

JOINT FLAGSTAFF CITY COUNCIL/CHAMBER OF COMMERCE
WORK SESSION AGENDA

JOINT CITY/CHAMBER WORK SESSION
MONDAY
OCTOBER 5, 2020

STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVENUE
4:00 P.M.

ATTENTION

**IN-PERSON AUDIENCES AT CITY COUNCIL MEETINGS HAVE BEEN SUSPENDED UNTIL
FURTHER NOTICE**

The meetings will continue to be live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

PUBLIC COMMENT PROTOCOL

**The process for submitting a public comment has changed and public comments will no longer be
read by staff during the Council Meetings.**

All public comments will be taken either telephonically or accepted as a written comment.

Public comments may be submitted to publiccomment@flagstaffaz.gov

If you wish to address the City Council with a public comment by phone you must submit the
following information:

First and Last Name
Phone Number
Agenda Item number you wish to speak on

If any of this information is missing, you will not be called. We will attempt to call you only one
time. We are unable to provide a time when you may be called.

All comments submitted otherwise will be considered written comments and will be documented
into the record as such.

If you wish to email Mayor and Council directly you may do so at council@flagstaffaz.gov.

AGENDA

1. Call to Order
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 SHIMONI
COUNCILMEMBER ASLAN
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD
COUNCILMEMBER SALAS
COUNCILMEMBER WHELAN

JULIE PASTRICK, Chamber President
MARK LOVE, Chamber Board Chair
TYLER MARK, WesPac Construction
MARK HARRIS, Terry Marxen Chevrolet

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 on an item that is on the agenda 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 an opportunity to speak.

- 5. Opening Comments from Julie Pastrick, President/CEO of the Greater Flagstaff Chamber of Commerce.**
- 6. Insight into What's Happening in the Business Community**
- 7. Partnering together to assist businesses rebound faster.**
- 8. Informational Items To/From Chairman, Supervisors and County Manager, Mayor, Council and City Manager**
- 9. Public Participation**
- 10. 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 _____, 2020.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Shannon Anderson, Deputy City Manager
Date: 09/29/2020
Meeting Date: 10/05/2020



TITLE:

Opening Comments from Julie Pastrick, President/CEO of the Greater Flagstaff Chamber of Commerce.

DESIRED OUTCOME:

Ms. Pastrick will introduce the board members from the Greater Flagstaff Chamber of Commerce joining the meeting today:

Mark Love, Chair, Greater Flagstaff Chamber of Commerce;

Tyler Mark, Board member, Greater Flagstaff Chamber of Commerce and WesPac Construction; and

Mark Harris, Board member, Greater Flagstaff Chamber of Commerce and Terry Marxen Chevrolet.

Following these introductions Ms. Pastrick will provide an overarching statement about the business community relating to statistics and survey data.

EXECUTIVE SUMMARY:

Julie Pastrick, President/CEO of the Greater Flagstaff Chamber of Commerce will introduce the board members and provide an overview of what the Greater Flagstaff Chamber of Commerce are seeing in the business community.

INFORMATION:

Joint discussion with Ms. Pastrick, City Council and the Greater Flagstaff Chamber of Commerce.

Attachments:

No file(s) attached.

Minutes Attachments

No file(s) attached.

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Shannon Anderson, Deputy City Manager
Date: 09/29/2020
Meeting Date: 10/05/2020



TITLE:

Insight into What's Happening in the Business Community

DESIRED OUTCOME:

Discussion about community strategies to keep businesses operating.

EXECUTIVE SUMMARY:

The Greater Flagstaff Chamber of Commerce board members and President/CEO, Julie Pastrick, will share with the City Council specific activities they have been leading to assist community businesses and provide relief. In addition, the Greater Flagstaff Chamber of Commerce and City Council will hear from City staff on City lead efforts to assist community businesses during this pandemic.

