

MINUTES

1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held November 5, 2024, 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

Present: Mayor Becky Daggett
Vice Mayor Austin Aslan
Councilmember Deborah Harris
Councilmember Khara House
Councilmember Lori Matthews
Councilmember Jim McCarthy
Councilmember Miranda Sweet

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 Harris read the Mission Statement of the City of Flagstaff, and Councilmember House 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.

Dennis Givens expressed his gratitude to the Council and staff, sharing that he had learned a great deal from his experience and appreciated being part of the process. He also encouraged lobbying the state regarding Airbnb regulations.

Colleen Maring, Chief People Officer and General Counsel for Northern Arizona Healthcare, thanked the Coconino County Recorder's Office for sending a representative to assist hospital-based voters who may not have otherwise been able to cast their ballots.

5. PROCLAMATIONS AND RECOGNITIONS

A. Presentation of Leadership in Energy Efficiency Award

Ramon Alatorre, Senior Utility Program Manager at the Southwest Energy Efficiency Project (SWEEP), presented SWEEP's 2024 Leadership and Energy Efficiency Award to the City of Flagstaff Sustainability Office and local contractor Eli Chamberlain. The award recognized their outstanding efforts in advancing energy efficiency and climate-friendly practices, aligning closely with state and federal standards, particularly those set by the Inflation Reduction Act. Mr. Alatorre praised the city's longstanding requirements for energy audits and high-efficiency equipment, which position residents to benefit from new state rebates. He also commended Mr. Chamberlain for his exceptional customer support, guiding homeowners through rebate processes and installing nearly 100 cold-climate heat pumps. It was only the second time in two decades a sustainability office had received the award, and the first time it had been jointly awarded, highlighting Flagstaff's leadership as a regional model in climate action and energy efficiency.

6. COUNCIL LIAISON REPORTS

Councilmember McCarthy shared that he attended the National Meeting of the Railroad Passenger Association, describing it as a great meeting.

7. 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.

Mayor Daggett indicated that staff removed Item 7A from the agenda.

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Khara House to approve the Consent Agenda as presented with the exception of Item 7A.

Vote: 7 - 0 - Unanimously

- A. **Consideration and Approval of Contract:** Award the Design-Build Services Agreement for the Montalvo Science, Technology, Engineering and Mathematics (STEM) Education Community Center to Loven Contracting, Inc.

ITEM PULLED FROM AGENDA

- B. Consideration and Approval of Contract:** Contract for Professional Services with J.E. Fuller and Associates for \$100,000.00 to develop a Surface Water - Groundwater Recharge Model
1. Approve the Contract for Professional Services with J.E. Fuller for \$100,000.00 to develop a Surface Water - Groundwater Recharge Model; and
 2. Authorize the City Manager to execute the necessary documents.
- C. Consideration and Approval of Contract:** Cooperative Purchase Contract with Empire Southwest, LLC for the purchase of two (2) 2024 CAT AWD Motor Graders in an amount not to exceed \$868,457.73.
1. Approve the Cooperative Purchase Contract with Empire Southwest, LLC for the purchase of two (2) 2024 Caterpillar 140 AWD Motor Graders in an amount not to exceed \$868,457.73; and
 2. Authorize the City Manager to execute the necessary documents.
- D. Consideration and Approval of Contract:** Renewal of a Contract for Digital Ad Serving for a one-year term in the amount of \$160,000.00, with authority for the City Manager to approve the final one-year term in an additional amount of \$160,000 (total of \$320,000).
1. Approve renewal of contract with Datafy with authority for the City Manager to approve the final one-year term in an additional amount of \$160,000 (total of \$320,000) through September 14, 2026, and
 2. Authorize the City Manager to execute the necessary documents.
- E. Consideration and Approval of Contract:** Approve the Construction Contract with Summit Construction Company, LLC for the Spruce Wash Water & Sewer Replacement at North First Street.
1. Approve the construction contract with Summit Construction Company, LLC ("Contractor") in the amount of \$613,650.00 and a contract time duration of 290 calendar days;
 2. Approve a contract allowance of \$46,023.75, which is 7.5% of the Contractor's Bid;
 3. Approve Change Order Authority to the City Manager in the amount of \$61,365.00 (10% of the contract amount, less allowances); and
 4. Authorize the City Manager to execute the necessary documents.

8. ROUTINE ITEMS

- A. Consideration and Adoption of Resolution No. 2024-43 and Ordinance No. 2024-26:** A resolution of the Flagstaff City Council declaring as a public record that certain document filed with the City Clerk entitled "*Animal Keeping Code Amendments*" and an ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 6, Police Regulations, Chapter 6-03, Animal Keeping.

Moved by Councilmember Khara House, **seconded by** Councilmember Jim McCarthy to adopt Resolution No. 2024-43.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Khara House, **seconded by** Councilmember Jim McCarthy to read Ordinance No. 2024-26 by title only for the final time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 6, POLICE REGULATIONS, CHAPTER 6-03, ANIMAL KEEPING, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "2024 ANIMAL KEEPING CODE AMENDMENTS"; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN

EFFECTIVE DATE

Moved by Councilmember Khara House, **seconded by** Councilmember Miranda Sweet to adopt Ordinance No. 2024-26.

