

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
SEPTEMBER 11, 2018**

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

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. 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.

5. Preliminary Review of Draft Agenda for the September 18, 2018 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.*

6. Proclamation for Hispanic Heritage Month.

7. Beautification and Public Art Projects Update.

8. Presentation of Fair Market Rents by U.S. Department of Housing and Urban Development.

9. Discussion on policy direction for scope of work regarding next Water Services Rate Study for Water, Wastewater and Reclaimed Water Enterprise Funds.

10. Discussion of State and Federal Lobbying Contracts.

11. Discussion of possible recommendations for appointment to the Arizona State Liquor Board.

12. Discussion Regarding Possible Creation of Commemorative Flag Policy.

13. Discussion of City commissions and the manner in which they communicate with, interact with, and seek direction from other City commissions and Council.

14. Public Participation

15. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests.

16. 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 _____, 2018.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Mark Di Lucido, Comm Design & Redevel Proj Adm
Date: 08/22/2018
Meeting Date: 09/11/2018



TITLE:

Beautification and Public Art Projects Update.

DESIRED OUTCOME:

Staff will offer a presentation regarding various beautification and public art projects. This item is for informational purposes only.

EXECUTIVE SUMMARY:

This beautification and public art project update is intended to provide the Council an overview of the beautification and public art program including selected projects that have either been recently completed, are in the current five-year plans as budgeted projects, are grant-funded projects, or are in the pipeline and about to be installed or already underway. All of the projects discussed are provided through Beautification and Arts and Sciences allocation of the City's Bed, Board, and Beverage (BBB) funds. There are no general fund dollars used in these projects.

Projects that are in the five-year plans have dedicated funding while Beautification-in-Action grant-funded projects are considered by the Beautification and Public Art Commission (BPAC) on a case by case basis. All projects are reviewed and approved as appropriate, by the BPAC. Projects that are located in the city's historic districts are also reviewed by the Heritage Preservation Commission (HPC) and issued a certificate of no effect when appropriate. Occasionally, the Parks and Recreation Commission will also review projects that are in city parks.

The presentation will begin with a review of some completed projects, staff will then provide examples of projects on the 5-year plan, and then finish with some projects that will be coming in the very near term.

INFORMATION:

This project supports the following Regional Plan 2030 goals:

- Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete and connected places.
 - Policy LU.1.5. Maintain and upgrade existing infrastructure and invest in infrastructure to make redevelopment and infill an attractive and more financially viable development option
- Goal LU.11. Prioritize the continual reinvigoration of downtown Flagstaff, whose strategic location, walkable blocks, and historic buildings will continue to be a vibrant destination for all.
 - Policy LU.11.7. Include new and improved civic buildings and civic spaces into downtown

redevelopment strategies

- Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown's status as the best-served and most accessible location in the region.
 - Policy LU.12.1. Invest in downtown's streets and sidewalks so that they remain Flagstaff's premier public spaces
- Goal T.5. Increase the availability and use of pedestrian infrastructure, including FUTS, as a critical element of a safe and livable community.
 - Policy T.5.4. Design streets with continuous pedestrian infrastructure of sufficient width to provide safe, accessible use and opportunities for shelter
- Goal ED.7. Continue to promote and enhance Flagstaff 's unique sense of place as an economic development driver.
 - Policy ED.7.1. Support planning, design, and development that positively, creatively, and flexibly contribute to the community image.

Attachments: [Beautification Presentation](#)

Beautification and Public Art Update





Children's Garden Sculpture





Rio de Rainbow Mosaics





Peace Pole





Mural at W. Clay & S. Malpais





Bushmaster Park Mural





Joel Montalvo Park





Old Town Spring Park





Highway 89 Medians



A Few Projects for FY 19 or FY 20





La Plaza Vieja Park





Aspen Ave. Bike & Ped. Enhancements





E. Route 66, Fanning to Hwy 89





Gateways at Frances Short Pond





Santa Fe Triangle Park



Projects in the Pipeline





Unity Mural





Alley Beautification



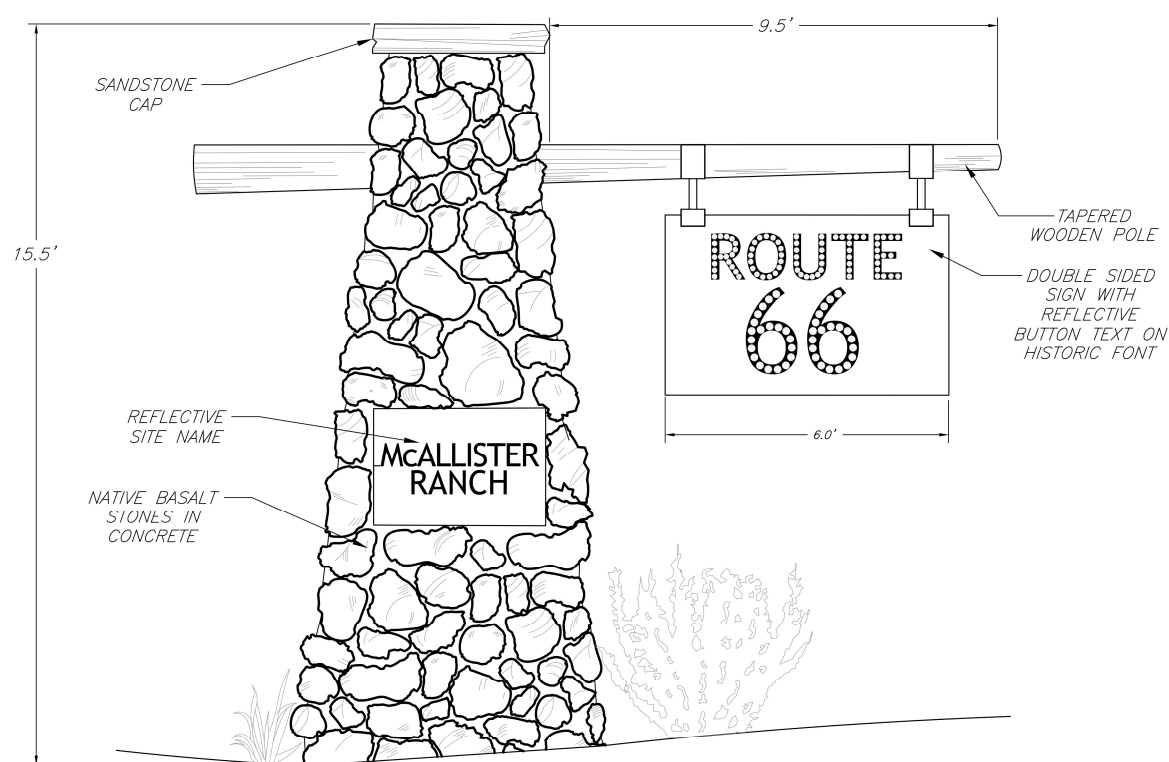
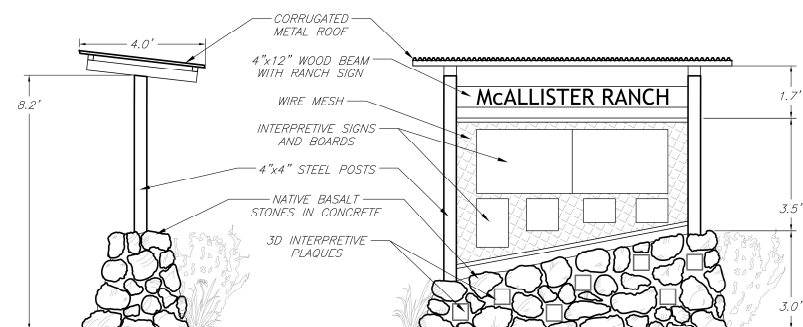