As part of this discussion, Mark Love, from Massage Envy and Chair of the Greater Flagstaff Chamber of Commerce, and Mark Harris, from Terry Marxen Chevrolet and Board member of the Greater Flagstaff Chamber of Commerce, will provide some insight about COVID-19 impacts on local retailers and Tyler Mark, from Wespac Construction and Board member of the Greater Flagstaff Chamber of Commerce, will share information about permit timing.

INFORMATION:

Joint discussion with the Greater Flagstaff Chamber of Commerce board members, City staff and City Council.

Attachments: [City Lead Efforts](#)

Minutes Attachments

No file(s) attached.



City/Chamber Joint Meeting



AIRPORT



- **New Routes – How are they doing?**
 - Due to COVID-19, our enplanements are down 65% compared to last year
 - Extended rent abatement 3 months to all tenants
- **CARES Act Grant**
 - \$18.1 million awarded
 - Plan that was adopted by the Council on how this will be spent over 4 years



The Flagstaff Airport
Thanks You
for your
continued SUPPORT

Fly Denver, Dallas
and Phoenix Nonstop



FLAGSTAFF AIRPORT
GRAND DESTINATIONS

6200 S. Pulliam Dr., Flagstaff, AZ 86005 | 928.213.2930 | discoverflagstaff.com



ARTS & SCIENCE



- Supported almost 40 non-profit groups through existing annual grants with the assistance of the Flagstaff Arts Council
- Awarded \$100,000 to art, culture, and science nonprofits



BEAUTIFICATION



Downtown Flagstaff Pilot Flower Project





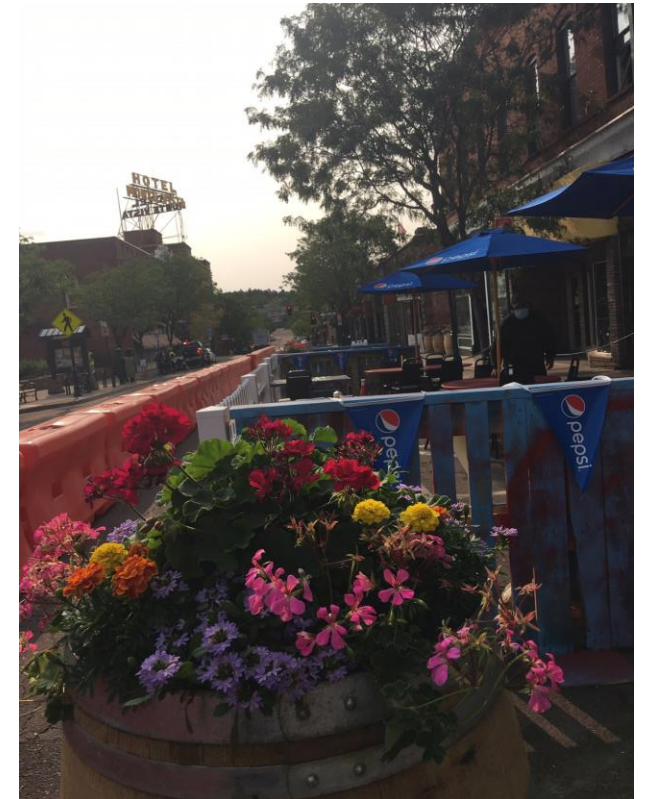
EXPANDED USE OF RIGHT OF WAY (EUROW)



- Purpose is to allow businesses to use of city Rights of Way to allow for physical distancing
- Aspen Avenue lane, parking space, and alley closures
 - Beautification, Public Safety, Streets, Community Development
- Four sub-permits issued under the EUROW master permit
- No cost to the businesses
- Sidewalk cafes permitted under separate process with fees reimbursed/paid by the City
- In partnership with the DBA, open seating added to Heritage Square and Aspen alley



EXPANDED USE OF RIGHT OF WAY (EUROW)





ECONOMIC DEVELOPMENT





Business Retention & Expansion INCENTIVE

Designed to help Flagstaff businesses to stay and grow here



EMPLOYEES

Does your business employ between 1 and 150 people?



