

**CITY OF FLAGSTAFF  
SUSTAINABILITY COMMISSION  
THURSDAY  
October 27, 2022**

**HYBRID MEETING  
CITY HALL, STAFF CONFERENCE ROOM  
AND MICROSOFT TEAMS  
4:30 – 6:30 PM**

**Vision:** The City of Flagstaff is a culture and community that thrives in response to the Climate Crisis.

**Mission:** To advise Sustainability Division Staff on matters related to climate and sustainability, support community projects through Neighborhood Sustainability Grants, and provide feedback to the City Council on sustainability issues.

### 1. Call to Order

Chair McCain called the meeting of the Sustainability Commission held October 27<sup>th</sup>, 2022, to order at 4:30 pm.

### 2. Roll Call

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

Chair David McCain

Commissioner John Dailey

Vice Chair Kevin White

Commissioner Kristen  
Konkel

Commissioner Margaret  
Steiger

Commissioner Molly  
McCormick

Commissioner Paul Beier

Others Present: Jenny Niemann (Staff), Briana Aurilio (Minutes), Kaeli Wells (Staff), Summer White (Staff), Jim Huchel (Presenter), Gary Miller (Presenter), Rick Tadder (Staff), Justyna Costa (Presenter)

### 3. Land Acknowledgement

The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home

#### 4. **Public Comment**

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please use the Teams Chat function: simply type in 'public comment' to indicate to the Chair that you would like to comment. The Chair will then recognize you when it is time for public comment, and staff will unmute your microphone if needed.

No public comment.

#### 5. **Approval of Minutes**

September 22, 2022

**Moved by Chair McCain, seconded by Seconded by Vice Chair White to approve the September 22<sup>nd</sup>, 2022 minutes.**

Vote: 6-0 Unanimously Passed

#### 6. **Business**

##### A. **Bond Presentation (30 minutes)**

Sarah Darr, Housing Director, Justyna Costa, Assistant Housing Director, Mark Gaillard, Fire Chief, Mark Wilson, Deputy Fire Chief, Brandi Suda, Finance Director, Rick Tadder, Management Services Director, Edward Schenk, Water Services Manager - Stormwater, Gary Miller, Water Services Engineering Section Director, Lisa Deem, Management Analyst, Jim Huchel, Wastewater Treatment Manager, Brad Hill, Water Services Director, City of Flagstaff  
Requested Action: Informational

Jim Huchel presented a video about General Obligation Bonds and Propositions 441 and 442.

Vice Chair White asked if there was an economic analysis of the impact that the housing aspects of the bond will have on the Flagstaff housing market. Justyna Costa answered that there has not been an exact economic analysis performed on this topic.

Commissioner Beier asked where the additional money was coming from for building the new units. Ms. Costa answered there will be leverage with a private developer and will partner with the City of Flagstaff.

[Link to GO Bonds, Prop 441 & Prop 442 Presentation Video](#)

**B. Red Gap Ranch Presentation (15 minutes)**

Erin Young, Water Services Manager, and Brad Hill, Water Services Director, City of Flagstaff

Requested Action: Informational

Canceled

**C. United States Department of Agriculture's Urban Agriculture and Innovative Production Grant Presentation (15 minutes)**

Summer White, Sustainability Coordinator, City of Flagstaff

Requested Action: Informational

Summer White gave a presentation about Assessing & Growing a Sustainable Community Food System.

Commissioner Beier asked to get an example of a business opportunity that would be appropriate for an area with a forty day growing season. Ms. Summer answered that examples are indoor vertical farming operations and a food hub with refrigeration services. Commissioner Beier asked about the vertical farming operation and if it would be a city owned facility or would a business rent out space. Ms. Summer answered that those two possibilities are open right now.

Chair McCain asked if the USDA defined an equitable sustainable food system. Ms Summer answered that those resources will be found online about building equity and to food systems. Chair McCain asked if the assessment was done comparing Flagstaff to a particular model about a sustainable, equitable system. Ms. Summer answered that the assessment will be carried out by a paid contractor. Chair McCain asked if there was a network of cities that are receiving this grant, going through the same process, and if there were any collaborations. Ms. Summer answered that yes there is collaboration between cities.

Vice Chair White asked if Ms. White will be seeking Sustainability Commission help. Ms. White answered that a contractor will be available and that Ms. White and other staff will be available.

Commissioner Beier asked if Ms. White was in charge of this project. Ms. Summer confirmed she was as well as staff member, Kaeli Wells. Commissioner Beier asked if there were any other cities that have a shorter growing season than Flagstaff. Ms. White answered that Missoula has a similar growing season and they will look to those cities for guidance.

Chair McCain asked if Ms. White was referring to Missoula, Montana. Ms. White answered that she was. Chair McCain asked Ms. White what the plan would be in leveraging funds. Ms. White answered the data process will be essential for leveraging those funds.

Commissioner McCormick added that Missoula and Sante Fe have vibrant local food systems and that there is a lot that Flagstaff can do and asked Ms. White to better define what is local in regards to Flagstaff and other Northern Arizona communities. Ms. White answered that it was important to define what is local in the Flagstaff area.

This presentation can be found at the end of this document.

#### **D. Carbon Neutrality Plan Revisions (15 minutes)**

Jenny Niemann, Climate Program Manager, City of Flagstaff  
Requested Action: Discussion

Jenny Niemann gave a presentation about the Carbon Neutrality Revision Update.

Commissioner McCormick asked would there be comparison to 2016 with the new methodology or will there be a need to start over. Ms. Niemann answered that they will be updating all of the inventories with the new methodology.

Commissioner Beier asked if the graph will be different. Ms. Niemann answered that the graph will look different.

This presentation can be found at the end of this document.

#### **E. Neighborhood Sustainability Grant Update (20 minutes)**

Briana Aurilio, Sustainability Intern, City of Flagstaff  
Requested Action: Informational

Briana Aurilio gave an update on the Neighborhood Sustainability Grants.

Commissioner Steiger asked if the questions to the applicants will be sent out as one document with the Commission's questions. Ms. Aurilio confirmed that they will be.

Vice Chair White addressed concerns he had about two applications and about their eligibility and if other time should be dedicated in this discussion. Chair McCain stated that if it is an eligibility concern then it should be discussed now. Vice Chair White stated that he had made notes in his evaluation about the applicants in question. Chair McCain asked Ms. Aurilio to research it. Ms. Aurilio responded that she will look into it immediately.

Chair McCain asked Commissioner McCormick about an issue she wished to bring forward. Commissioner McCormick asked if there was a way to divide up the project to save time. Chair McCain asked Commissioner McCormick if it has been taking an hour for each application. Commissioner McCormick clarifies that it has taken her a half hour for each applicant and wanted to discuss ways to improve the rating system. Chair McCain discussed the possibility of having another working group to do another assessment on how the grant rating is executed.

Commissioner McCormick stated that she reduced scores for people who did not mention any of the city's initiatives and that being explicit in the proposal and a link to these initiatives could help guide future applicants. Chair McCain said that he was shocked by the poor quality of some of these applicants compared to last year. Commissioner McCormick said that there is an opportunity to help the applicants be better grant writers.

Commissioner Steiger asked if there was a rubric of past excellent applicant examples for them to reference. Commissioner McCormick answered that there were training programs. Chair McCain answered that there used to be both and that there are indeed links in the application forms to resources for grant writing.

Vice Chair White asked if there should be another working group to look into the process for grant applicants next year. Chair McCain asked if this needs to be an agenda item. Ms. Neiman answered that there can be another working group. Vice Chair White stated that he wants to make a motion to start the working group now. Chair McCain responded that he prefers to hold off until more information is available and that this matter is on the next agenda.

Commissioner Beier asked what the total budget was for the grants. Ms. Neiman responded saying \$50,000.

**F. Staff Update (10 minutes)**

Kaeli Wells, Sustainability Specialist, City of Flagstaff

Requested Action: Informational

Kaeli Wells shared an update on Sustainability Office Staff's activities.

Commissioner McCormick asked about the clarification on numbers from a volunteer cleanup day. Ms. Niemann answered that those groups were a community group and did not know about the exact numbers.

Commissioner Beier asked what the date was for the trash drop off. Ms Wells answered that it is October 29th from 10am to 2 pm.

Vice Chair White asked if the Commission will be receiving an email about certain events pertaining to the Sustainability Commission. Ms. Wells answered that if there was anything pertaining to the Commission she will communicate those events when the time comes.

**7. To and from (5 Minutes) – All**

Chair McCain reminds the Commission to vote.

Commissioner Steiger mentioned that Homecoming is next week for NAU alumni.

**8. Future Agenda Item Requests**

Chair McCain asked for a working group to review the grant process.

**9. Adjournment**

The meeting of the Sustainability Commission on October 27<sup>th</sup>, 2022, adjourned at 6:05 pm by Chair McCain.

**CERTIFICATION 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 Disability Awareness Commission with the City Clerk.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

USDA URBAN AGRICULTURE &  
INNOVATION PRODUCTION  
GRANT:

# ASSESSING & GROWING A SUSTAINABLE COMMUNITY FOOD SYSTEM

City of Flagstaff Sustainability Office



**Grant:** USDA Urban Agriculture and Innovative  
Production Grant

**Project:** Assessing & Growing a Sustainable  
Community Food System

**Financial Award:** \$184,085.12





## FOOD ACTION PLAN

roadmap for an equitable, sustainable, and resilient local food system that supports healthy, vibrant communities

## COMPREHENSIVE FOOD SYSTEMS ASSESSMENT

comprehensive tool to identify the assets and barriers for a community's food system



## Why is this initiative important?



Supports the Carbon Neutrality Plan by decreasing food waste and increasing food recovery



Develops Flagstaff's **first** Comprehensive Food Systems Assessment and Food Action Plan



Determines City's food system commitments over the next **decade** to inform and engage decision-makers, key stakeholders, and the community



# Assessing and Growing a Sustainable Community Food System



## GOAL #1

Assess the local food system and collect data through a comprehensive food systems assessment (CFSA).



## GOAL #3

Assess the feasibility of one strategic business opportunity: food hub, commercial community kitchen, etc.



## GOAL #2

Present CFSA findings to stakeholders and community members to increase awareness and understanding of the current state of our food system.



## GOAL #4

Develop a Food Action Plan to guide City policy, programming, and investment in the local food system and urban agriculture opportunities.



## Timeline

### YEAR 1: 2023

Collect data and develop a CFSA.

### YEAR 2: 2024

- Present CFSA findings to stakeholders and community members.
- Assess the feasibility of one strategic business opportunity.

### YEAR 3: 2025

Develop a Food Action Plan (City of Flagstaff Sustainability Office)



## CONTACT US



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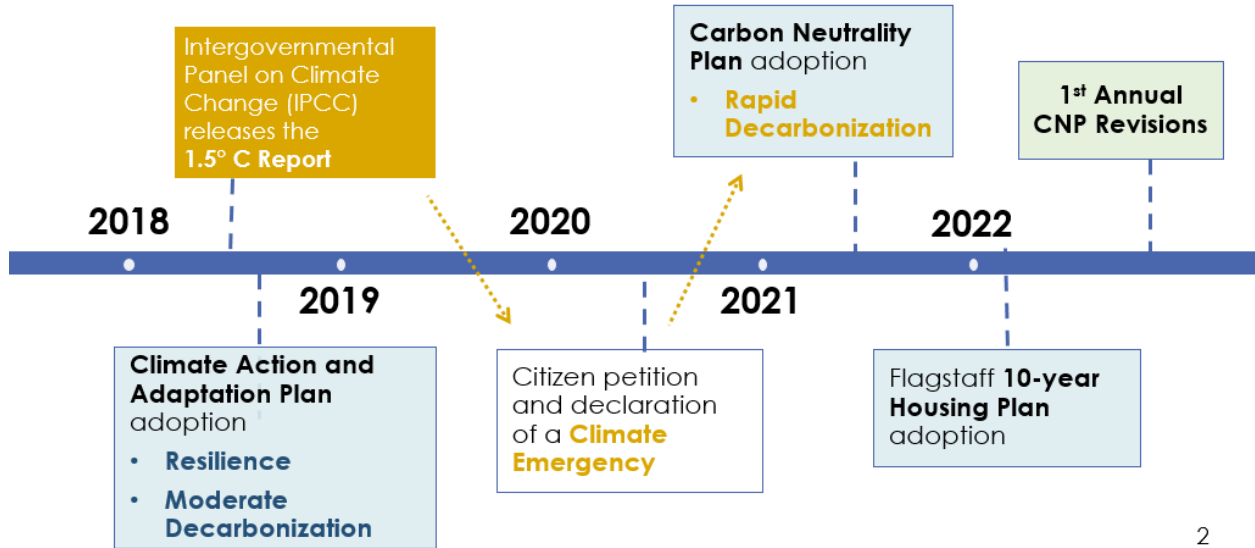
# Carbon Neutrality Plan Revision Update

October 25, 2022

Jenny Niemann  
Climate Program Manager  
Flagstaff Sustainability Office



# Timeline



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Staff members are working with various stakeholders to incorporate CAAP target areas into the CNP.