Lake Mary/Beulah Gateway





McAllister Ranch



ROUTE 66 HISTORIC MARKER SIGN

NOT TO SCALE



Downtown Tree-well Benches





Route 66





Route 66





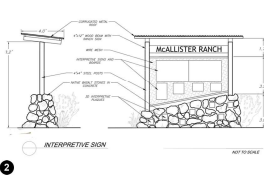
Route 66



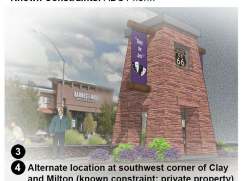
Concept: Monument at western city limit looking east
Precedent: Originally located on Route 66 between Flagstaff and Williams at the turn-off to the Grand Canyon
Schedule: June, FY 2019
Estimated Cost: \$35,000
Known Constraints: None



Concept: Parking lot and interpretive signage for McAllister Ranch and Route 66
Precedent: N/A
Schedule: June, FY 2019
Estimated Cost: \$130,000
Known Constraints: None



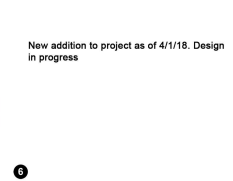
Concept: Coconino sandstone monument with banners and interior interpretive bronze plaques
Precedent: The original highway marker was located nearby at the previous alignment of Route 66 and US Highway 89A
Proposed Schedule: FY 2020
Estimated Cost: \$330,000
Known Constraints: ADOT r.o.w.



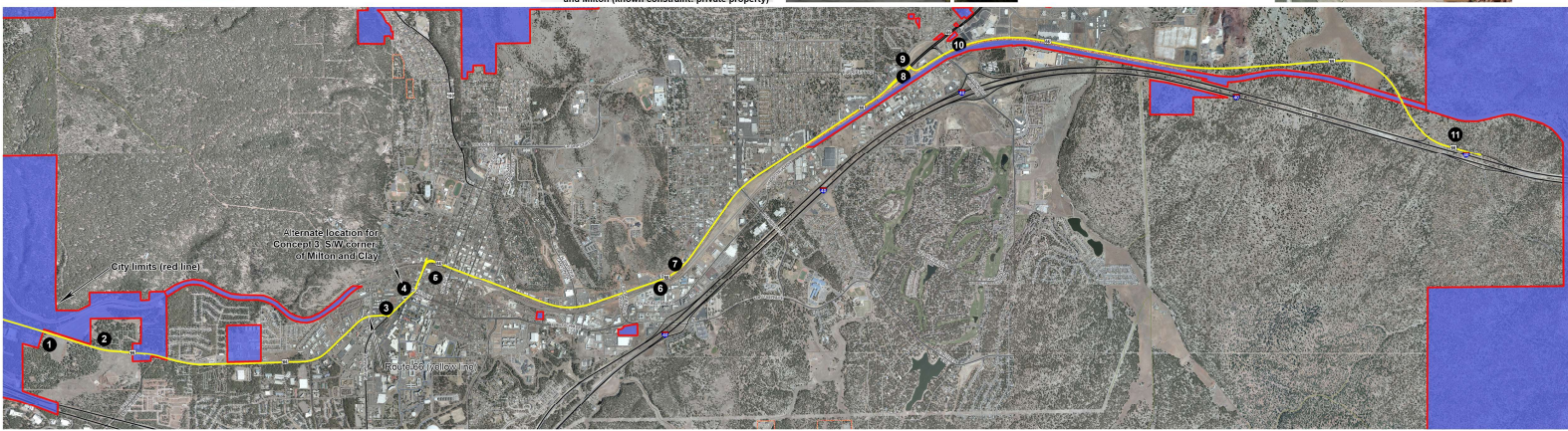
Concept: 'Walk the Talk'. On Southside's original alignment of Route 66, pedestrians would dial the phone number shown on the sign and hear an oral history and significance of the signed location
Precedent: 'Hear Here' in La Crosse, Wisconsin.
Proposed Schedule: FY 2019
Estimated Cost: \$30,000
Known Constraints: BNSF r.o.w.



Concept: Guardrail treatment on south side of 66 across from the China Star restaurant
Precedent: None
Proposed Schedule: FY 2019
Estimated Cost: \$30,000
Known Constraints: None



Concept: Moenkopi sandstone outcropping sign
Precedent: None
Proposed Schedule: FY 2019
Estimated Cost: \$80,000
Known Constraints: Temporary lane restrictions, purchase of portions of two lots to protect geologic context and ensure remaining private lots' access to 66



7 Existing Interpretive Signs at Route 66 Park



Concept: Malpais stone sign monument at junction of Route 66 and HWY 89
Precedent: Originally located on Route 66 between Flagstaff and Williams at the turn-off to the Grand Canyon
Proposed Schedule: FY 2019
Estimated Cost: \$45,000
Known Constraints: Coordination with planned Flagstaff Mail Improvements



Concept: Monument at eastern city limit looking west
Precedent: Originally located on Route 66 between Flagstaff and Williams at the turn-off to the Grand Canyon
Proposed Schedule: FY 2019
Estimated Cost: \$35,000
Known Constraints: State Trust land borders city r.o.w.



