

MINUTES

1. CALL TO ORDER

Councilmember Aslan called the meeting of the Flagstaff City Council held April 1, 2025, to order at 3:00 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

2. Roll Call

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

PRESENT:

COUNCILMEMBER ASLAN
COUNCILMEMBER GARCIA
COUNCILMEMBER MATTHEWS
COUNCILMEMBER SPENCE

ABSENT:

MAYOR DAGGETT
VICE MAYOR SWEET
COUNCILMEMBER HOUSE

Others present: City Manager Greg Clifton; Deputy City Attorney Kevin Fincel.

3. PLEDGE OF ALLEGIANCE, MISSION STATEMENT, AND LAND ACKNOWLEDGEMENT

The Council and audience recited the pledge of allegiance, Councilmember Spence read the Mission Statement of the City of Flagstaff, and Councilmember Garcia read the Land Acknowledgement.

MISSION STATEMENT

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

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. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- A. **Consideration and Approval of Minutes:** City Council Work Session August 25, 2020, Work Session September 8, 2020, Work Session October 13, 2020, Work Session October 27, 2020, Work Session December 22, 2020, Work Session February 23, 2021, Work Session March 9, 2021, Work Session May 25, 2021, Work Session September 14, 2021, Special Meeting (Executive Session) of September 17, 2024, Special Meeting (Executive Session) of September 24, 2024, Special Meeting (Executive Session) of October 1, 2024, Special Meeting (Executive Session) of October 8, 2024, Special Meeting (Executive Session) of October 15, 2024, Special Meeting (Executive Session) of October 16, 2024, Special Meeting (Executive Session) of October 22, 2024, Special Meeting (Executive Session) of October 30, 2024, Special Meeting (Executive Session) of November 5, 2024, Special Meeting (Executive Session) of November 12, 2024, Special Meeting (Executive Session) of November 15, 2024, Special Meeting (Executive Session) of November 19, 2024, Special Meeting (Executive Session) of November 22, 2024, Special Meeting (Executive Session) of December 2, 2024, Special Meeting (Executive Session) of December 3, 2024, Budget Retreat of February 13, 2025, Budget Retreat of February 14, 2025, Regular Meeting of February 4, 2025, and Work Session March 11, 2025

Moved by Councilmember David Spence, **seconded by** Councilmember Lori Matthews to approve the minutes of the City Council Work Session August 25, 2020, Work Session September 8, 2020, Work Session October 13, 2020, Work Session October 27, 2020, Work Session December 22, 2020, Work Session February 23, 2021, Work Session March 9, 2021, Work Session May 25, 2021, Work Session September 14, 2021, Special Meeting (Executive Session) of September 17, 2024, Special Meeting (Executive Session) of September 24, 2024, Special Meeting (Executive Session) of October 1, 2024, Special Meeting (Executive Session) of October 8, 2024, Special Meeting (Executive Session) of October 15, 2024, Special Meeting (Executive Session) of October 16, 2024, Special Meeting (Executive Session) of October 22, 2024, Special Meeting (Executive Session) of October 30, 2024, Special Meeting (Executive Session) of November 5, 2024, Special Meeting (Executive Session) of November 12, 2024, Special Meeting (Executive Session) of November 15, 2024, Special Meeting (Executive Session) of November 19, 2024, Special Meeting (Executive Session) of November 22, 2024, Special Meeting (Executive Session) of December 2, 2024, Special Meeting (Executive Session) of December 3, 2024, Budget Retreat of February 13, 2025, Budget Retreat of February 14, 2025, Regular Meeting of February 4, 2025, and Work Session March 11, 2025.

Vote: 4 - 0 - Unanimously

5. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Council about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Open Call to the Public appears on the agenda twice, at the beginning and at the end. The total time allotted for the first Open Call to the Public is 30 minutes; any additional comments will be held until the second Open Call to the Public.

If you wish to address the Council in person at today's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Open Call to the Public and Public Comment. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

Colleen Maring, Chief People Officer and General Council, and Dr. Rachel Levitan, for Northern Arizona Healthcare addressed Council on their recent award ceremony highlighting tenured employees.

6. PROCLAMATIONS AND RECOGNITIONS

A. Recognition: Freemason's Donation

Councilmember Aslan read and presented the recognition.

B. Proclamation: Water Awareness Month

Councilmember Aslan read and presented the proclamation.

