

MINUTES

1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held June 3, 2025, to order at 3:02 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: Mayor Becky Daggett
Vice Mayor Miranda Sweet
Councilmember Austin Aslan
Councilmember Anthony Garcia
Councilmember Khara House
Councilmember Lori Matthews
Councilmember David Spence

Staff Present: City Manager Greg Clifton; City Attorney Sterling Solomon

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

The Council and audience recited the pledge of allegiance, Councilmember House read the Mission Statement of the City of Flagstaff, and Vice Mayor Sweet 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. 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.

Stephen Puhr addressed Council with concerns about unauthorized funding being used for street and sidewalk repairs on West Stevanna Way, noting a discrepancy between the Council-approved funding sources and a third, unapproved source currently being collected. He requested that the Council direct staff to stop using that source. He referenced the May 20, 2025 meeting, citing specific contract pages that outlined the scope of work and approved funding sources. He also cited Ordinance 2020-02, which mandates residents adjacent to damaged sidewalks pay at least 50% of repair costs. He argued that the ordinance was being applied inconsistently, pointing to other neighborhoods where residents were not charged. Lastly, he addressed the 2022 flooding on West Stevanna Way, linking the damage to a 1991 city code violation. While residents did not seek reimbursement for flood-related damages, it was unfair that they were now being asked to contribute to sidewalk repairs.

Sustainability Specialist Noah Baker addressed Council and provided an update on the Pine Needle Clean-up project.

Brendan Trachsel addressed Council and spoke about concerns with the use of Flock cameras. He was concerned that the data collected from the cameras was being shared nationwide to track abortions and immigration. He urged Council to cancel the city's contract.

Reginald Walden addressed Council warning that national parks like Wupatki and Sunset Crater could be transferred to states unprepared to manage them, due to proposed White House budget cuts that threaten 75% of National Park Service sites. He urged public action to preserve parks for future generations.

DJ addressed Council and shared his personal experiences with homelessness and employment issues, highlighting the need for legal assistance and support to overcome these challenges.

Colleen Maring, Chief People Officer at Northern Arizona Healthcare, addressed Council and shared information about the organization's commitment to respecting differences and building community through cultural heritage celebrations, including Pride Month.

Economic Development Manager Jeff McCormick addressed Council and expressed support for the Green Business Boot Camp, highlighting its role in promoting environmental responsibility and economic resilience among local businesses.

Bill Charles and Kelly and Rona Mortensen submitted written comments in opposition to the Elks Lodge Trail.

5. PROCLAMATIONS AND RECOGNITIONS

A. Proclamation: Gun Violence Prevention

Mayor Daggett read and presented the proclamation.

6. COUNCIL LIAISON REPORTS

Councilmember Aslan reported that the Coconino Plateau Water Advisory Council meeting focused on the uncertain status of rural groundwater management legislation. A Groundwater Resiliency Workshop, hosted by ASU and U of A, was scheduled for June 18, 2025 at Public Works. He also reported that the Tourism Commission held a routine meeting covering trade shows, marketing, media coverage, and upcoming film projects, including a future Ghost Adventures episode in Flagstaff. Lastly, the Sustainability Commission received an update on the Carbon Neutrality Plan and a presentation from a winner of the Innovate Waste/Green Business Pitch competition.

Vice Mayor Sweet shared that MetroPlan would be meeting that week and would get a LASS/CAP update, a traffic demand management update, and the 2024 trip diary survey report. She also shared that the Mountain Line Downtown Connection Center was moving forward and opening soon.

Councilmember Spence reported that the Transportation Commission along with the Bicycle and Pedestrian Advisory committees would be meeting that week.

7. 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: Trace Ward, "City of Flagstaff - Express Flagstaff Visitor Center" 6200 S. Pulliam Drive, Series 05, (Government Liquor License), New License

Mayor Daggett opened the public hearing.

City Clerk Stacy Saltzburg introduced the application and indicated that the Police Department and Community Development had provided their respective findings.

There being no public comment, Mayor Daggett closed the public hearing.

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

Vote: 7 - 0 - Unanimously

8. 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.

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

Vote: 7 - 0 - Unanimously

A. Consideration and Approval of Contract: Contract for Professional Engineering Services to Peak Engineering, Inc. for the Annual Street Maintenance Program (2026-2028) in the amount of \$991,950.00.

1. Award the Contract for Professional Engineering Services to Peak Engineering, Inc. for the Annual Street Maintenance Program (2026-2028) in the amount of \$991,950.00; and
2. Authorize the City Manager to execute the necessary documents.

B. Consideration and Ratification of Letter of Support: Recommendations for 2025 Surface Transportation Reauthorization Bill

Retroactively approve the recommendations.

C. Consideration and Approval of Contract: Approve the Second Amendment to the Comprehensive Community Food Systems Assessment

1. Approve the Second Amendment to the Contract with New Venture Advisors; and
2. Authorize the City Manager to execute the necessary documents.