Concept: Gateway at eastern city limit looking west
Precedent: Original version was located at New Mexico state line between Arizona and New Mexico.
Proposed Schedule: FY 2019
Estimated Cost: \$250,000
Known Constraints: State Trust land borders city r.o.w.



Concept: Gateway at eastern city limit looking west
Precedent: Original version was located at New Mexico state line between Arizona and New Mexico.
Proposed Schedule: FY 2019
Estimated Cost: \$250,000
Known Constraints: State Trust land borders city r.o.w.



CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 09/07/2018
Meeting Date: 09/11/2018



TITLE:

Presentation of Fair Market Rents by U.S. Department of Housing and Urban Development.

DESIRED OUTCOME:

Information only.

EXECUTIVE SUMMARY:

Peter Kahn, Director, Economic and Market Analysis Division, was invited by the Council to present on Fair Market Rents. Mr. Kahn is here to provide that presentation and information regarding Fair Market Rents in Flagstaff and Coconino County.

Fair Market Rents (FMRs) are used to determine payment standard amounts for the Housing Choice Voucher program, the calculation of flat rents in Public Housing units and other housing related payment standards. The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas such as the Flagstaff AZ Metropolitan Statistical Area, consisting of all of Coconino County.

FMRs are gross rent estimates. They include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service. HUD sets FMRs to assure that a sufficient supply of rental housing is available to program participants. To accomplish this objective, FMRs must be both high enough to permit a selection of units and neighborhoods and low enough to serve as many low-income families as possible.

HUD's published FMRs have been disconnected with the actual market rental rates in Flagstaff for more than the last eight years. A spring 2018 Rental Attainability Report published by Housing Solutions of Northern Arizona found average rent for a two-bedroom unit was \$1,441 and the associated FMR for the same unit is \$1,129.

INFORMATION:

Attachments: [Presentation](#)

Fair Market Rents

A Primer

Peter Kahn
EMAD



Overview

Fair Market Rents (FMR)

- What are FMRs?
- How are FMRs Used?
- The Methodology
- Timelines
- Surveys
- Questions

Resources, Next Steps, & Questions



What are FMRs?

- **FMRs = Gross Rent**
 - **Cost of the Shelter plus utilities (regardless who pays)**
 - **Utilities**
 - **All major utilities except telephone, cable or satellite television, and Internet services**
 - **Contract rent**
 - **The rental payment agreed to in a lease - could be Shelter Rent, Gross Rent, or somewhere in between**
- **FMRs are calculated across the country**
 - **Each Metropolitan Area***
 - **How is the Flagstaff, AZ MSA Defined?**
 - **Each Non-Metropolitan County**
 - **Effective October 1**



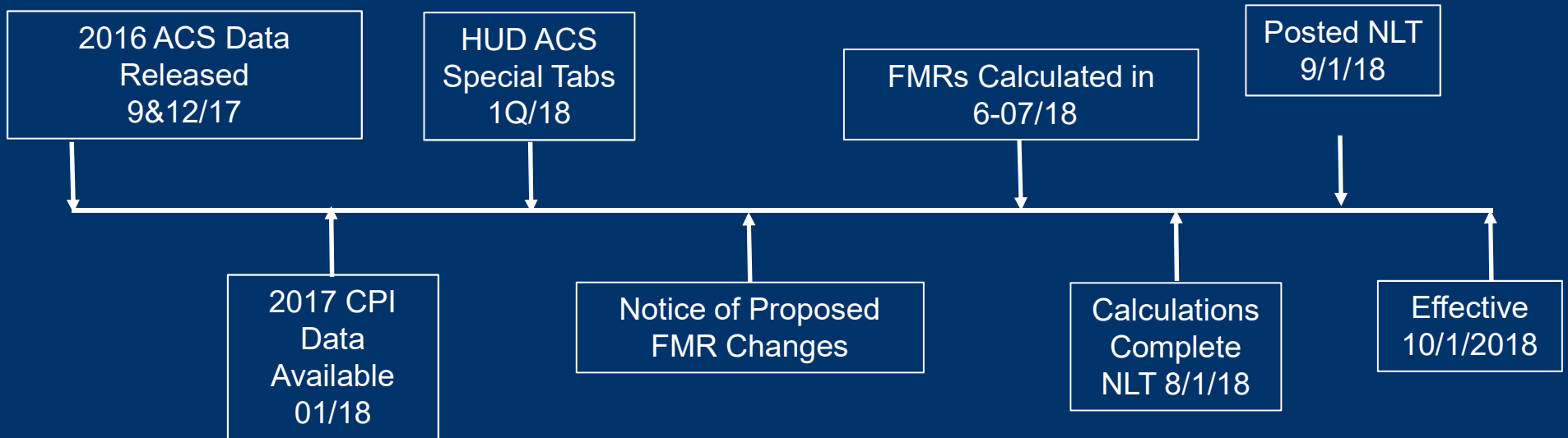
Metropolitan FMR Methodology

- **FMRs are based on Standard Quality, Recent Mover Rents**
- **Most areas begin with a new benchmark***
 - A standard quality rent from the 5-Year ACS/PRCS
- **Recent Mover Adjustment**
 - Relationship between 5-Year SQ and 1-Year RM Rents
- **CPI Adjustment**
- **Trend Factor**