C. Proclamation: National Library Week

Councilmember Garcia read and presented the proclamation.

7. COUNCIL LIAISON REPORTS

Councilmember Spence stated that the Open Spaces Commission and the Parks and Recreation Commission will be coming to the council with recommendations for improvements in the city.

8. LIQUOR LICENSE PUBLIC HEARINGS

Applications under Liquor License Public Hearings may be considered under one public hearing and may be acted upon by one motion unless otherwise requested by Council.

A. Consideration and Action on Liquor License Application: Caleb Joseph Schiff "Sosta", 413 N San Francisco St, Series 12 (Restaurant), New Application

Councilmember Aslan opened the public hearing.

Deputy City Clerk Georganna Staskey introduced the applications and indicated that the Police Department and Community Development had provided their respective findings.

There being no public comment, Councilmember Aslan closed the public hearing.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to forward the application to the state with a recommendation for approval.

Vote: 4 - 0 - Unanimously

9. CONSENT AGENDA

All matters under Consent Agenda are considered by the City Council to be routine. Unless a member of City Council expresses a desire at the meeting to remove an item from the Consent Agenda for discussion, the Consent Agenda will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.

Kat Fan submitted a written comment to Council in opposition of item 9F on the Consent Agenda

Moved by Councilmember David Spence, **seconded by** Councilmember Anthony Garcia to approve the Consent Agenda as presented.

Vote: 4 - 0 - Unanimously

A. Consideration and Ratification of Letter of Support: Wecom BEAD grant application

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

B. Consideration and Approval of Letter of Support: Tax-Exempt Municipal Bonds

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

C. Consideration and Ratification of Letter of Support: HELPER Act

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

D. Consideration and Approval of Letter of Support: Protect Our Parks and Save Our Forests Acts

STAFF RECOMMENDED ACTION:

Approve the letter of support.

E. Consideration and Approval of the Project Sponsor Agreement: City of Flagstaff and the Arizona State Parks Board for approval of award of the Off-Highway Vehicle Supplemental Grant.

STAFF RECOMMENDED ACTION:

Approve Project Sponsor Agreement with the Arizona State Parks Board for the Fiscal Year 2025 Off-Highway Vehicle (OHV) Supplemental Grant in the amount of \$93,738.00 for the Flagstaff Police Department to utilize for the purpose of Law Enforcement Programs. The grant funds will be utilized for outreach in heavily trafficked OHV locations. Additionally, the department will enhance patrol and enforcement efforts in off-highway areas and support the Coconino County Sheriff's Office during holidays and special events related to OHV operations. Grant funds will be used for the following items: Overtime patrol, 1 side by side vehicle (SXS) with upgrades, SXS communication package with install, SXS LE lighting package with install, Officer PPE.

F. Council Confirmation of Direction: Approval of direction and instruction given by City Council to City Attorney in executive session on March 18, 2025 to petition the Arizona Supreme Court for review of a ruling by the Court of Appeals dismissing a lawsuit against Desert Mountain Energy.

STAFF RECOMMENDED ACTION:

Approval of direction and instruction.

10. ROUTINE ITEMS**A. Consideration and Approval of Materials for State Lobbying Trip**

Public Affairs Director Sarah Langley provided the 2025 State Lobbying Packet and briefly reviewed the items included in the packet that would be going to the state.

Councilmember Alsan asked who would be attending this year. Ms. Langley stated that Mayor Daggett, Vice Mayor Sweet, and Councilmember Matthews would be attending.

Councilmember Garcia stated that he agreed with items in the packet and hopes in the future to be more involved in which issues are presented on the trip.

Moved by Councilmember Lori Matthews, seconded by Councilmember David Spence to approve the materials for the state lobbying trip.

Vote: 4 - 0 - Unanimously

- B. **Consideration and Approval of Contract:** Award Amendment #1, GMP #1 for the Montalvo Science, Technology, Engineering and Mathematics (STEM) Education Community Center to Loven Contracting, Inc. for the amount of \$409,395.65.

Public Works Director Scott Overton reiterated the presentation from the March 18, 2025 meeting and was available for questions.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to approve the first amendment for guaranteed maximum price (GMP) #1 to Loven Contracting Inc for the first scope of services of the Montalvo Science, Technology, Engineering, and Mathematics (STEM) Education Community Center in an amount not to exceed 409,395.65 and Authorizing the City Manager to execute the necessary documents.

Vote: 4 - 0 - Unanimously

11. **REGULAR AGENDA**

- A. **Consideration and Approval of Contract:** A Service Contract with Open Sky Productions, LLC for a 4th of July Drone Show in the amount of \$95,000.

Events and Marketing Manager Haley Reynolds provided a PowerPoint presentation that covered the following:

4th OF JULY DRONE SHOW
2025 DIRECTION
VENDOR/CONTRACT DETAILS
PARTNERSHIPS AND COLLABORATIONS
EVENT HIGHLIGHTS
QUESTIONS

Council discussed the following:

Councilmember Spence inquired about the size of the individual drones, to which Ms. Reynolds responded that they are about two by three feet and roughly ten inches tall. Councilmember Spence also asked about the timing, with Ms. Reynolds stating the event would occur right after sunset, around 9:15 pm.

Councilmember Garcia raised concerns about public viewing areas and logistics, and Ms. Reynolds mentioned that the best viewing would be within a two-to-three-mile radius, specifically in Sunnyside. She added that traffic control and road closures would be planned once the contract is approved.

Councilmember Matthews asked about parking, and Ms. Reynolds stated that they do not plan to use the large school parking lots at Coconino High School, but Buffalo Park and possibly the Safeway parking might be available. Councilmember Matthews expressed concern about crowding and parking, suggesting the need for more space. Councilmember Aslan echoed this concern, suggesting hillside viewing and raising concerns about road safety and potential liabilities.

Assistant Parks and Recreation Director Amy Hagin noted that safety planning would begin after the contract approval, in collaboration with the Police and Fire Departments. Councilmember Aslan asked about City liability, and Mr. Fincel explained that the contract includes indemnification provisions and insurance in place but would need to look into the provisions more about specific traffic related liability.

Councilmembers Matthews suggested using Mountain Line for transportation to viewing areas.

Councilmember Spence recommended advertising the elevation of the light show to set realistic expectations for viewers.

Councilmember Aslan asked if these drone shows are becoming more common, and Ms. Reynolds

confirmed they are, especially in fire-prone areas.

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Lori Matthews to approve the service contract in the amount of \$95,000 with Open Sky Productions :C, and authorize the City Manager to execute the necessary documents.

Vote: 4 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2025-13:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the City of Flagstaff and MetroPlan for the Safe Streets and Roads for All (SS4A) Safe Streets Master Plan grant award.

Transportation Planner Christopher Phair provided a PowerPoint presentation that covered the following:

RESOLUTION-- IGA FOR THE SAFE STREETS MASTER PLAN
SAFE STREETS MASTER PLAN -- IGA
PROEJCT COSTS
METROPLAN ROLE AND CITY ROLE
COMMITTED PROJECT COMPONENTS
PROJECT STATUS
QUESTIONS

Council discussed the following:

Councilmember Spence asked if the Master Plan aligns with the Regional Plan under development. Mr. Phair confirmed that while the Master Plan focuses on Flagstaff, it will cover the entire area in the Regional Plan. Councilmember Spence highlighted the need to engage with the county for areas like Doney Park, Kachina, Baderville, and Winona.

Councilmember Garcia expressed concerns about connections in these areas but is hopeful that they will be addressed and is excited about safer streets and multimodal transportation.

Councilmember Matthews inquired about the portion of funding from the County and whether the coverage of 500 square miles is typical. Mr. Phair clarified that while the plan is city-centric, the county's involvement demonstrates their support and ensures there are no conflicts between the two entities.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025 - 13 by title only.

Vote: 4 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN METROPLAN AND THE CITY OF FLAGSTAFF FOR THE SAFE STREETS AND ROADS FOR ALL SAFE STREETS MASTER PLAN GRANT AWARD

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2025-13.

Vote: 4 - 0 - Unanimously

- C. Consideration and Adoption of Resolution No. 2025-18:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the Coconino County Flood Control District and the City of Flagstaff to repair damaged sediment basins and trails and transfer right, title, interest and ongoing responsibilities for the same from the District to the City

Senior Project Manager for the Storm Water Section John Morris briefly reviewed the history of the basins and why the transfer would occur.