D. Consideration and Approval of Contract: Approve the First Amendment to the contract for Public Defender Services provided by Harris & Winger, P.C.

1. Approve the First Amendment for Public Defender Services with Harris & Winger, P.C. in the amount of \$161,377.62.
2. Authorize the City Manager to execute all necessary documents.

E. Consideration and Approval of Contract: Cooperative contract for the purchase of Law Enforcement Staffing Solutions from Performance Protocol for the Flagstaff Police Department.

1. Approve the cooperative purchase of the Performance Protocol Law Enforcement Staffing Solutions consulting program for the Flagstaff Police Department.
2. Authorize the City Manager to execute the necessary documents.

F. Council Confirmation of Direction: Council met in executive session on June 3, 2025 to consult with and give instructions and direction to its legal counsel regarding the Canyon Del Rio development agreement and purchase of right of way.

Direct staff to follow City Council instruction and direction given in executive session

9. ROUTINE ITEMS

A. Consideration and Approval of Preliminary Plat: Capstone Homes requests Preliminary Plat approval for Atlas at Timber Sky located at 2490 S Alvan Clark Blvd, a 60-lot single-family subdivision on 6.36 acres in the High-Density Residential (HR) Zone.

Senior Planner Ben Mejia provided a PowerPoint presentation that covered the following:

ATLAS AT TIMBER SKY
REQUEST OVERVIEW
VICINITY MAP
TIMBERSKY-BACKGROUND
ATLAS AT TIMBER SKY PRELIMINARY MAP
RESOURCE PROTECTION PLAN
REQUIRED FINDING #1: ZONING CODE (TITLE 10)
REQUIRED FINDING #2: ENGINEERING STANDARDS (TITLE 13)
REQUIRED FINDING #3: SUBDIVISIONS STANDARDS (TITLE 11)
FINDINGS AND RECOMMENDATIONS

Councilmember Garcia asked if there was information on how many second homes and Airbnb's would be sold as part of the plat. Mr. Mejia explained that the city did not have that type of information.

Abraham Springer addressed Council and expressed concerns about the proposed development, which would be built directly behind his home in Adora. He noted that residents were not consulted during the planning process and were told only a parking lot would be built nearby. He raised

concerns about the lack of transparency in the planning process, the obstruction of mountain views due to high-density construction, and missing details in the preliminary plat such as building heights, final topography, and setback distances. He also mentioned worries about dust, noise, and early construction hours, especially due to jackhammering on bedrock. He recommended revising the plat to relocate the drainage basin for better stormwater management and less disruption.

Mr. Mejia clarified that building height was not typically reviewed during the preliminary plat process for a single-family home subdivision. While general standards for structure size were referenced, detailed building design was addressed later through model plans and building permit review. Additionally, preliminary plats do not require public hearings or neighborhood outreach, as projects at this stage already have the necessary entitlements to proceed.

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to approve the Preliminary Plat in accordance with the findings presented in this report.

Vote: 7 - 0 - Unanimously

10. PUBLIC HEARING ITEMS

A. Public Hearing: FY2024 Biennial Development Impact Fee Audits

Mayor Daggett opened the public hearing.

Finance Director Brandi Suda addressed Council and stated that a public hearing on development fees was required by state law. Although Flagstaff had collected development fees since 2009, it adopted updated public safety development fee plans in 2014 and again in 2020, the latter becoming effective in January 2021. Instead of forming an advisory committee, the city chose to conduct a biannual audit, contracting with Heinfeld Meech & Co.

The latest audit, covering fiscal years 2023 and 2024 was posted on May 2, 2025, and identified two exceptions:

1. Incorrect fees assessed on two building permits due to outdated codes, which led to under collection. The issue was corrected in the permitting system, and further testing showed no additional errors, though a broader review is underway.
2. Variances in growth projections, a recurring issue due to the difference between projected and actual land use.

Staff was working to address and prevent future fee errors.

Ms. Suda indicated that no Council action was required, but the hearing fulfills the state-mandated public review.

There being no public comment, Mayor Daggett closed the public hearing.

11. REGULAR AGENDA

A. Consideration of the Adoption of Resolution No. 2025-33: A resolution of the Flagstaff City Council, adopting the Greater Observatory Mesa Natural Area Plan.

Open Space Supervisor Robert Wallace addressed Council and stated that a formal presentation was provided on May 13, 2025 and staff was available to answer any additional questions if needed.

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-33 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, ADOPTING THE GREATER OBSERVATORY MESA NATURAL PLAN.

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-33.

Vote: 7 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2025-31:** A resolution of the Council of the City of Flagstaff, Arizona adopting the tentative budget for Fiscal Year 2025-26.