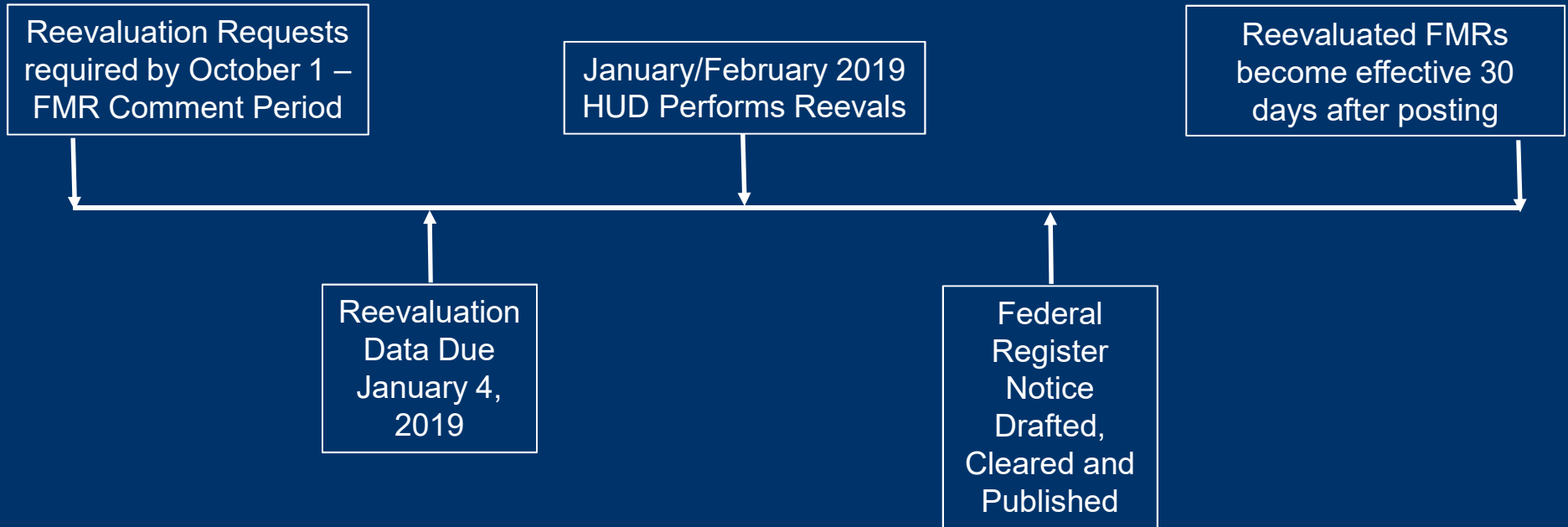
FMR Timelines

- FY 2019 FMR Timeline:**



FMR Timelines

- FY 2019 FMR Reevaluation Timeline:**



- 42 USC 1437f – “...based on the most recent available data...”
- A survey conducted in 2018 supports reevaluated FMRs in FY 2019, and FMRs in FY 2020 and FY 2021*



Survey Requirements

- Data more current than that used in the current calculation of FMRs (more current than 2016)
- Optimally, a survey provides 200 observations of rent and utilities paid for 1 and 2 bedroom* units occupied by recent movers across the metropolitan area
- Final “report” will be a listing of all completed surveys with each response tabulated
- Survey remains effective until superseded by more current data
- ***Endorsed by PHAs representing at least 50% of the Vouchers in the FMR area***



Flagstaff, AZ Recap

- The Flagstaff, AZ MSA is defined by the Office of Management and Budget to be all of Coconino County
- FY 2019 FMR is a combination of :
 - 2012-2016 ACS data,
 - 2016 1 year ACS data,
 - 2016-2017 growth in CPI measured Gross Rents for Western Census Region
 - 2017-FY2019 HUD forecast of national growth in gross rents
- Survey would have to be representative of all types of rental units across Coconino County
- Small Area FMRs may be used as the basis for Exception Payment Standards



Next Steps and Questions



PD&R

How are FMRs used?

- **HUD uses FMRs primarily to help determine the following:**
 - **Payment standard amounts for the Section 8 Housing Choice Voucher program.**
 - **Initial renewal rents for some expiring project-based Section 8 contracts.**
 - **Initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab).**
 - **Rent ceilings in both the HOME rental assistance program and the Emergency Solution Grants program.**
 - **Calculation of Grant Amounts and establishes maximum rents to Continuum of Care Grantees**
 - ***Public Housing Flat Rents***



What are FMRs? - continued

- **For most areas FMRs are set at the 40th Percentile of the Rent distribution**
 - High enough to permit a selection of units and neighborhoods
 - Low enough to serve as many low-income families as possible
- **FMRs Basis**
 - Standard-quality, two-bedroom, recent-mover, market-rate, rental units



Small Area FMR Methodology

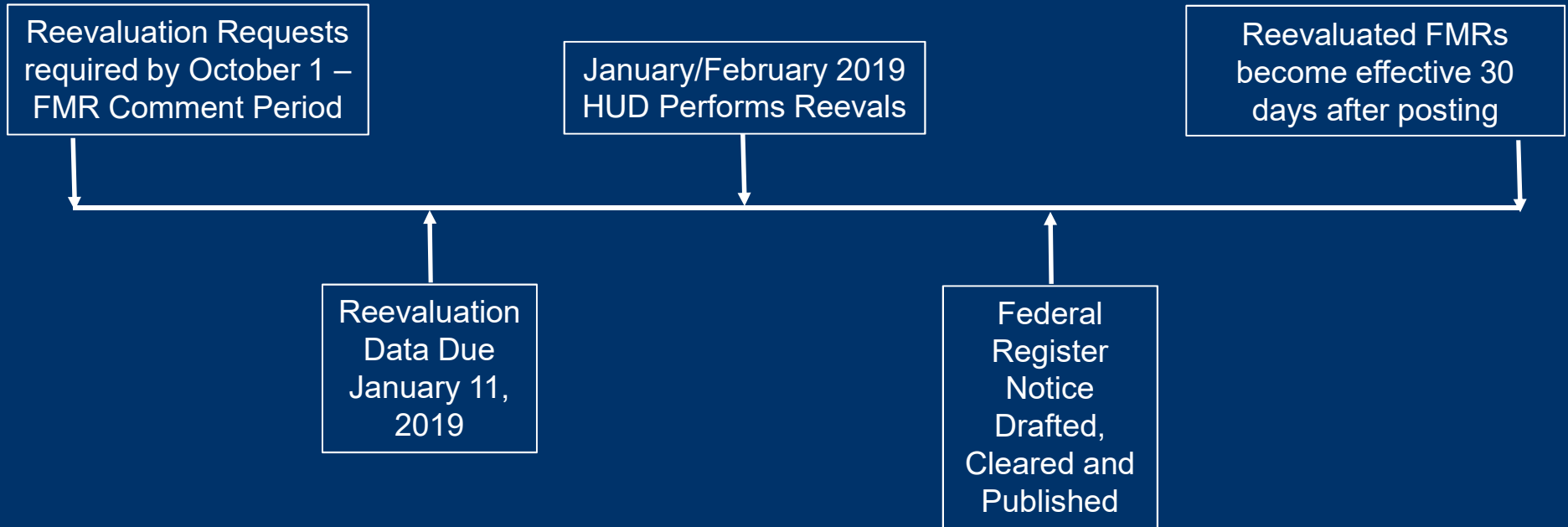
FMRs set by Zip Codes within Metropolitan Areas