Councilmember Matthews asked for clarification on if it was on city property or county property and Mr. Morris confirmed it was city property.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Austin Aslan to read Resolution No. 2025-13 by title only.

Vote: 4 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COCONINO COUNTY FLOOD CONTROL DISTRICT AND THE CITY OF FLAGSTAFF TO REPAIR DAMAGED SEDIMENT BASINS AND TRAILS AND TRANSFER RIGHT, TITLE, INTEREST, AND ONGOING RESPONSIBILITIES FOR THE SAME FROM THE DISTRICT TO THE CITY

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to adopt Resolution No. 2025-13.

Vote: 4 - 0 - Unanimously

- D. **Consideration and Adoption of Resolution No. 2025-17 and Ordinance No. 2025-05:** Amending the Flagstaff City Code, Chapter 1-14, Personnel System amending the Employee Handbook of Regulations, providing for repeal of conflicting ordinances, severability, authority for clerical correction, and establishing effective dates.

Senior Human Resources Management Analysis Cindy Perger provided a PowerPoint presentation that covered the following:

RESOLUTION NO. 2025-17 AND ORDINANCE 2025-05
CREATION OF NEW SECTION 1-50-08X ABSENT NO PAY
AMEND SECTION 1-20-050 ACTING PAY
AMEND SECTION 1-50-040- BEREAVEMENT LEAVE
AMEND SECTION 1-10-070 EMPLOYEE ADVISORY COMMITTEE
AMEND SECTION 1-10-30- EMPLOYMENT CATEGORIES
AMEND SECTION 1-20-040 OVERTIME PAY
AMEND SECTION 1-50-039 PURCHASE DAYS

Mr. Clifton stated the changes presented to Council have been thoroughly vetted through the departments and legal team, he explained that the changes come to Council due to the City Charter requirement that Employee Handbook changes be approved by Council.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Austin Aslan to read Resolution No. 2025-17 by title only.

Vote: 4 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORDS THAT CERTAIN DOCUMENTS FILED WITH THE CITY CLERK ENTITLED "2025 SUITE OF EMPLOYEE HANDBOOK CHANGES"

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to read Ordinance No. 2025- 05 by title only.

Vote: 4 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, PERSONNEL SYSTEM BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "2025 SUITE OF EMPLOYEE HANDBOOK CHANGES" PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

- E. **Consideration and Adoption of Resolution No. 2025-14:** A resolution of the Flagstaff City Council, approving an amendment to the Intergovernmental Agreement and Declaration of Trust establishing the Northern Arizona Public Employees Benefits Trust (NAPEBT).

Human Resources Deputy Director Jennifer Caputo provided a brief history of NAPEBT and the corrections the amendment would cover, she was available for any questions.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember David Spence to read Resolution No. 2025-14 by title only.

Vote: 4 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT AND DECLARATION OF TRUST ESTABLISHING THE NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFITS TRUST (NAPEBT) FOR THE PURPOSES OF UPDATING DEFINED TERMS IN THE AGREEMENT

Moved by Councilmember Austin Aslan, **seconded by** Councilmember David Spence to adopt Resolution No. 2025-14.

Vote: 4 - 0 - Unanimously

- F. **Consideration and Adoption of Resolution No. 2025-16:** A resolution of the Flagstaff City Council, approving the second amendment to the Intergovernmental Agreement with the Northern Arizona Intergovernmental Public Transportation Authority related to the Downtown Connection Center

Real Estate Manager Bryce Doty provided a brief history on the amendment and was available for questions.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to read Resolution No. 2025-16 by title only.

Vote: 4 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY RELATED TO THE DOWNTOWN CONNECTION CENTER; AND ESTABLISHING AN EFFECTIVE DATE

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Austin Aslan to adopt Resolution No. 2025-16.

Vote: 4 - 0 - Unanimously

12. **OPEN CALL TO THE PUBLIC**

None.

13. **INFORMATIONAL ITEMS TO/FROM MAYOR, COUNCIL, AND STAFF, AND FUTURE AGENDA ITEM REQUESTS**

Councilmember Garcia requested a FAIR item for the High Occupancy Housing Plan to come before Council for discussion with the public on how it can impact long term housing solutions.

14. **ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held April 1, 2025, adjourned at 4:24 p.m.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I, STACY SALTZBURG, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on April 1, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 15th day of April, 2025

CITY CLERK