SECTORS

Can you find your business in the following business sectors?:
Entrepreneurial companies, small business, start-ups, bio-sciences, medical device, air-side companies for the Flagstaff Airpark, research and development, health care, clean energy, software development, and education.



ELIGIBILITY

You may be eligible to apply for funding between \$5,000 and \$30,000 to help you stay and grow in Flagstaff.

Applications must be submitted to jsaltonstall@flagstaffaz.gov between July 1st and August 31st.

Applications will be scored on four criteria:

1. Wages of the jobs being retained or created relative to the Coconino County median wage and sector
2. Environmental impact relative to water and power usage and volume of waste going into the landfill
3. Direct community benefit
4. The private investment match



**CHOOSE
FLAGSTAFF**
THE CITY OF INNOVATION

For more information contact City of Flagstaff Business Retention and Expansion Manager at jsaltonstall@flagstaffaz.gov or 928-606-9430

Business Incentive Programs Available

Adaptive Reuse Program

The Adaptive Reuse Program guides small growing businesses to the right resources at the right time.





LOCATION

Are you a small business owner going into a new location under 5,000 sq.ft.?



BUSINESS PLAN

Do you have a current business plan?



MEETING

Have you attended a free Pre-Application Meeting with City of Flagstaff Development Services?

IF YES to all of those questions, you may be eligible to receive \$5,000 for related development and review fees. Submit your completed application to Development Services.

The Adaptive Reuse Program provides \$5,000 to cover the development fees as they occur allowing you to spend your money where you need to most: on getting your business up and running.



**CHOOSE
FLAGSTAFF**
THE CITY OF INNOVATION

Contact the City of Flagstaff Economic Development Office at 928-213-2966 or jsaltonstall@flagstaffaz.gov for more information.

For more information, please email John Saltonstall, Business Retention & Expansion Manager at: jsaltonstall@flagstaffaz.gov or go to chooseflagstaff.com



ECONOMIC DEVELOPMENT



Business Incentive Programs Available



Rebates Available

The City of Flagstaff will rebate a portion of the local tax paid for purchases of fuel-efficient automotive vehicles. The current local transaction privilege (sales) tax rate on the purchase of vehicles is 2.28%. (If the vehicle is purchased for out-of-state use, the local use tax rate of 2.28% is paid in lieu of sales tax).

REBATES	LOCAL	NON-LOCAL
All Electric Vehicles	2.0%	1.8%
Hybrid / Plug-in Electric Hybrid Vehicles	1.6%	1.4%
Fuel-Efficient Vehicles	0.7%	0.5%
Income-Based	For those individuals that earn less than \$50,000 per year, there is an additional \$250 incentive available	

Federal & State Incentives

► **FEDERAL:** Depending on make/model/year/buyer's tax status, eligible for up to \$7,500 in federal tax credits.
Learn more at: <https://www.fueleconomy.gov/feg/taxevb.shtml>

► **STATE:** AFV registered prior to 1/1/22: 1% of the MSRP
AFV registered 1/1/22 – 12/31/22: 20% of the MSRP.
Learn more at: <https://fdic.energy.gov/tows/479>

Criteria

- Must be sold by a qualified dealer, "A seller of motor vehicles within the City of Flagstaff that has a state and local transaction privilege tax license for the sale of motor vehicles."
- Must be purchased by a qualified purchaser, "Registered owner of the fuel-efficient vehicle."
- Eligible for rebate while funding lasts and if the purchase was made after the program's effective start date.
- Limit of one rebate per household per year. Limit of five rebates per commercial account.
- If you are applying for the local version of these incentives, you must provide proof of residence.
 - A driver's license with a local Flagstaff address (or),
 - A utility bill with a local Flagstaff address



Incentive

A new business in Flagstaff may receive a reimbursement for local construction contracting taxes paid for constructing new improvements or renovations. This reimbursement must be used to pay for specified uses.