- **New for FY2018 – Some Zip Codes with enough data have a Standard Quality Base Rent**
- **Rent Ratio Method for other Zip Codes**
- **Recent Mover Adjustment (Metro Area)**
 - Relationship between 5-Year SQ and 1-Year RM Rents
- **CPI Adjustment (Metro Area)**
- **Trend Factor**



FMR Timelines

- FY 2019 FMR Reevaluation Timeline:**



- 42 USC 1437f – “...based on the most recent available data...”
- A survey conducted in 2018 supports reevaluated FMRs in FY 2019, and FMRs in FY 2020 and FY 2021*



CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Brad Hill, Water Services Director
Co-Submitter: Ryan Roberts, Engineering Manager
Date: 05/10/2018
Meeting Date: 09/11/2018



TITLE:

Discussion on policy direction for scope of work regarding next Water Services Rate Study for Water, Wastewater and Reclaimed Water Enterprise Funds.

DESIRED OUTCOME:

Facilitate Council discussion and obtain Council direction on the next Water Services rate study for water, wastewater and reclaimed water.

EXECUTIVE SUMMARY:

City Council has requested the opportunity to provide staff direction on the future rate study budgeted in FY19. In accordance with Council adopted water policy A3 Rate Design Elements: rates shall be internally reviewed annually with a formal rate study performed every three (3) years. Additionally, water and sewer rates should be set on a cost-of-service basis with the goal of encouraging water conservation. Their design should also anticipate a balance between conservation (commodity charges) and revenue stabilization (fixed rates). The last financial rate study was completed in 2016. Subsequently, City Council adopted a 5-year adjustment to water, wastewater, and stormwater rates on April 5, 2016 and a 3-year adjustment to reclaimed water rates on November 21, 2017. City Council also adopted an additional 3-year adjustment to stormwater rates on December 19, 2017.

Planning for the future is critical for maintaining reliable, cost effective water services. According to the American Water Works Association's Manual M1, Principals of Water Rates, Fees and Charges, evaluating revenue requirements is a integral component of any rate setting process. To achieve this objective, Council adopted the water policy G1 Master Planning, which recommends infrastructure planning for the future should be undertaken every five (5) years. The most recent Water Infrastructure master plan was completed in 2014 and Sewer master plan was completed in 2015. There has never been a master plan conducted for the Reclaimed Water system.

Staff will present the generally accepted industry practice on how utilities evaluate the need, or not, to adjust rates and offer Council a few options to consider for a path forward.

INFORMATION:

In anticipation of an upcoming rate study, Water Services FY19 budget contains funding to update the water and sewer master plans as well as conduct the City's first master plan for the reclaimed water system. These planning efforts are critical to identify potential capital projects, including their operations & maintenance costs, that will be needed over the next 10-year period in order to continue to provide reliable water services. The cost estimates from these planning efforts are then folded into the financial rate study to determine the revenue requirements for the water, wastewater and reclaimed water enterprise funds.

Attachments: [Presentation](#)

Next Rate Study Discussion

September 11, 2018





AGENDA



WATER – WASTEWATER – RECLAIMED WATER Only

- Steps in the Process

- Prior City Council Rate Decision
- Identify Capital Improvement Projects (including studies)
- Prior Council policy discussion & goals/objectives of new study
- Staff to develop Scope of Services & bring back to Water Commission and City Council
- Hire Financial Rate Consultant
- Staff/Consultant work through Water Commission
- Bring back to City Council with rate & rate structure options



Prior City Council Rate Decisions

- **April 2016**

- Water Rates – 4.4%/year increase over 5 years (last in January 2020)
- Wastewater Rates - 7% increase over 5 years
- Stormwater Rates - 6% increase over 5 years
- Capacity Fees (3/4" meter increased: water \$715 / sewer \$597)

- **November 2017**

- Reclaimed Rates – 6.2%/year increase over 3 years (last in January 2020)

Staff was requested to bring the rate discussion topic forward now in-lieu of later this year



Capital Improvement Projects

- **Water & Sewer:** Master Plan completed in 2014/15 (need to update CIP cost estimates)
Red Gap Ranch Feasibility Study (JACOBS) completed in Spring '19
- **Wastewater:** Master Plan in progress – complete in Spring '19
 - Carollo Engineers evaluating entire wastewater treatment needs
 - Identify critical new “solids handling” treatment facilities & costs
 - Identify critical new “liquid” treatment facilities & costs
 - Identify critical replacement of aging treatment infrastructure & costs
- **Reclaimed Water:** Master Plan funded for FY19, DPR Pilot Study in FY20?
- **Water Conservation Strategic Plan** – complete in Spring '19



PRIOR DIRECTION

2014 – Water Policies Chapter

A1 Enterprise Funding: Water & Sewer

- Debt Service not to exceed 20% of total Annual Revenues
- Goal to maintain 25% of Operating Revenues in reserve
- If Council determines a need to sell water (or Capacity Fees) at a reduced rate or subsidy, the costs shall be from a non-utility source



PRIOR DIRECTION

2014 – Water Policies Chapter

A3 Rate Design Elements: Water & Sewer

- Rates set on a Cost of Service basis, encourage water conservation and collect a minimum of 25% of revenues from fixed costs
- Rates reviewed internally annually and a formal rate study performed every three (3) years
- Rates for customers outside City limits, including Standpipe customers, shall always be over and above the charges to customers within the City
- Capital Projects that require the utility to take on greater debt than 20% are not financially sustainable due to impact on existing rates & capacity fees. Funding large projects may require support from Federal & State government, etc



PRIOR DIRECTION

2014 – Water Policies Chapter

C1 Reclaimed Water Charges

- City shall have a goal of a minimum of full Cost Recovery for reclaimed water that is delivered within and outside of the City's incorporated limits. To the extent the City Council determines whether these charges discourage the use of reclaimed water, the charges for reclaimed water shall be adjusted to encourage its use. The adjusted charge will be subsidized by the water customers.