Vote: 7 - 0 - Unanimously

9. **REGULAR AGENDA**

- A. **Consideration and Adoption of Resolution No. 2024-44:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the City of Flagstaff and Coconino County for submission of a grant application and approval upon award of the U.S. Department of Justice, Fiscal Year 2024 Edward Byrne Memorial Justice Assistance (JAG) Grant.

Police Support Services Manager Allison Hughes presented a proposed intergovernmental agreement with Coconino County to apply for the 2024 Edward Byrne Memorial Justice Assistance Grant. The grant, which required a joint application due to Flagstaff's status as a disparate jurisdiction, would fund less-lethal equipment to enhance law enforcement capabilities and public safety. The city's portion of the grant was \$2,383, with no significant financial impact, as the funds had been budgeted for FY24.

Moved by Councilmember Miranda Sweet, **seconded by** Councilmember Jim McCarthy to read Resolution No. 2024-44 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN COCONINO COUNTY AND THE CITY OF FLAGSTAFF FOR THE APPLICATION FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FY 2024 LOCAL SOLICITATION / CFDA #16.738

Moved by Councilmember Miranda Sweet, **seconded by** Councilmember Jim McCarthy to adopt Resolution No. 2024-44.

Vote: 7 - 0 - Unanimously

- B. **Consideration and Approval of Budget Adjustment:** Fiscal Year 2023-24 Year End Budget Adjustment for Police and City Manager Divisions and Fiscal Year 2024-35 Budget Adjustments for City Manager Division

Finance Director Brandi Suda highlighting that state law required the city to stay within its legally adopted budget but allowed reallocations with Council approval when justified. Adjustments included increasing the Police Department budget by \$900,000 and the City Manager's Office budget by \$9,800 for 2023-24, and an additional \$65,000 for the City Manager's Office in 2024-25, all offset by reductions in the non-departmental budget. The increases were mainly due to higher personnel and travel costs and a \$3.2 million additional contribution to the Public Safety Personnel Retirement System pension plan to maintain full funding.

Management Services Director Rick Tadder and Ms. Suda provided a PowerPoint presentation that covered the following:

ADDITIONAL PENSION CONTRIBUTION -- FY2023-24 BUDGET ADJUSTMENT
 PSPRS PENSION FUNDING HISTORY
 LIABILITIES TO ASSETS, ALL PUBLIC SAFETY PLANS
 LIABILITIES TO ASSETS, CITY OF FLAGSTAFF
 CITY OF FLAGSTAFF -- UNFUNDED LIABILITY TRAJECTORY, ESTIMATE FROM 2019 AND 2023
 FINANCIAL BENEFIT FROM PENSION FINANCING
 FLAGSTAFF PSPRS FUNDING POLICY
 PSPRS -- POLICE PLAN

**FUNDED STATUS
FUNDING FOR \$3.2M CONTRIBUTION**

Councilmember Matthews referenced a \$316,000 savings from the public safety radio replacement purchase, noting that a significant portion of the urgent equipment was bought in fiscal year 2022-23, with some funds carried over into 2024-25 to finalize the purchases. Ms. Suda confirmed that a large part of the purchase was paid for in FY 22-23, with some resources carried over, but the full carryover amount was not needed.

Moved by Councilmember Jim McCarthy, **seconded by** Vice Mayor Austin Aslan to approve the transfer of FY2023-24 budget appropriations from the General Fund Non-Department account to the Police Department and City Manager Division in the amounts of \$1,900,000 and \$9,800, respectively and approve the transfer of FY2024-25 budget appropriation from the General Fund Non-Department account to City Manager Division in the amount of \$65,000.

Vote: 7 - 0 - Unanimously

10. OPEN CALL TO THE PUBLIC

Chris C. spoke in support of increasing the Police Department's budget, he expressed appreciation for Chief Connolly and the positive changes being implemented within the department. He also thanked Lieutenant Sapp and Officer Rumbley for their work, particularly regarding the city's liquor policy. He raised continued concerns about the establishment formerly known as Bandolero's, now rebranded as Baddie's, citing issues with the business operations and ownership. He had previously brought these concerns to Council and reiterated the need for attention to the matter.

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

Councilmember McCarthy reported that he attended a meeting of the Railroad Passengers Association in Tucson, where several speakers raised concerns about the Amtrak Station in Flagstaff. They noted the lack of adequate indoor waiting space, which often forced passengers to wait outside which was especially problematic when trains were delayed for hours. He added that while the Visitor Center operated successfully in the station, it had overtaken space that was previously used for passenger waiting. He requested a FAIR that the city explore alternatives, including the possibility of relocating the Visitor Center or identifying another solution to improve the waiting area for Amtrak passengers.

Councilmember House shared that she attended a First Friday event on equity and art in action. Following the event, community members expressed concern and frustration regarding a dumpster placed in front of a new mural in the Southside neighborhood. She requested the city look into a permanent relocation of the dumpster to preserve the visibility and impact of the public art.

Senior Deputy City Manager Shannon Anderson responded that the issue had recently come to staff's attention and that Public Works, Beautification, and Public Art staff were actively working on a solution. She assured the Council that efforts were already underway to address the placement of the dumpster.

12. ADJOURNMENT

The Regular Meeting of the Flagstaff City Council held November 5, 2024, adjourned at 3:49 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 November 5, 2024. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 16th day of December, 2025

CITY CLERK