The amount of the reimbursement will be up to the amount of a 0.5% local sales tax rate on construction contracting for improvements for the new business locating in Flagstaff. The local sales tax rate is currently 2.28%. The construction contracting tax is found in Sections 3-05-004-0415, and 0417 of the City Code, as amended by state laws.

FOR EXAMPLE – A \$1,000,000 million-dollar taxable value project, net of deductions, will create a reimbursable amount of up to \$5,000 of construction contracting taxes that may be used for the below qualifying expenses, but are not limited to:

1. Employee Relocation Expenses
2. Job Related Training
3. Workforce Development
4. Site improvements that provide public benefit: Beautification improvements, energy efficiency items, public roads and lighting, code required landscaping, public water and wastewater, etc.

► VISIT [CHOOSEFLAGSTAFF.COM](https://chooseflagstaff.com) TO LEARN MORE



Criteria

All submittals will be reviewed by staff to determine if potential employers meet the minimum criteria to be eligible for City incentives:

1. Must be performing referenced construction within City limits.
2. Must be one of the key industries identified by the City.
3. Must create a minimum of ten (10) new permanent full-time jobs, where the new position's salary exceeds the Coconino County median wage of \$20.04 per hour.



Incentive

The City may allocate up to \$15,000 to a new business that meets the below criteria. Awards are subject to available fund balance and review of the submittal packet.

Businesses may apply for this incentive to receive reimbursement for the following qualifying expenses, but are not limited to:

1. Employee Relocation Expenses
2. Job Related Training
3. Workforce Development
4. Site improvements that provide public benefit: Beautification improvements, energy efficiency items, public roads and lighting, code required landscaping, public water and wastewater, etc.

The annual funding for this policy is \$75,000. The maximum awarded amount per business is \$15,000.

► VISIT [CHOOSEFLAGSTAFF.COM](https://chooseflagstaff.com) TO LEARN MORE

Criteria

All submittals will be reviewed by staff to determine if the business meets the minimum criteria to be eligible for City incentives:

1. Must be locating this business within City limits. New businesses may apply for this incentive if they located in Flagstaff within the last 30 days.
2. Must be one of the key industries identified by the City.
3. Must create a minimum of ten (10) new permanent full-time jobs, where the new position's salary exceeds the Coconino County median wage of \$20.04 per hour.



For more information, please email Jack Fitchett, Interim Business Attraction Manager at: jfitchett@flagstaffaz.gov or go to chooseflagstaff.com



PARKING



- ParkFlag continues to maintain and manage the 20-minute curbside pick-up areas in the downtown area
- Parking Aides, alongside the DBA, built umbrella stands and planted flowers in Heritage Square
- Council directed that pay-to-park remain suspended until March 1, 2021.





LIBRARY



- Created a more extensive online digital library
- The library's online service Hoopla has seen over 2,000 community members sign up with over 6,000 items checked out
- The library's Libby E material service saw a 40% increase in user activity and a 35% increase in materials being checked-out





LIBRARY

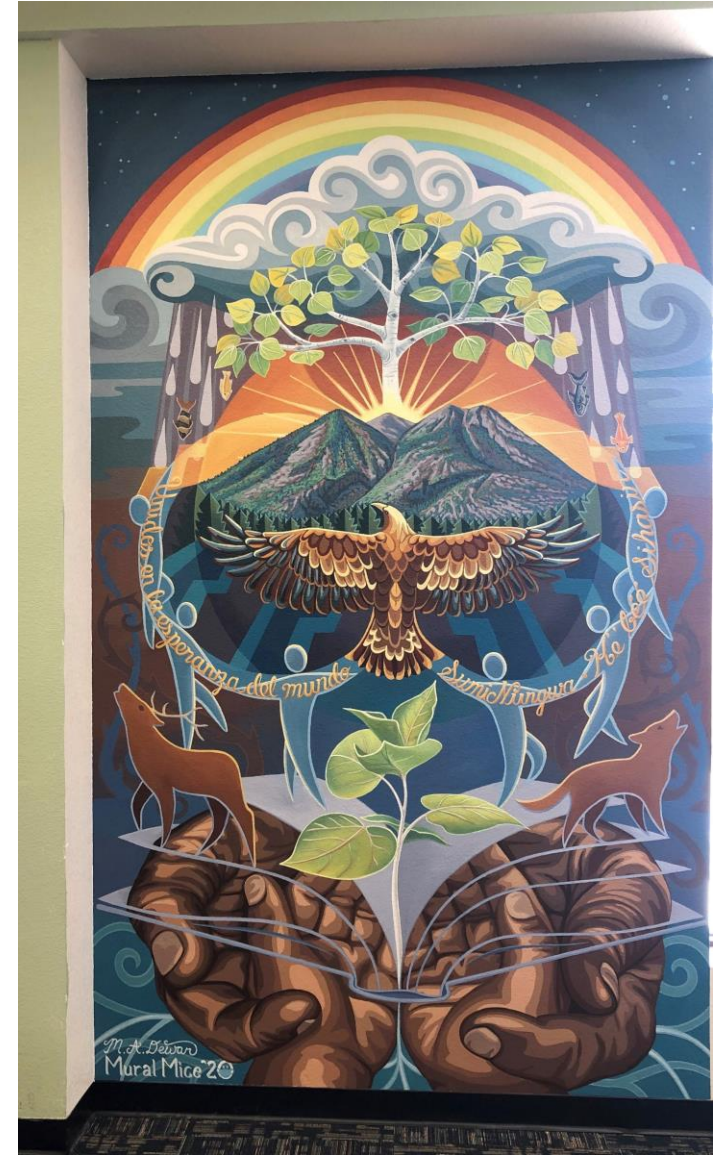


Curbside pickup for library materials:

- Over 100 items are checked out daily
- Over 50 people a day pick up materials

Wi-Fi access for patrons parked in the parking lot:

- Patrons are utilizing the libraries' parking lots to access Wi-Fi services





TOURISM



**PLEASE
STAY, PLAY
DISTANCE &
MASK
RESPONSIBLY**
discoverflagstaff.com

Fire Restrictions in Effect

Please adhere to required CDC healthcare travel guidelines, business recommendations and hours, and fire restrictions. Stay, play, distance and wear a mask responsibly.





TOURISM





TOURISM



STAYCATION
Family-fun activities unique to Flagstaff ...

Getaway Here
ROMANCE OR FAMILY
... You have the fun; leave the cleaning to us.

Creative Spirits
VIRTUAL PAINTING EVENTS
Paint your reality.

Beer TRAIL
Awesome ales, beautiful brews, and endless trails.

Nature Walks
AT THE ARBORETUM
Roam miles of scenic pathways.

Flagstaff Authors
BOOKCATION
Venture near and far - accomplished, thrilling, lively, passionate ...

MUSEUM OF NORTHERN ARIZONA
online events
A treasure worth seeing.

WALKING tours
Ready, set, go ...

Foodie
I'LL HAVE TWO OF THOSE.
Goodness abounds and awaits you as our chefs know home-cooking has run its course.