PRIOR DIRECTION

2014 – Water Policies Chapter

G1 Master Planning

- Prepare Water Resources, Water System, Wastewater System and Strategic Technology Master Plans – prepare every 5 years
 - Based upon land uses contained within General Plan – water needs
 - Develop Peak/Average Day
 - Develop hydraulic model of distribution & sewer systems
 - Develop Capital Improvements Program (Capital, Operations & Maintenance costs)



COUNCIL POLICY DISCUSSION/DIRECTION



PRIOR DIRECTION

2015/16 – Issued raised during last Rate Study discussions to be included in upcoming Rate Study?

Conduct a “new” Cost of Service Study

Rate Structure Changes

Tiered Rates for Non-Residential Water Customers

Reclaimed Water vs. Wastewater treatment cost allocations

Change where we draw the line?

Reclaimed Water Off-Peak customers

Are Off-Peak rate reductions commensurate with benefits provided by customers?



STAFF SUGGESTED CONSIDERATIONS - 2018

Establish a clear vision to help guide Council, staff & citizens on options?

- Social & business equity, indoor / outdoor pricing, seasonal pricing, etc
- Fixed v. variable revenue

Water Conservation Strategic Plan

- Citizens advisory committee & public outreach meetings will include options on how to achieve goals with rates & rate structure

Outdoor watering & Lawn Meters

- Re-evaluate outdoor water use, rate & rate structure

Consider Capacity Fees v. Impact Fees



TIMELINES



- Prior City Council Rate Decision
- Identify Capital Improvement Projects & studies *(Spring '19)*
- *Water Conservation Strategic Plan (Spring '19)*
- Prior Council policy discussion & goals/objectives of new study *(September)*
- Staff to develop Scope of Services & bring back to Water Commission and City Council *(October – December)*
- Hire Financial Rate Consultant *(Spring '19)*
- Staff/Consultant work through Water Commission *(Summer '19)*
- Bring back to City Council with rate & rate structure options *(Winter '19)*



Discussion



Council to provide staff direction on their
Goals & Objectives
of the new Rate Study

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 09/07/2018
Meeting Date: 09/11/2018



TITLE:

Discussion of State and Federal Lobbying Contracts.

DESIRED OUTCOME:

Council direction.

EXECUTIVE SUMMARY:

The City's state and federal lobbying contracts are set to expire in November, 2018. With the expiration comes a couple of options to consider.

- 1) The current contracts offer the option to extend the contract for one year upon mutual written agreement of the parties.
- 2) The Council could direct staff to begin a competitive bid process for one or both of the contracts.

INFORMATION:

Attachments:

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 09/07/2018
Meeting Date: 09/11/2018



TITLE:

Discussion of possible recommendations for appointment to the Arizona State Liquor Board.

DESIRED OUTCOME:

Council Direction

EXECUTIVE SUMMARY:

The Governor's staff has invited the League to recommend candidates for appointment to the State Liquor Board. There are two vacancies on the Board and the League is collecting recommendations for possible appointments.

Should Council desire to submit recommendations to the League for consideration the deadline to submit is September 28, 2018.

INFORMATION:

Attachments:

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Kevin Fincel, Deputy City Attorney
Co-Submitter: Sterling Solomon
Date: 09/07/2018
Meeting Date: 09/11/2018



TITLE

Discussion Regarding Possible Creation of Commemorative Flag Policy.

STAFF RECOMMENDED ACTION:

This item is for information only and possible direction from Council.

EXECUTIVE SUMMARY:

Over the past few years, some members of the City Council have shown interest in supporting certain causes and observances by raising a symbolic flag over City Hall to show support for the cause. Currently there is no policy that defines that process. If Council is interested, Staff would like to develop a commemorative flag policy to better define that process and possibly expand the practice.

For example, October is domestic violence awareness month, and the symbol for domestic violence awareness is a purple ribbon. If Council were to adopt a commemorative flag policy, that policy could recognize October as domestic violence awareness month and direct Staff to raise a flag donning a purple ribbon over City Hall for a specified period of time in October. Similar actions could be taken to support other causes that Council would like to support throughout the year.

If Council has interest in creating a commemorative flag policy, the City could install a fourth flagpole in front of City Hall for that purpose. The policy would limit the use of the commemorative flag pole to flags that are the property of the City and have been approved by Council action.

Staff is seeking direction from Council as to whether it would like to consider a commemorative flag policy at a future meeting.

INFORMATION:

Attached for your further consideration is a flag policy that was adopted by the City of Santa Ana, California, which includes a commemorative flag component. This is provided only as an example.

Attachments: Santa Ana Flag Policy

RESOLUTION NO. 2016-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA ADOPTING CITY COUNCIL POLICY ON THE DISPLAY OF FLAGS AT CITY FACILITIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS FOLLOWS:

Section 1. The City Council of the City of Santa Ana hereby finds, determines and declares as follows:

- A. On September 15, 2015, the City Council of the City of Santa Ana directed that the Pride, or Rainbow, Flag be displayed at City Hall annually from May 22 through the month of June to commemorate Harvey Milk Day and Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month.
- B. Concurrently, the City Council directed staff to develop a policy regarding the display of other commemorative flags that the City Council may authorize to have displayed from time to time at City Hall.
- C. It is desirable that such a policy be incorporated with a general policy regarding the ongoing display of federal, state, and City flags, as well as the POW-MIA Flag, at City facilities, including provisions for displaying flags at half-staff.
- D. The City's flagpoles are not intended to serve as a forum for free expression by the public, but rather for the display of federal, state, and city flags, the POW-MIA Flag, and any commemorative flag as may be authorized by the City Council as an expression of the City's official sentiments.

Section 2. Purpose.

This policy, which is attached as Exhibit 1, provides procedural guidance for (1) the display of the Flag of the United States, the California State Flag, and the City of Santa Ana Flag at City facilities; (2) the display of the POW-MIA Flag; and (3) the display of commemorative flags at City Hall.

Section 3. Procedures.

Flags are to be displayed in conformance with Federal and State statutes, including Title 4, Chapter 1 of the United States Code and Sections 430 through 439 of

EXHIBIT 1

the California Government Code. Additionally, the standards below shall be followed regarding the display of flags.

Section 4. Responsibility for Policy.

The City Manager or his or her designee shall be responsible for ensuring the proper execution of this policy at all City facilities.