- **COF Sections:**
  - Housing
  - Economic Vitality
  - PROSE
  - Wildland Fire
  - Waster Services
  - Planning
  - Facilities
  - Emergency Management
  - Transportation
- **Coconino County Health and Human Services**
- **External advisory groups:**
  - Sustainability Commission
  - Business Climate Advisory Group

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# Annual Updates

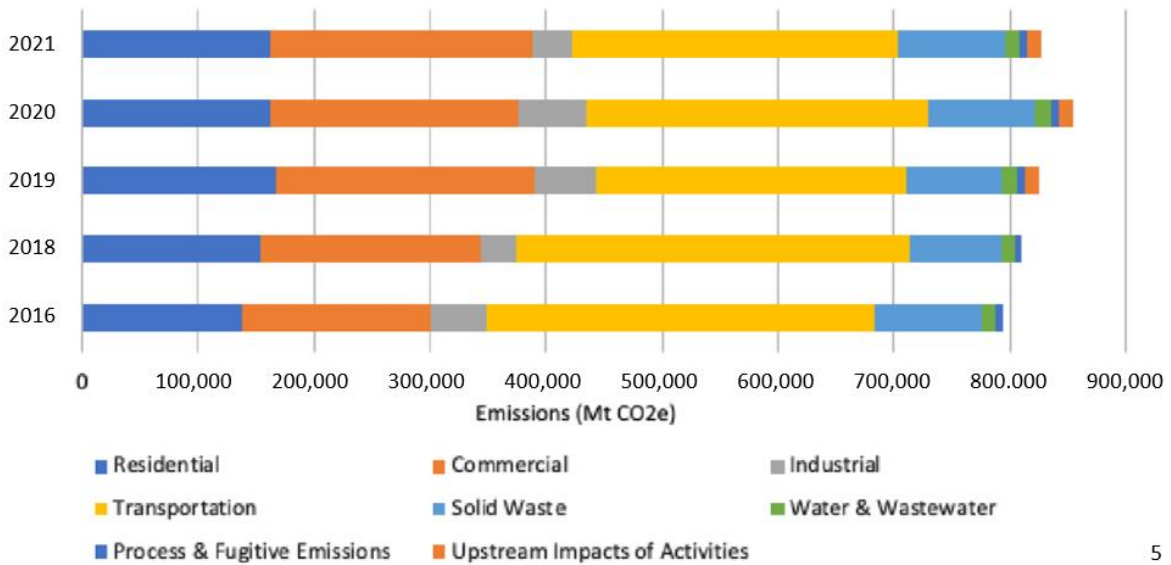
**Annual Carbon Neutrality Plan updates will include the City's updated greenhouse gas inventory.**

This annual process provides an accounting of how Flagstaff is making progress towards its goals.



4

## 2021 Greenhouse Gas Inventory



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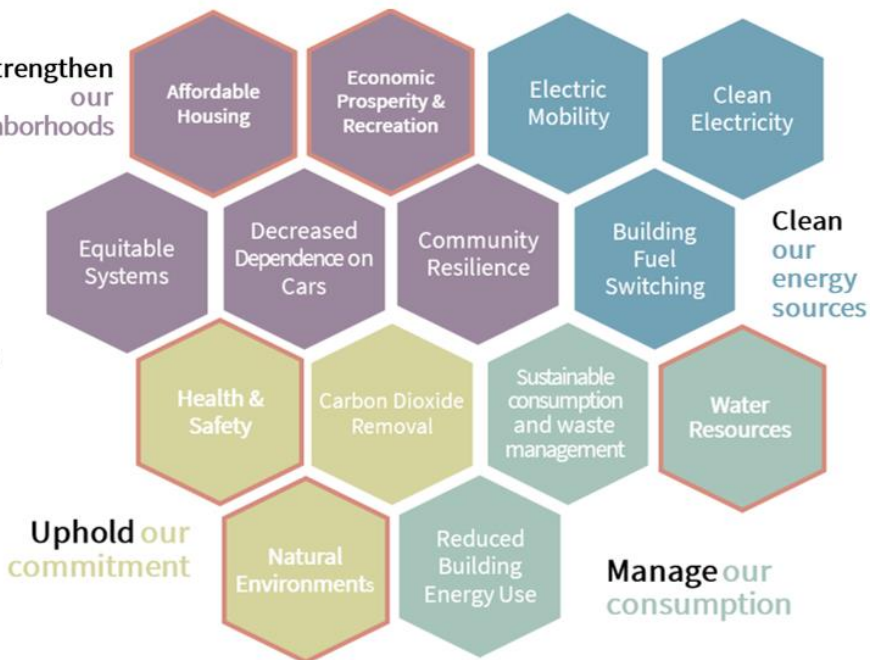
# Current CNP target areas



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# The new CNP target areas

 New CNP target area



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## CNP Revisions



### **We welcome your questions, comments, and suggestions**

The revised CNP will be presented to Council on  
**December 6<sup>th</sup>** for consideration and adoption.