -way tee fittings.
13-09-003-0007.G - Add this additional paragraph: "When an existing water stub is required to be abandoned, it shall be abandoned at the main, the valve removed and a blind flange installed on the tee."
13-09-003-0010 - Add language to account for new 1" Air Release Valve detail 9-03-101.
13-09-006-0001.A.2 - Define ductile iron class for sewer as 150 except in special design situations.
13-09-006-0001.B.2 - Change the language to clarify the class of ductile iron pipe for water:
"Class 350 for ductile iron pipe 4 inch to 10 inch in diameter. Class 250 for ductile iron pipe 12 inch diameter and larger".
13-09-006-0001.B.4 - Add: Gate valves with AWWA C515 250 PSI rating
Add: Butterfly valves with AWWA C504 250 PSI rating
13-09-006-0001.B.5 - Delete the section that references the flyash cement grout and add:
"sealed with end seals by Advanced Products and Systems, or approved equal."
13-09-006-006.3.A.7 - Fire hydrants shall be installed within 300 feet of all parts of a commercial building. Hydrants shall also be placed within 100 feet of Fire Department connections to sprinkler and standpipe systems.
13-09-006-0006.3.A. 8 - Offsite spacing shall be 300 feet between hydrants for commercial areas and 500 feet (spacing for one and two-family subdivisions).
13-09-006-0006.4 - The second paragraph was moved as part of the Fire Safety Requirements mentioned above. The last sentence of this paragraph was added. Per ADEQ requirements, fire lines may not exceed $100^{\prime}$ in length from the water main to the backflow assembly inside the fire riser room.

| 13-10 | Streets | 13-10-004-0001.B - Temporary cul-de-sac revision per Fire Safety Requirements revision mentioned above. <br> 13-10-006-0002 - Removal of detailed standards on clear view zones to eliminate any conflict with AASHTO Guidelines. <br> 13-10-008-0002.E - Revised per Survey revisions mentioned above. <br> 13-10-009-0001.A - Revised pavement design life span from 27 years to 20 years to be consistent with the manual for "Asphalt Concrete Pavement Design for the City of Flagstaff". <br> 13-10-009-0001.B.5 - Add to the pavement structural section requirements: "A chip seal is required for all new public pavement improvements including streets, turn lanes, pavement matchups, trench repairs, and all other cases where a new asphalt surface course is constructed. The fee shall be payable to the City of Flagstaff and shall be calculated as defined in City Code Title 3, Section 10-001-0002. The fee shall be paid at the time of the applicable construction permit." Delete the sentence from the paving notes that reads: A chip seal is required on all public paving projects. <br> 13-10-010-0001.E - Correction to restrict backing maneuvers on all collector streets. <br> 13-10-010-0002 - Added references for turn lane configuration standards. |
| :---: | :---: | :---: |

# 2016 Engineering Standards Revision Summary 

Discussion items have been scheduled in accordance with this color coding:
May 2nd
May 9th
May 16 th

| 13-11 | Survey | This chapter has been moved as identified in the Survey revisions mentioned above. |
| :---: | :---: | :---: |
| 13-12 | Street Lighting | Table 12-03-001 - Correction of streetlight spacing for local streets, and elimination of redundancy. Revised note for clarification. <br> 13-12-003-0004.A. 3 - Revision for clarification. <br> Table 12-05-01 - Correction to adjust for experienced failures. <br> 13-12-005-0002 - Revisions to correct typos and grammar. |
| 13-13 | Fire Safety Requirements | The formatting of this chapter has been revised to be consistent with the rest of the standards. <br> Several sections of been removed and replaced with references to the International Fire Code and other sections within the Engineering Standards as identified in the Fire Safety Requirements revisions mentioned above. |
| 13-14 | Bicycle Facilities | No revisions made. |
| 13-15 | Work in Public Rights-of-Way and Easements | 13-15-001-0001.G - Removed reference to small projects as this section applies to all permits within the Right-of-Way. <br> 13-15-001-0001.G - Removed reference to the Engineering Standards for Traffic Control Plan requirements as we now rely on the MUTCD for these requirements. |
|  |  | 13-15-002-001.A - Corrected reference |
| 13-16 | Traffic Signals, Signing, and Pavement Markings | Corrected several typo errors throughout the chapter <br> 13-16-002-0002 - This section was added as a result of an inadvertent omission from the 2012 adoption of the Engineering Standards. This section has been in or working copies from 2012, and is currently enforced. <br> 13-16-005-0001 - Corrected reference to pedestrian push button signs, and corrected the reference to the COF detail for Street Signs. <br> 13-16-005-0002 - Added reference for sign requirements for clarification. Added salvaging of removed signs for future sign maintenance. <br> 13-16-006-0002 - Revised references to update with ADOT standards, and cleanup of references in general. |
| 13-17 | Erosion Control | This chapter has major additions identified in the Erosion Control Revisions mentioned above. |

# 2016 Engineering Standards Revision Summary 

Discussion items have been scheduled in accordance with this color coding:
May 2nd
May 9th
May 16th


## 2016 Engineering Standards Revision Summary

Discussion items have been scheduled in accordance with this color coding:
May 2nd
May 16th


#### Abstract

Detail 14-01-010 - Revised detail to increase concrete thickness from 4" to 6 " to prevent deterioration of trails due to the maintenance traffic the trails typically see. Also decreased the spacing of Expansion Joints from 100 ' to 50 ' to decrease the amount of cracking in the concrete trail. Detail 14-01-012 - This detail is being removed as it was intended to be removed with the last revisions. Detail 16-04-010 - This detail has been added to provide details and standards for Circular Rapid Flashing Beacons. These types of pedestrian improvements are becoming more prevalent and are currently in use along 4th Street. Details 16-05-010 \& 16-05-020 - These details have been moved from detail numbers 10-03010 and 10-03-020. These details have also been revised to add references to other standards for compliance and clearer direction. Detail 16-06-010 - This detail has been moved from 10-06-010, and additional detail added for clarification. We have experienced difficulty in the past laying out intersection striping, and these changes should make that layout process more clear.

Detail PW-50-10 - This detail has been revised to include a hinge detail for trash enclosures to allow doors to fully move out of the work area for refuse collection.