Budget Director Heidi Derryberry provided a PowerPoint presentation that covered the following:

CITY OF FLAGSTAFF FY 2025-26 BUDGET
TIMELINE
LEGAL SCHEDULE A
HIGHLIGHTS
TOTAL EMPLOYEE INVESTMENT
CHANGES SINCE APRIL RETREAT
ADDITIONAL INFORMATION
QUESTIONS

Council thanked staff and the Budget Team for all the work that went into preparing the budget.

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to read Resolution No. 2025-31 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2025-26.

Moved by Councilmember Austin Aslan, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-31.

Vote: 7 - 0 - Unanimously

- C. Consideration and Adoption of Resolution No. 2025-34:** A resolution of the Flagstaff City Council adopting a Notice of Intention to increase fees; and setting a public hearing date on August 26, 2025.

Water Services Director Lee Williams explained that there was a clerical error in the published fees for two water meter capacity fees. Staff was seeking a correction to those fees, and it was required to adopt a notice of intention which was the resolution before them.

Councilmember Matthews asked for more information on the error. Water Services Manager Erin Young offered that the capacity fees were published when Council adopted the rates in July last year. The capacity fees were correct in the report that was posted but they were not correct in the redline version that was provided to the City Clerk.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Austin Aslan to read Resolution No. 2025-34 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL ADOPTING A NOTICE OF INTENTION TO INCREASE WATER RATES OR RATE COMPONENTS, FEES OR SERVICE CHARGES TO CORRECT A CLERICAL ERROR; SETTING A PUBLIC HEARING DATE ON AUGUST 26, 2025; AND ESTABLISHING AN EFFECTIVE DATE

Moved by Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-34.

Vote: 7 - 0 - Unanimously

- D. Consideration and Adoption of Resolution No. 2025-30:** A resolution approving the City of Flagstaff's 2025 Annual Action Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD)

Housing and Grants Administrator Kristine Pavlik provided a PowerPoint presentation that covered the following:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
TODAY
PROGRAM YEAR 2025 PROPOSALS RECEIVED
HOUSING SOLUTIONS OF NORTHERN ARIZONA
COMMUNITY ASSISTANCE TEAMS OF FLAGSTAFF
HOMELESS YOUTH CONNECTION
NORTHLAND FAMILY HELP CENTER
TYNKERTOPIA
PROGRAM YEAR 2025 FUNDING AVAILABLE
FUNDING RECOMMENDATIONS
QUESTIONS, SUGGESTIONS AND NEXT STEPS

Councilmember House shared her excitement in hearing that the city got more of an allocation than it was anticipating and the possibility of allotting that to programs that were not previously able to be funded.

Councilmember Garcia invited the CATs team to speak about their program. CATs emphasized the need for continued support of the Cats on Wheels program, which involved refurbishing bikes and securing necessary materials. They also highlighted the importance of funding for bus passes and staffing to sustain and expand outreach efforts. With strategic planning, the team was preparing to add an additional outreach day to better serve Flagstaff's population.

Moved by Councilmember Khara House, seconded by Councilmember Anthony Garcia to read Resolution No. 2025-30 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL APPROVING THE CITY OF FLAGSTAFF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2025 ANNUAL ACTION PLAN AND AUTHORIZING ITS SUBMISSION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Moved by Councilmember Anthony Garcia, seconded by Councilmember Khara House to adopt Resolution No. 2025-30.

Vote: 7 - 0 - Unanimously

- E. ~~Consideration and Adoption of Resolution No. 2025-36:~~** ~~A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement with Coconino County for a Recreational Trail (near the San Francisco Peaks):~~

ITEM REMOVED FROM AGENDA

- F. Consideration and Adoption of Resolution No. 2025-24:** A resolution of the Flagstaff City Council, approving an Amended and Restated Master Intergovernmental Agreement between the City of Flagstaff (City), Coconino County (County), Northern Arizona University (NAU), and the Coconino Community College District (CCC) for the support of the Northern Arizona Intergovernmental Public Transit Authority (NAIPTA) or Mountain Line.

Deputy City Manager Joanne Keene stated that the resolution would approve an amended and restated master IGA with Coconino County, NAU, and the Coconino Community College District for the support of Mountain Line. She shared that all parties had reviewed the amendments and were

supportive. Most of the changes were small technical changes.

Deputy General Manager of Mountain Line Jackie Lenner offered that the primary reason for the amended IGA was to clarify Mountain Line's rights to property owners to enter into this agreement with a potential public private partnership for that land. She shared that the Mountain Line Board had voted to approve the IGA.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025-24 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN AMENDED AND RESTATED MASTER INTERGOVERNMENTAL AGREEMENT BETWEEN COCONINO COUNTY, NORTHERN ARIZONA UNIVERSITY, THE COCONINO COMMUNITY COLLEGE DISTRICT AND THE CITY OF FLAGSTAFF FOR THE SUPPORT OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSIT AUTHORITY OR MOUNTAIN LINE.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2025-24.