Section 5. Outdoor Display of Federal, State, and City Flags.

(a) The Flag of the United States, the California State Flag, and the City of Santa Ana Flag may be flown from the same staff or may be flown from separate staffs as provided below.

(b) When two or more flags are displayed from the same staff, the Flag of the United States shall always be at the peak of the staff.

(c) When two flags are displayed from separate staffs, on the same level, the Flag of the United States shall be placed in the position of honor, to the right of the other flags as observed while standing directly in front of a building and facing out toward the flags.

(d) When three or more flags are grouped and displayed from separate staffs, the Flag of the United States shall be at the center and at the highest point. The California State Flag shall be placed in the next position of honor, to the right of the Flag of the United States.

(e) No other flag shall be placed above the Flag of the United States.

(f) Flags shall be displayed during operating hours on all days on which the City is open for business, upon or in front of all City facilities equipped for display.

(g) Flags shall not be displayed in inclement weather. However, all-weather flags may be displayed on a 24-hour basis as long as they are illuminated during darkness.

Section 6. Indoor Display of Federal, State, and City Flags.

(a) When flags are displayed in an indoor location, the Flag of the United States shall hold the position of honor, in the front of the location. Any other flag displayed in the same location shall be placed on its own staff and to the right of the Flag of the United States, as observed while facing out toward the flags.

(b) When grouped and displayed with other flags, the Flag of the United States shall be placed at the center and at the highest point among the flags.

EXHIBIT 1

Section 7. POW/MIA Flag.

(a) The POW/MIA Flag is a nationally recognized flag, created in 1971 and recognized by an act of Congress through the adoption of U.S. Public Law 101-355, to represent concern of individuals who are identified as prisoners of war or missing in action. The POW-MIA Flag has become a symbol of commitment to achieving the fullest possible accounting for those in the future who may become prisoners of war, missing in action, or otherwise unaccounted for as a result of hostile action.

(b) In accordance with the City's longstanding tradition, the POW/MIA flag shall be displayed at designated City facilities, including City Hall.

Section 8. Commemorative Flags.

(a) Commemorative flags may be displayed as an expression of the City's official sentiments. Consistent with the City's vision, mission, and guiding principles, it is expected that these flags incorporate themes of diversity, equity, social justice, and inclusion.

(b) The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

(c) Commemorative flags shall be displayed only by adoption of a resolution of the City Council.

(d) Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 45 continuous days.

(e) Commemorative flags shall be displayed at City Hall, exclusively under the City of Santa Ana Flag.

Section 9. Flying Flags at Half-Staff.

(a) The Flag of the United States shall be flown at half-staff in response to Presidential orders or proclamations, and instructions from the California State Governor.

(b) The Flag of the United States shall be flown at half-staff upon the death of Federal or State officials or in the event of, or to commemorate an event of, nationwide significance on instructions from the President of the United States or Governor of California.

EXHIBIT 1

Resolution No. 2016-xxx
Page 3 of 5

55F-7

(c) The Flag of the United States shall be flown at half-staff until noon on Memorial Day and then raised to full staff for the remainder of the day at City facilities operating on Memorial Day.

(d) Whenever the Flag of the United States is flown at half-staff, all adjacent flags shall be flown at half-staff.

Section 10. This Resolution shall take effect immediately upon its adoption by the City Council, and the Clerk of the Council shall attest to and certify the vote adopting this Resolution.

ADOPTED this 6th day of December, 2016.

Miguel A. Pulido
Mayor

APPROVED AS TO FORM:
Sonia R. Carvalho, City Attorney

By: John M. Funk
John M. Funk
Assistant City Attorney

| | | |
|--------------|----------------|-------|
| AYES | Councilmembers | _____ |
| NOES: | Councilmembers | _____ |
| ABSTAIN: | Councilmembers | _____ |
| NOT PRESENT: | Councilmembers | _____ |

EXHIBIT 1

Resolution No. 2016-xxx
Page 4 of 5

55F-8

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, MARIA D. HUIZAR, Clerk of the Council do hereby attest to and certify the attached Resolution No 2016-XXX to be the original resolution adopted by the City Council of the City of Santa Ana on December 6, 2016.

Date _____

Clerk of the Council
City of Santa Ana

EXHIBIT 1

Resolution No. 2016-xxx
Page 5 of 5

55F-9

City Council Policy on the Display of Flags at City Facilities

Purpose

This policy provides procedural guidance for: (1) the display of the Flag of the United States, the California State Flag, and the City of Santa Ana Flag at City facilities; (2) the display of the POW-MIA Flag; and (3) the display of commemorative flags at City Hall.

Procedures

Flags are to be displayed in conformance with Federal and State statutes, including Title 4, Chapter 1, of the United States Code and Sections 430 through 439 of the California Government Code. Additionally, the standards below shall be followed regarding the display of flags.

Responsibilities

The City Manager or his or her designee shall be responsible for ensuring the proper execution of this policy at all City facilities.

Standards

1. Federal, State, and City Flags

A. Outdoor Flags

The Flag of the United States, the California State Flag, and the City of Santa Ana Flag may be displayed from the same staff or may be displayed from separate staffs as follows:

- a) When two or more flags are displayed from the same staff, the Flag of the United States shall always be at the peak of the staff.
- b) When two flags are displayed from separate staffs and on the same level, the Flag of the United States shall be placed in the position of honor, to the right of the other flags as observed while standing directly in front of a building and facing toward the flags.
- c) When three or more flags are grouped and displayed from separate staffs, the Flag of the United States shall be at the center and at the highest point. The California State Flag shall be placed in the next position of honor, to the right of the Flag of the United States.
- d) No other flag shall be placed above the Flag of the United States.
- e) Flags shall be displayed during operating hours on all days on which the City is open for business, upon or in front of all City facilities equipped for display.
- f) Flags shall not be displayed in inclement weather. However, all-weather flags may be displayed on a 24-hour basis as long as they are illuminated during darkness.

B. Indoor Flags

- a) When flags are displayed in an indoor location, the Flag of the United States shall hold the position of honor, in the front of the location. Any other flag displayed in the same location shall be placed on its own staff and to the right of the Flag of the United States, as observed while facing out toward the flags.
- b) When grouped and displayed with other flags, the Flag of the United States shall be placed at the center and at the highest point among the flags.