WALK & TALK
66
1
REV. 210 2025

... for links and more ideas visit
discoverflagstaff.com/staycation





TOURISM



Fire Restrictions in Effect messaging



**WE KNOW YOU CARE
PLEASE BE FIRE AWARE**

**FIRE RESTRICTIONS IN EFFECT
Know Before You Go!**

- ❌ **Campfires and charcoal use are banned.**
Propane devices with on/off switches are still allowed for outdoor cooking.
- ❌ **No smoking outside of vehicles and buildings.**
Use appropriate ash receptacles.
- ❌ **Fireworks use is prohibited on public lands and within city limits while in fire restrictions.**
- ❌ **Check for dragging chains or tow straps as they could spark a wildfire.**
- ❌ **Avoid parking in grassy areas where a hot muffler may spark a wildfire.**
- ❌ **No chainsaw use between the hours of 9 am-8 pm.**
Only use designated open roads and trails.
Pick up a free copy of the Coconino National Forest Motor Vehicle Use Map at the Flagstaff Visitor Center (1 E. Route 66) or visit fs.usda.gov/coconino.
To learn more, visit firerestrictions.us/az

PLEASE STAY, PLAY DISTANCE & MASK RESPONSIBLY

discoverflagstaff.com

Keep our forests beautiful, take your trash with you. Remember LEAVE NO TRACE.


Arizona's destination for all seasons

Please adhere to required CDC healthcare travel guidelines, business recommendations and varied hours, and fire restrictions. Stay, play, distance and mask responsibly.



STAY, PLAY DISTANCE & MASK RESPONSIBLY


discoverflagstaff.com

FIRE RESTRICTIONS IN EFFECT firerestrictions.us/az



 **Discover Flagstaff**
Sponsored

Please adhere to required CDC healthcare travel guidelines and fire restrictions.



STAY, PLAY DISTANCE & MASK RESPONSIBLY

discoverflagstaff.com

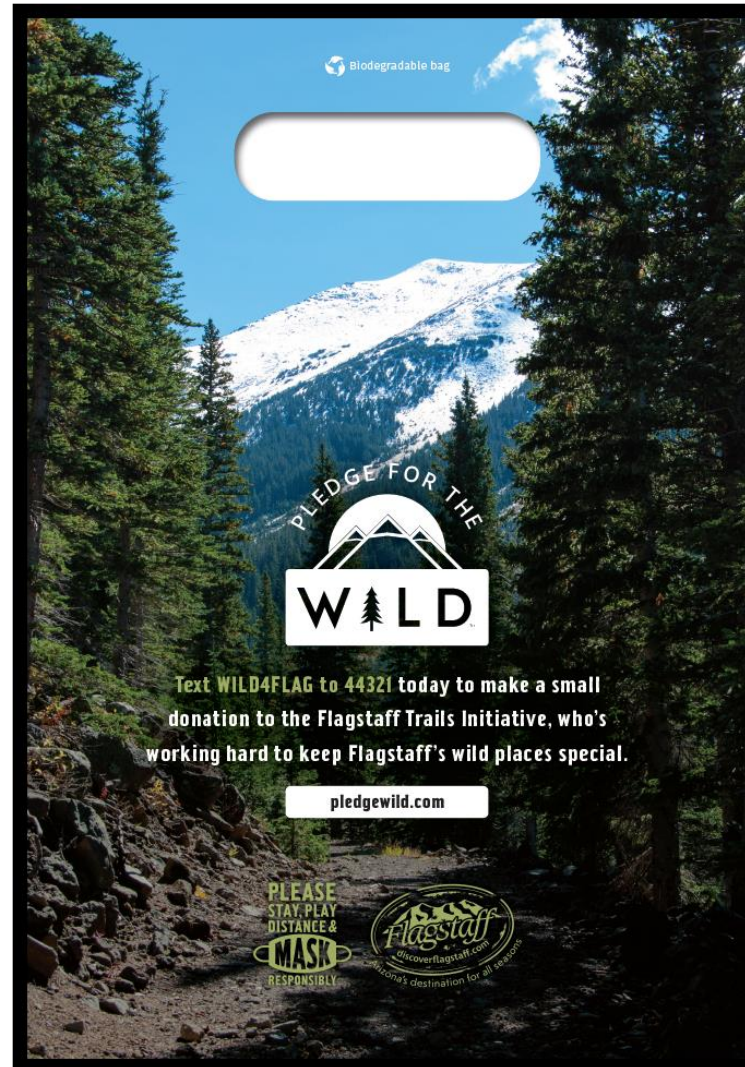
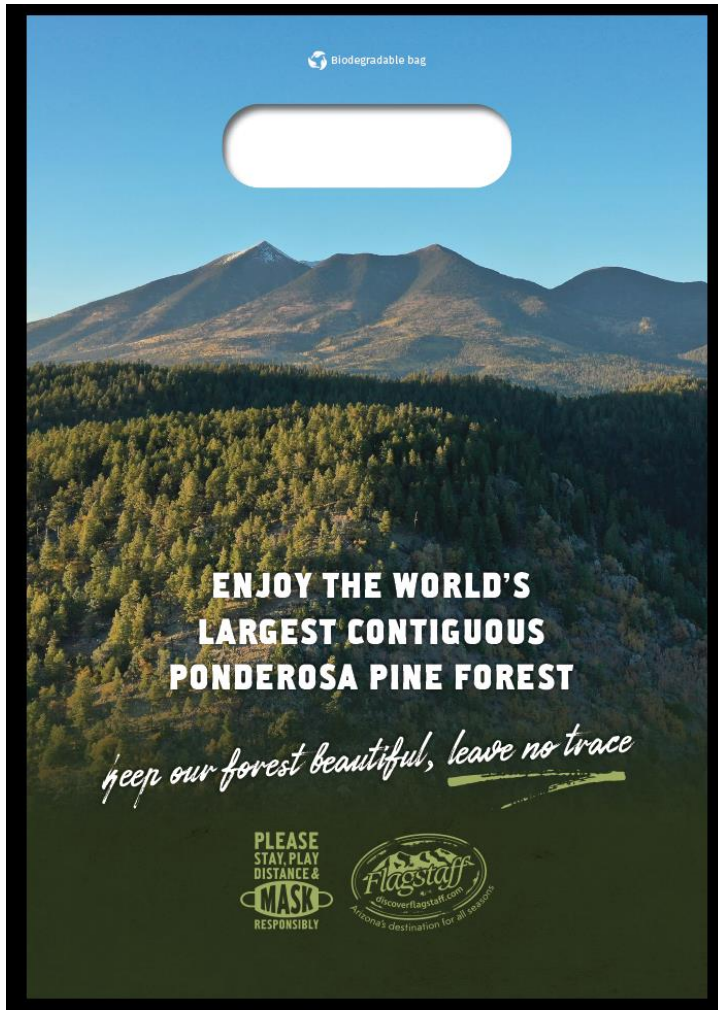
[DISCOVERFLAGSTAFF.COM](https://discoverflagstaff.com)
Keep Flagstaff Safe & Beautiful
Discover Flagstaff features travel information fo... [Learn More](#)

257 Reactions 11 Comments 20 Shares

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Send postcards by mail or digitally...





**Biodegradable
litter bags for our
locals and visitors
will soon be
available to help
take on the trails
to keep them
beautiful**





QUESTIONS?



**VISIT.
DISCOVER.
GROW.
...that's still
the plan!**

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Shannon Anderson, Deputy City Manager
Date: 09/29/2020
Meeting Date: 10/05/2020



TITLE:

Partnering together to assist businesses rebound faster.

DESIRED OUTCOME:

Discussion about what is happening in the local business community, the various programs and assistance available to help business owners during the pandemic, and how the City of Flagstaff and Greater Flagstaff Chamber of Commerce can partner together to assist businesses rebound at a faster pace.

EXECUTIVE SUMMARY:

Following all of the information shared from the Greater Flagstaff Chamber of Commerce board members and City staff, this discussion will focus on how both agencies can partner together for a greater benefit to local business owners.

INFORMATION:

Joint discussion with Greater Flagstaff Chamber of Commerce, City staff and City Council.

Attachments:

No file(s) attached.

Minutes Attachments

No file(s) attached.