Vote: 7 - 0 - Unanimously

G. Consideration and Approval: Use of the Council Initiative Fund.

Deputy City Manager Joanne Keene provided a PowerPoint presentation that covered the following:

COUNCIL INITIATIVE FUND
CONSIDERATION OF USING COUNCIL INITIATIVE FUNDS
FUNDING REQUEST FOR FLAGSTAFF FAMILY FOOD CENTER
COUNCIL DIRECTION

Councilmember House sought support from Council to support some of the Juneteenth events in Flagstaff. She proposed supporting the Saturday community festival which was a free event for the community that incurred expenditures for the Southside and the Coconino County African Diaspora Advisory Council. The Lived Black Experience group and Sunnyside Neighborhood Association were sponsoring a community event in Heritage Square. She felt that it was an opportunity to support these events. She proposed \$500 to each organization for a total of \$1000.

Ethan Amos with Flagstaff Family Food Center expressed gratitude to the Mayor and Council for their support and consideration. He emphasized that their clients were also neighbors and behind every statistic was a real person, including a growing number of children, particularly during summer break. He outlined their efforts to meet increasing demand, including investing in renovations and staffing to expand capacity. Despite these efforts, they were approaching their limits and were in need of collective support to continue.

Councilmember Matthews asked about the number of meals they served. Mr. Amos stated that in 2015, the organization served 80,000 meals, by 2019, that number had risen to 241,000. In 2025, they anticipate providing over 520,000 prepared meals, distributing 90,000 food boxes, and handling 8.21 million pounds of food, placing them among the top 30% of food banks nationwide. Currently, they serve up to 2,000 meals per day, with recent support helping them sustain about 14,000 meals, enough to serve the community for just over a week.

Council was supportive of the Juneteenth events and the request for Flagstaff Family Food Center. They asked staff to seek additional funding opportunities in the upcoming fiscal year to help support the food center.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Austin Aslan to use the Council Initiative Fund to support Flagstaff Family Food Center in the amount of \$5,600 and Juneteenth events in the amount of \$1,000.

Vote: 7 - 0 - Unanimously

12. FUTURE AGENDA ITEM REQUESTS

After discussion and upon agreement by three members of the Council, an item will be moved to a regularly-scheduled Council meeting.

- A. Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Spence to place on a future agenda a discussion regarding the method and timing for the selection of the vice mayor.

Councilmember Spence explained that between 1960 and 1992 the procedure was for the highest Council vote getter to become Vice Mayor Elect for two years and then become Vice Mayor for the final two years of their term. In 1992 the process changed to what exists now. He would like to have a discussion about going back to the previous method to provide a period of seasoning for the Vice Mayor.

There was requisite Council support to advance the item for a future discussion.

- B. Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Garcia to place on a future agenda a discussion on the High Occupancy Housing Plan.

Councilmember Garcia withdrew his request because there would be an item coming forward to Council in the fall that would address his request.

13. OPEN CALL TO THE PUBLIC

DJ addressed Council and spoke about his experience with homelessness. He also expressed that he felt that his constitutional rights had been violated.

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

Councilmember House reported that she would be travelling to a conference the following week and may miss the Council meeting.

Vice Mayor Sweet stated that she attended the Habitat for Humanity blitz build for starter homes at Timber Sky. She would be serving lunch on Thursday to support the 150 volunteers who had come in from all over the country to build the homes. She also stated that Friday was First Friday Artwalk downtown, and Saturday and Sunday was Hullabaloo.

Councilmember Aslan shared that he had worked at the Habitat site that morning and it was a very satisfying experience, and it was great to see the support from people all over the country.

Councilmember Garcia reported that he was able to speak with kids at the Mormon Lake camp on Thursday. They talked about leadership and interacting through culture, art, and politics.

Councilmember Spence shared that Friday was the opening of a new exhibit at Epiphany Church on gay and lesbian artwork. It was a great exhibit, and he encouraged everyone to go see it.

Councilmember Matthews stated that she was able to take a VIP tour of the Spruce Wash suite of projects. She said that it was wonderful to see the work and progress on that project. She was also in Phoenix at the State Capitol for the Budget, Finance, and Economic Development committee meeting. She also attended the retirement ceremony for Chris Thomas from the Flagstaff Fire Department. Lastly, she shared that she would be travelling the next week to participate in the Jump Start conference for the airport.

Mayor Daggett was also on the tour of the Spruce Wash; the work that had gone into all of the projects along the Spruce Wash area was remarkable, and the amount of money staff had been able to pull in from other sources was phenomenal.

15. ADJOURNMENT

The Regular Meeting of the Flagstaff City Council held June 3, 2025, adjourned at 5:18 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 June 3, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 26th day of August, 2025

CITY CLERK