EXHIBIT A

City Council Policy on the Display of Flags at City Facilities

2. POW-MIA Flag

The POW/MIA Flag is a nationally recognized flag, created in 1971 and recognized by an act of Congress through the adoption of U.S. Public Law 101-355, to represent concern of individuals who are identified as prisoners of war or missing in action. The POW-MIA Flag has become a symbol of commitment to achieving the fullest possible accounting for those in the future who may become prisoners of war, missing in action, or otherwise unaccounted for as a result of hostile action.

- a) In accordance with longstanding tradition, the POW/MIA Flag shall be displayed at designated City facilities, including City Hall.

3. Commemorative Flags

- a) Commemorative flags may be displayed only by resolution of the City Council and as an expression of the City's official sentiments. Consistent with the City's vision, mission, and guiding principles, it is expected that these flags incorporate themes of diversity, equity, social justice, and inclusion.
- b) The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.
- c) Commemorative flags:
 - 1) Shall be displayed only by adoption of a resolution of the City Council;
 - 2) Shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 45 continuous days; and
 - 3) Shall be flown at City Hall, exclusively under the City of Santa Ana Flag.

4. Flying Flags at Half-Staff

- a) The Flag of the United States shall be flown at half-staff in response to Presidential orders or proclamations, and from instructions by the Governor of California.
- b) The Flag of the United States shall be flown at half-staff upon the death of Federal or State officials or in the event of, or to commemorate an event of, nationwide significance on instructions from the President of the United States or Governor of California.
- c) The Flag of the United States shall be flown at half-staff until noon on Memorial Day and then raised to full staff for the remainder of the day at City facilities operating on Memorial Day.
- d) Whenever the Flag of the United States is flown at half-staff, all adjacent flags shall be flown at half-staff.

EXHIBIT A

RESOLUTION NO. 2016-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SANTA ANA AUTHORIZING THE ANNUAL DISPLAY OF
THE PRIDE FLAG AT CITY HALL TO COMMEMORATE
HARVEY MILK DAY AND LGBT PRIDE MONTH

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS
FOLLOWS:

Section 1. The City Council of the City of Santa Ana hereby finds, determines
and declares as follows:

- A. On December 6, 2016, the City Council of the City of Santa Ana approved a resolution adopting a City Council policy regarding the display of federal, state, and City flags, the POW-MIA Flag, and commemorative flags at City facilities equipped for display.
- B. The City Council policy provides for the display of commemorative flags at City Hall that the City Council may authorize by resolution. Where so authorized, commemorative flags are to be flown at City Hall, exclusively under the City of Santa Ana Flag.
- C. The Pride, or Rainbow, Flag is a nationally recognized flag that was created in 1978 to represent the gay community and has become an internationally recognized symbol for Lesbian, Gay, Bisexual, and Transgender (LGBT) rights.
- D. Harvey Milk is recognized as the first openly gay individual to be elected to public office in a major city, serving on the San Francisco Board of Supervisors from 1977-1978. In 2009, the State of California created an official day of significance in his honor, to be observed on May 22, Milk's birthday.
- E. LGBT Pride Month is celebrated annually in the month of June to honor the 1969 Stonewall Riots in New York City, which marked a pivotal point for LGBT rights in the United States.
- F. The City desires to display the Pride Flag at City Hall annually from May 22 through the month of June to heighten awareness of Harvey Milk Day and LGBT Pride Month, and to celebrate diversity and inclusion.

EXHIBIT 2

Resolution No. 2016-xxx
Page 1 of 2

55F-13

Section 2. The Pride Flag shall be displayed at City Hall annually from May 22 through June 30, in acknowledgement of Harvey Milk Day and LGBT Pride Month.

Section 3. This Resolution shall take effect immediately upon its adoption by the City Council, and the Clerk of the Council shall attest to and certify the vote adopting this Resolution.

ADOPTED this 6th day of December, 2016.

Miguel A. Pulido
Mayor

APPROVED AS TO FORM:
Sonia R. Carvalho, City Attorney

By: John M. Funk
John M. Funk
Assistant City Attorney

| | | |
|--------------|----------------|-------|
| AYES | Councilmembers | _____ |
| NOES: | Councilmembers | _____ |
| ABSTAIN: | Councilmembers | _____ |
| NOT PRESENT: | Councilmembers | _____ |

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, MARIA D. HUIZAR, Clerk of the Council do hereby attest to and certify the attached Resolution No 2016-XXX to be the original resolution adopted by the City Council of the City of Santa Ana on December 6, 2016.

Date _____

Clerk of the Council
City of Santa Ana

EXHIBIT 2

Resolution No. 2016-xxx
Page 2 of 2

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 09/07/2018
Meeting Date: 09/11/2018



TITLE:

Discussion of City commissions and the manner in which they communicate with, interact with, and seek direction from other City commissions and Council.

DESIRED OUTCOME:

Council direction.

EXECUTIVE SUMMARY:

Rule 4.01, Procedures for Preparation of Council Agendas, of the City of Flagstaff City Council Rules of Procedure outlines the process for bringing items forward to a future agenda. On May 1, 2018, Vice Mayor Whelan requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there is another member of Council interested in placing it on a future agenda. At that time, two Councilmembers agreed to move it forward and four agreed to move it to the front of the line of Discussion Queue.

INFORMATION:

There were some challenges that came up earlier this year that highlighted the need for updates to the board and commission processes and manual. The City Clerk's office is currently working on developing board and commission Rules of Procedures and incorporating them into an updated manual. The procedures will generally mimic those of Council but will include specific information regarding the business of boards and commissions, their role and duties, and how they interact with the Council and other commissions.

As part of this process we felt that the creation of a staff liaison manual would be helpful as well. The staff liaison manual will include the same information provided to commissioners but will also include information that clearly defines their role with the commission, how to facilitate communication with the Council and other commissions, as well as providing standard operating procedures and requirements.

Additionally, starting in January of 2019 there will be a schedule of commission updates to Council to allow commissions to report on their activities to Council and receive feedback on their work programs or other areas the Council would like to direct.

Staff is looking for direction from Council on how they would like to interact with boards and commissions and the expectations Council may have about the business of boards and commissions.

Following Council direction the Rules of Procedure, Commission Manual and Staff Liaison Manual will be updated and a draft will come forward to Council for consideration and possible approval.

Attachments: