CITY COUNCIL REGULAR MEETING AGENDA

REGULAR COUNCIL MEETING
TUESDAY
APRIL 1, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's YouTube page (https://www.youtube.com/@FlagstaffCityGovernment)

PUBLIC COMMENT

Verbal public comments not related to items appearing on the posted agenda may be provided during the "Open Call to the Public" at the beginning and end of the meeting and may only be provided in person.

Verbal public comments related to items appearing on the posted agenda may be given in person or online and will be taken at the time the item is discussed.

To provide online verbal comment on an item that appears on the posted agenda, use the link below.

ONLINE VERBAL PUBLIC COMMENT

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented in the record as such.

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1. CALL TO ORDER

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.

MAYOR DAGGETT
VICE MAYOR SWEET
COUNCILMEMBER ASLAN
COUNCILMEMBER GARCIA
COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER SPENCE

3. PLEDGE OF ALLEGIANCE, MISSION STATEMENT, AND 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

STAFF RECOMMENDED ACTION:

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

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.

6. PROCLAMATIONS AND RECOGNITIONS

A. **Recognition**: Freemason's Donation

B. **Proclamation:** Water Awareness Month

C. **Proclamation**: National Library Week

7. COUNCIL LIAISON REPORTS

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.

STAFF RECOMMENDED ACTION:

1. Open the Public Hearing
2. Staff Presentation
3. Council Questions
4. Public Comment
5. Close Public Hearing
6. Council Deliberation and Action

The City Council has the option to:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

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

STAFF RECOMMENDED ACTION:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

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.

STAFF RECOMMENDED ACTION:

Approve the Consent Agenda as posted.

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**

STAFF RECOMMENDED ACTION:

Approve the materials for the state lobbying trip

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.

STAFF RECOMMENDED ACTION:

1. 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
2. Authorize the City Manager to execute the necessary documents.

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.

STAFF RECOMMENDED ACTION:

1. Approve the Service Contract in the amount of $95,000 with Open Sky Productions, LLC. ; and
2. Authorize the City Manager to execute the necessary documents.

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.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-13 by title only
2. City Clerk reads Resolution No. 2025-13 by title only (if approved above)
3. Adopt Resolution No. 2025-13

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

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-18 by title only
2. City Clerk reads Resolution No. 2025-18 by title only (if approved above)
3. Adopt Resolution No. 2025-18

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.

STAFF RECOMMENDED ACTION:

At the April 1, 2025 Council Meeting:
1) Read Resolution No. 2025-17 by title only
2) City Clerk Reads Resolution No. 2025-05 by title only (if approved above)
3) Read Ordinance No. 2025-17 by title only for the first time
4) City Clerk reads Ordinance No. 2025-05 by title only (if approved above)
At the April 15, 2025 Council Meeting:
5) Adopt Resolution No. 2025-17
6) Read Ordinance No. 2025-05 by title only for the final time
7) City Clerk reads Ordinance No. 2025-05 by title only (if approved above)
8) Adopt Ordinance No. 2025-05

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).

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-14 by title only
2. City Clerk reads Resolution No. 2025-14 by title only (if approved above)
3. Adopt Resolution No. 2025-14

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

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-16 by title only
2. City Clerk reads Resolution No. 2025-16 by title only (if approved above)
3. Adopt Resolution No. 2025-16

12. OPEN CALL TO THE PUBLIC

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

14. 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 _____, 2025.

_____
Stacy Saltzburg, MMC, City Clerk

THE CITY OF FLAGSTAFF ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48-hour advance notice, reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 213-2076 or email at stacy.saltzburg@flagstaffaz.gov to request an accommodation to participate in this public meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Flagstaff makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Flagstaff City Council meetings are live-streamed and recorded and may be viewed on the City of Flagstaff's website. If you permit your child to attend/participate in a televised Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Stacy Saltzburg, City Clerk

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

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

Executive Summary:

Minutes of City Council meetings are a requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions being taken by the City Council.

Financial Impact:

None

Policy Impact:

None

Previous Council Decision or Community Discussion:
None

Options and Alternatives to Recommended Action:
Council could choose to not approve the minutes.

Connection to PBB Priorities and Objectives:
High Performing Governance: Serve the public by providing high quality customer service

Connection to Regional Plan:
None

Connection to Carbon Neutrality Plan:
None

Connection to 10-Year Housing Plan:
None

Attachments:
08.25.2020 CCWS Minutes
09.08.2020 CCWS Minutes
10.13.2020 CCWS Minutes
10.27.2020 CCWS
12.22.2020 CCWS Minutes
02.23.2021.CCWS Minutes
03.09.2021 CCWS Minutes
05.25.2021 CCWS Minutes
09.14.2021 CCWS.Minutes
09.17.2024 CCSMES
09.24.2024 CCSMES
10.08.2024 CCSMES
10.15.2024 CCSMES
10.16.2024 CCSMES
10.22.2024 CCSMES
10.30.2024 CCSMES
11.05.2024 CCSMES
11.12.2024 CCSMES
11.15.2024 CCSMES
11.19.2024 CCSMES
11.22.2024 CCSMES
12.02.2024 CCSMES
12.03.2024 CCSMES
02.04.2025 CCRM
02.13.2024 CCBR
02.14.2025 CCBR
03.11.2025 Minutes

CITY COUNCIL WORK SESSION
TUESDAY, AUGUST 25, 2020
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Evans called the Work Session of the Flagstaff City Council held August 25, 2020, 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Vice Mayor Shimoni read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR EVANS	
VICE MAYOR SHIMONI	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER ODEGAARD	
COUNCILMEMBER SALAS	
COUNCILMEMBER WHELAN	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

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 at the meeting 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 to have 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.

None.

5. Review of Draft Agenda for the September 1, 2002 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. Case No. PZ-19-00125 Updates to Zoning Code 2020 - High Occupancy Housing Specific Plan

Zoning Code Manager Dan Symer presented the draft updates to the zoning code for the High Occupancy Housing (HOH) Specific Plan to the Mayor and Council.

WHY DID THE CITY ADOPT THE HOH PLAN?
CITY'S PROPOSED ZONING CODE TEXT AMENDMENT

The City Council discussed the definition of single-family homes and its potential implications.

Councilmember McCarthy criticized the preliminary definition, arguing it could allow excessively large homes (e.g., 100 bedrooms) without being classified as a High Occupancy Housing (HOH). He suggested requiring a Conditional Use Permit (CUP) for homes exceeding certain size limits. He also voiced concerns about large lots being converted into student housing or fraternity houses, impacting neighborhoods.

Councilmember Aslan sought clarification on the distinction between bedrooms and other rooms (e.g., lofts or offices) and the definition of sanitation facilities, which was explained as any room with a sink, toilet, and shower/tub.

Councilmember Whelan raised concerns about parking regulations and homes being designed for short-term rentals. She also expressed concerns about large homes being used for purposes like student housing or short-term rentals in high-end neighborhoods like Pine Canyon.

Mayor Evans was concerned about new regulations negatively impacting single-family homes. She questioned whether homes with multiple sanitation facilities would be classified as HOH and emphasized the need to avoid harming residential neighborhoods.

Vice Mayor Shimoni worried that developers could exploit the proposed requirements. He also noted concerns about non-multi-family housing projects falling under these new changes, and questioned how parking requirements would affect these issues. Mr. Symer confirmed that HOH would require one parking space per bedroom, and that single-family homes could have any number of bedrooms.

Mr. Symer sought input from the Council on defining sanitation facilities, clarifying that a half-bath with a sink and toilet would be counted as such. He also mentioned that high-end single-family homes would likely be the exception to these rules.

The Council discussed how to balance regulating HOH to protect neighborhoods, with a focus on ensuring that definitions and requirements are clear and enforceable. They agreed to review the sanitation facility definition and parking requirements to refine the proposed changes.

Mr. Symer continued with the presentation to discuss to zones that allow HOH.

Councilmember Whelan expressed concerns about whether the Council's decisions, particularly regarding parking, align with the climate action plan. She questioned if adding parking for convenience conflicted with climate goals. Mr. Symer clarified that the proposed parking requirements are actually lower than the current ones and that staff had worked with the sustainability team to ensure alignment

with the climate action plan. Councilmember Whelan confirmed this is all within the activity centers.

Comprehensive and Neighborhood Planning Manager Sara Dechter highlighted that increasing density in activity zones promotes walkability, which reduces vehicle miles traveled and, in turn, lowers emissions.

Sustainability Director Nicole Antonopoulos reinforced Ms. Dechter's points, emphasizing that these strategies are part of the broader plan to help the city achieve carbon neutrality by 2030.

David Carpenter addressed Council and stated that he is against the changes because they are too complicated and that it would affect small developments. He requests staff address the problem of big buildings and watch for infill issues. He encourages staff to restrict more on bigger units and states it will also come down to parking.

Councilmember Whelan asks if these amendments coincided with community feedback. Ms. Dechter states these comments were not made for the HOH amendments.

Mayor Evans stated that it is not only the larger units that are the issue in these neighborhoods, but also the 12-unit buildings that all have differently keyed bedrooms. She stated that tandem parking looks good on paper but does not work well in reality.

David Carpenter stated that now that there is a parking plan in place, he requests that the sidewalks, curbs, and other infrastructure be completed to allow for enforcement.

Mr. Symer noted that there were several houses in the La Plaza Vieja neighborhood that were an issue. These homes were six bedroom with only two parking spaces. The code is getting complicated on the surface, but once in use it does tend to simplify.

Councilmember McCarthy stated that he only hears parking as an issue in neighborhoods, and not in big development areas like the Hub. He agrees with previous comments from Councilmember Whelan that half baths should not be considered sanitation facilities.

Deborah Harris with the Southside Community Association addressed Council and stated that the residents are concerned about the triplexes. The big developments like the Hub are not concerning because there is not enough available land to build similar developments. She states that the code planning is too complex. She urges careful consideration for code changes and to protect the historic neighborhoods.

Councilmember Aslan asked if Council should wait until after Sustainability presents to the Council regarding carbon neutrality. Mayor Evans would like to move the conversation forward tonight. Councilmember McCarthy states he would like to move forward as well.

Councilmember McCarthy suggested that rooms that are just powder rooms are not counted as sanitation facilities and only three-quarter or full baths be counted. He suggested seven or more bathrooms with four or more full/three-quarter baths would be considered HOH. His major concern is that things that people build for residential use could be reused for a high-density project.

Councilmember Whelan added that her concern would be a higher bathroom count.

Councilmember Salas agreed with Councilmember Whelan regarding the bathroom count and Councilmember McCarthy defining the sanitation facility as a room with a shower or bath. She stated she would like to hear more from the community.

Matthew Hall submitted a written comment in support of limiting building height to 45 feet or less.

Dana Jolly submitted a written comment noting concern with large single-family homes being used as airbnbs.

Jeff Darrow submitted a written comment in opposition of large student housing complexes.

Duffie Westheimer submitted written comments with suggestions for the HOH code.

A break was held from 5:15 p.m. through 5:25 p.m.

7. **Case No. PZ-19-00123 Updates to Zoning Code 2019 -- Neighborhood Community Commercial (NCC)**

Mr. Symer continued his discussion on updates to the zoning code regarding the Neighborhood Community Commercial Zone. Slides included:

UPDATES TO THE ZONING CODE NEIGHBORHOOD COMMUNITY COMMERCIAL (NCC) ZONE
PURPOSE OF THE WORK SESSION
REASON FOR THE PROPOSED ZONING CODE TEXT AMENDMENT
RECAP OF PREVIOUS WORK SESSIONS AND PUBLIC COMMENTS
PROPOSED ZONING CODE AMENDMENT
PROPOSED ZONING CODE AMENDMENT
QUESTIONS TO CONSIDER
PROPOSED ZONING MAP AMENDMENT
REASON FOR THE PROPOSED ZONING MAP AMENDMENT
QUESTIONS TO CONSIDER
GENERAL PUBLIC COMMENTS
NORTH END
SOUTHSIDE
SUNNY SIDE
QUESTIONS TO CONSIDER
QUESTIONS AND COMMENTS

Joe Galli and David Carpenter provided comments on the Neighborhood Community Commercial code changes.

Deborah Harris submitted a written comment in support of the proposed zone.

Mayor and Council expressed the need for more community input on this matter.

Councilmember Aslan asked if it is possible to create pocket neighborhood groups to opt out of the measure or allotting specific zones.

Mayor Evans does not support this moving this forward.

Marie Jones from Stand-Up Flagstaff addressed Mayor and Council and stated that people are frustrated with this topic.

The majority of Council did not support this moving forward and expressed the need for additional outreach.

City Manager Clifton stated that staff has direction and will seek further outreach. There might be good information from previous neighborhood communications and meetings.

8. **Consideration of a Zoning Map Amendment to Rezone Areas of the City to the Proposed Neighborhood Community Commercial (NCC) Zone**

Mr. Symer addressed Council on a consideration of a zoning map amendment to rezone areas of the City to the proposed Neighborhood Community Commercial Zone.

This Agenda item was postponed, and no public comment was taken. Mayor Evans reordered the agenda and moved to Item 10.

9. Southside Community Specific Plan and associated minor Regional Plan map and text amendments (PZ-20-00001)

Comprehensive & Neighborhood Planning Manager Sara Dechter presented the Southside Community Specific Plan to the Council, joined by Executive Director of the Southside Community Association Deborah Harris. Their presentation covered the following:

SOUTHSIDE COMMUNITY PLAN EMBRACE OUR HERITAGE ENHANCE OUR FUTURE
WORK SESSION PRESENTATION OBJECTIVE
PUBLIC HEARING PRESENTATION OBJECTIVES
SCHEDULE OF PUBLIC HEARINGS
HIERARCHY OF PLANNING DOCUMENTS
GOALS POLICIES AND STRATEGIES
HERITAGE PRESERVATION
GROWTH AND CHANGE SUBAREAS
LIVE MAKE CENTER
SOUTHSIDE MAIN STREETS
LIVE WORK NEIGHBORHOOD
NEIGHBORHOOD CORE
LONETREE OVERPASS PARK
MURDOCH CENTER
TRANSPORTATION IMPROVEMENTS
O'LEARY STREETS FUTS
PUBLIC SAFETY GOALS AND POLICIES
CITY COUNCIL PUBLIC HEARING ON SEPTEMBER 1ST AT 3PM

Council thanked Ms. Dechter and Ms. Harris for their work, and their extensive community engagement. They highlighted the plan's award-winning public engagement process.

Ms. Harris shared her personal connection to the Southside and encouraged the Council to consider the deep community ties people have to the area, even if they no longer live there.

Ms. Dechter highlighted the extensive community involvement in the plan, noting the long list of contributors and Southside residents who participated. She mentioned the upcoming award for Project of the Year, to be announced publicly on the 30th.

10. Engineering Standards - Street Lighting and Traffic Signals

Traffic Engineer Jeff Bauman presented to Council on proposed street light standards and updates, including the Street Lighting to Enhance Dark Skies (SLEDS) and LED lighting equipment. His presentation covered the following:

ENGINEERING STANDARD UPDATES
STREET LIGHTING
STREET LIGHTING TO ENHANCE DARK SKIES
LED LIGHTING EQUIPMENT
RESIDENTIAL ROADWAY LIGHTING
PLANNED RETROFIT
REQESTED MODIFICATIONS TO EXISTING SYSTEM
LED LIGHTING
TRAFFIC SIGNALS, SIGNING, MARKINGS, &FIBER OPTIC CONDUIT
TRAFFIC SIGNING AND MARKING
SIGNAL DESIGN AND EQUIPMENT
FIBER OPTIC NETWORK
FIBER OPTIC STANDARDS

Councilmember Aslan expressed excitement and optimism about the project, hoping it will spread throughout the region, including northern Arizona, Nevada, Utah, and New Mexico.

Councilmember Odegaard also found the project exciting and was pleased with the progress.

Councilmember Whelan inquired about the City's Dark Skies Coordinator, who Dan Folke identified as Mark Stento. She also asked about the possibility of neighborhoods without sidewalks opting out of the lighting standards. Mr. Bauman explained that retrofitting began today, and new neighborhoods with sidewalks would be impacted by the standard.
Mr. Bauman then discussed Traffic Signals, Signing, Markings, and Fiber Optic Standards.

11. Update on Downtown Visioning Plan

Flagstaff Downtown Business Alliance Executive Director Terry Madewska and their consultants presented to Council on the Downtown Visioning Plan. His presentation PowerPoint covered the following topics:

FLAGSTAFF DOWNTOWN VISION AND ACTION PLAN 2020
ONLINE SURVEY IN-PROGRESS RESULTS
VISION ELEMENTS
EMERGING THEMES
NEXT STEPS

Council expressed gratitude for the hard work from the Downtown Business Alliance during the challenging times.

A break was held from 7:12 p.m. through 7:22 p.m.

12. Streets - Sweeping operations discussion

Streets Section Director Scott Overton presented to Council on the 2020 Street Sweeping Operations, discussing potential strategies for more timely and efficient cinder cleanup. This discussion originated from a FAIR request by the Council. His PowerPoint presentation covered the following:

PUBLIC WORKS STREETS
STREET SWEEPING
COUNCIL REQUEST
PROGRAM GOALS
COMMON QUESTIONS
QUESTIONS AND COMMENTS

Councilmember Whelan inquired about the expense of the street sweeping program. Mr. Overton stated he will email the information to Council.

Councilmember Aslan praised the cinder removal efforts this year. Councilmember Aslan and Vice Mayor Shimoni expressed gratitude.

13. Discussion: Restate that the City of Flagstaff is a "Golden Rule City" by pledging Resolution #2008-68 or updating the Resolution to the Council wishes.

Discussion and Possible Direction
Councilmember Odegaard requested a Future Agenda Item Request to consider restating that the City of Flagstaff is a "Golden Rule City" by pledging Resolution #2008-68 or updating the Resolution to the Council wishes

The City of Flagstaff is considering reaffirming its status as a "Golden Rule City" through Resolution #2008-68 or by updating it, as proposed in a FAIR item requiring support from two councilmembers.

Councilmember Odegaard proposed the restatement of the Golden Rule with each Councilmember signing it.

Councilmember McCarthy supports the idea and wants all Councilmembers to sign it.

Mayor Evans emphasized that Arizona became a Golden Rule state in 2003 and supports the

restatement.

Council is in favor of moving forward with the proposal.

14. Public Participation

None.

15. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Aslan requested a comment from the City Manager on a new drilling permit being processed north of Red Gap Ranch. City Manager Clifton stated that staff would draft a letter and send it to the Council.

Councilmember Whelan inquired about a service to track short-term rentals to ensure they are licensed and discussed the potential administrative decision to renew reclaimed water contracts and property maintenance requirements outside of Title 6 and 7.

City Manager Clifton confirmed that the process for the short-term rental service has begun and discussed the drilling in the Holbrook basin. He introduced a letter from Deputy City Manager Shane Dille regarding the drilling and asked if Council wanted to move it forward. The Council agreed to place it on the next agenda.

Mayor Evans supported moving the letter forward and requested an executive session next week regarding Red Gap Ranch. She also acknowledged the Stormwater department's work on culvert cleanup and shared a positive story about the services received from the Flagstaff Police Department, Fire Department, and Water Department.

Vice Mayor Shimoni requested updates from Flagstaff Unified School District on sports and extracurricular activities and from Northern Arizona University on the student population.

16. Adjournment

The Work Session of the Flagstaff City Council held August 25, 2020, adjourned at 8:59 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 9, 2020
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Evans called the Work Session of the Flagstaff City Council held September 8, 2020, to order at 3:01 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember Odegaard read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR EVANS	
VICE MAYOR SHIMONI	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER ODEGAARD	
COUNCILMEMBER SALAS	
COUNCILMEMBER WHELAN	

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

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 at the meeting 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 to have 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.

None.

5. **Review of Draft Agenda for the September 15, 2020 City Council Meeting**

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. **Downtown Flowers and Planters Update**

Beautification, Arts and Science Manager Eliza Kretzmann presented to Council on the pilot flower project in Downtown Flagstaff. This was a pilot project based off high demand. The City worked with contractor Fox Glove. Maintenance is the highest cost of the project.

Slides Included:

- Background
- Overview
- Elements Included
- Hanging Baskets
- Heritage Square Planters
- Expanded Use of Right-of-Way
- Overview: Locations
- Lessons Learned: Technical
- Lessons Learned: Cost
- Cost Comes with Benefits
- Lessons Learned: Public Feedback
- Considerations for the Future
- Questions and Discussion

Vice Mayor Shimoni made a few suggestions for moving forward with the project including partnering with local businesses, non-profits, or individuals for an "adopt-a-flower-bed" program to help with cost and to help expand the project. He also asked if there is room for collaboration with the master gardeners group or similar groups. Ms. Kretzmann stated that staff is thinking of other models, including cost-sharing models.

7. **Discussion and Consideration:** Citizen Petition requesting that City Council seriously consider the effect of noise pollution on the quality of life in Flagstaff; address the unnecessary noise created when drivers intentionally modify a vehicle for the sole purpose of increasing their noise footprint.

The following individuals addressed Council in support of the petition:

- Michael Collier
- Charlie Silver
- Tom Brownold

Written comments in support of the petition were submitted by the following individuals:

- Robert Breunig
- Jeffrey Hall
- Larry MacPhee
- Sharon Gibb
- Rick Moore
- Ellen Ryan
- Jen Blue
- Wayne Ranney
- Darcy and Michael Falk

- Rose Houk
- Diane Hope

Comments included:

- There is an ever increasing level of noise in the neighborhood due to vehicles with modified mufflers
- Sounds from vehicles can be heard inside the house.
- Speeding is a concern and the behavior must be stopped.
- This is not normal traffic noise, it is noise caused by modified vehicles.
- The problem is particularly bad in the Thorpe/Mars Hill area.
- The summertime is very difficult and we are unable to enjoy having our windows open.
- The noise is a detriment to the peaceful enjoyment of our residence.
- There should be a hefty fine for this type of behavior.
- This is a quality of life issue.

Councilmembers McCarthy, Aslan, Salas, Whelan, and Odegaard expressed support. Vice Mayor Shimoni advised the City Manager to consult with other cities and Police Chiefs about enforcement strategies, noting its challenges. The Council showed unanimous support for addressing this issue to improve residents' quality of life.

8. **Discussion and Consideration:** Citizen Petition requesting that City Council "formally declare 2020 the year of the mother in Flagstaff."

Petitioner Kristin Kauffman addressed the Council in support of the petition.

Councilmember McCarthy suggested changing the year to 2021 and highlighted previous parental leave actions. Councilmember Odegaard supported a proclamation or recognition but was unsure about the process. Mayor Evans raised a legal question about changing the year and emphasized the importance of the conversation. Councilmember Salas supported the petition and suggested lobbying the state legislature for broader workplace support for mothers. Councilmember Whelan recommended broadening the definition of "mother." Both Councilmember Aslan and Vice Mayor Shimoni expressed their support. The Council showed overall support with considerations for amendments and broader advocacy.

9. **Update on Arizona State Land Department Auction of 405.36 acres located south of I-40 and east of John Wesley Powell Boulevard within Section 26**

Community Development Director Dan Folke presented to the Mayor and Council about an auction and the property involved.

Mayor Evans asked why the University of Arizona is the sole beneficiary, to which Folke indicated he would follow up.

Councilmember Whelan raised concerns about the sale of 405 acres for luxury housing, fearing it would cater to a non-diverse population and not benefit Arizona education.

Councilmember Aslan emphasized protecting the Arizona Trail while considering development and advocating for increased density in the area.

Councilmember Odegaard confirmed past land trust purchases by Flagstaff, citing Picture Canyon and Observatory Mesa.

Councilmember Salas expressed concern about the potential development's impact on the JW Powell Specific Plan.

10. Flagstaff Police Presentation to City Council

City Manager Greg Clifton introduced the topic and provided background on the request, originating from a FAIR by Councilmember McCarthy. This presentation was the first of three.

Interim Police Chief Dan Musselman, Legal Counsel Marianne Sullivan, Deputy Chief Walt Miller, and Professional Standards Sergeant Ryan Turley presented on "How We Police," covering:

Slides Included:

- Discussions
- Tonight's Discussion
- Racial Profiling
- Bias-Based Policing Policy
- How do we know we are not profiling
- Checks and Balances
- 2019 Arrest Data
- 2019 Arrests of City Residents
- 2019 Arrests by Race
- Homicide Data 2015-2019

Vice Mayor Shimoni commented about data on crimes related to train tracks/stations and efforts to address needs of the Native American population. Councilmember Whelan inquired about the potential impact of removing social service calls from police duties. Councilmember Odegaard emphasized the need for response to every service call and the liability involved. Councilmember Salas mentioned the upcoming executive session to discuss legal questions.

- De-Escalation Training
- De-Escalation and Inclusion
- De-Escalation Continued

Councilmember Whelan asked if trainers come from within the community. Chief Musselman confirmed, noting the use of NAU professors and local activists, with officers requiring 16 hours of additional training. Councilmember Regina Salas inquired about community policing and neighborhood watch, which Chief Musselman confirmed as a cornerstone of the force. Ms. Sullivan continued the presentation with details from the Citizen's Police Academy.

- Response to Resistance Policy 300
- Levels of Resistance
- Levels of Force
- Type of Resistance and Type of Force Officers can use
- Carotid Control Hold
- Response to Resistance -- Graham V. Connor

Councilmember Aslan requested definitions for control techniques, which Ms. Sullivan provided. Councilmember Whelan inquired about the point of arrest and direction for officers. Councilmember McCarthy asked about the carotid hold, with Ms. Sullivan confirming policy transitions once a person is under control. Mayor Evans and Vice Mayor Shimoni suggested adding definitions to the presentation and making the Citizen's Academy accessible virtually.

Councilmember Whelan asked about the origins of policies, which Ms. Sullivan explained vary by department comfort levels, with guidance from Lexipol. Councilmember Aslan emphasized the importance of transparency and the use of body cameras.

- Response to Resistance -- Duty to Intercede
- Response to Resistance -- Use of Force Report Form
- Response to Resistance -- Review of Use of Force Forms
- Policy 302
- Use of Force Review Board

- FPD Use of Force

Councilmember Aslan discussed data collection and distribution challenges, with Musselman explaining limitations and new records management systems. Deputy Chief Miller then presented on community complaints and hiring requirements.

- Community Complaints
- 2019 Community Complaints
- Racial Complaints by Year

Councilmember Whelan asked about racial bias in hiring, with Sergeant Turley explaining that the process includes multiple bias checks. Vice Mayor Shimoni inquired about follow-up testing and officer wellness, with Chief Musselman detailing wellness initiatives and mental health support. Mayor Evans stressed the importance of mental health support for officers.

Vice Mayor Shimoni asked about efforts to build police force diversity, with Chief Musselman outlining various outreach efforts. Mayor Evans suggested additional community integration and support. Councilmember Regina Salas acknowledged the distinct nature of policing as a calling.

Audrey Kruse addressed Council with a variety of questions that included the following:

- Are trainings making measurable impacts to officers?
- There should be more Indigenous-focused cultural competency trainings.
- How much of the Department's budget is spent on de-escalation trainings, practice, and mentorship?
- How are officers held accountable in considering personal characteristics like race, gender-identity, or mental disability when interacting with the public?
- How is need assessed for additional training and selection of topics?
- Are performance metrics based on positive community engagement?
- Are all arrestees told that they have the ability to file a complaint?
- Share the proposals for reforming policies and budget.

Wendy White submitted written comments seeking additional data regarding police cite and release practices.

Chief Musselman addressed questions about the Citizen Liaison Committee, complaint filing, performance metrics, training budgets, and arrest rates of Native American people. Mayor Evans asked if the department issues warrants, which they do not.

Bryan Gest, Director of Terros, discussed their services and funding for 911 dispatching and crisis response. Vice Mayor Shimoni commented about Mesa's mental health initiatives and funding sources.

Council thanked the presenters and emphasized the importance of the discussions.

11. Public Participation

None.

12. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Whelan stated that NACOG Economic Recovery is having a summit coming up in September.

Vice Mayor Shimoni stated he attended the Arizona League of Cities conference the previous week.

Mayor Evans expressed thanks to Management Analysts Jack Fitchett and Sarah Langley who presented on Matricular card as accepted for ID. She stated that the item passed and will be a priority for League.

13. Adjournment

The Work Session of the Flagstaff City Council held September 8, 2020, adjourned at 7:34 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, OCTOBER 13, 2020
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Evans called the Work Session of the Flagstaff City Council held October 13, 2020, to order at 3:05 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember Whelan read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR EVANS	
VICE MAYOR SHIMONI	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER ODEGAARD	
COUNCILMEMBER SALAS -- 3:06 pm	
COUNCILMEMBER WHELAN	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

4. Public Participation

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no more than fifteen minutes to speak.

Peggy Sheldon-Scurlock, Robert Neustadt, and Gary Pearlmutter addressed Council in support of cite and release policies for Flagstaff Police Department.

5. **Review of Draft Agenda for the October 20, 2020 City Council Meeting**

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. **Arizona Department Of Transportation's (ADOT) Update on the Milton and US180 Corridor Master Plans.**

Daniel Gabiou (ADOT's Regional Planning Manager) will be joined by Kevin Kugler (Project Manager with Michael Baker International) to provide an Elected Official Project Briefing.
This presentation is an update to discuss progress made to date on both the Milton Corridor Master Plan and the US180 Corridor Master Plan and to discuss next steps including Working Paper #2 and Public Outreach.

City Engineer Rick Barrett introduced Dan Gabiou, Regional Planning Manager from ADOT Multimodal Planning Division, who provided a presentation that covered the following:

Slides Included:

- Project Update
- Milton Rd/US 180 CMP Study Corridors
- Milton Rd/US 180 CMP Study Objectives
- 3-Tiered Analysis
- Milton Rd Tier 2 Results
- Milton Rd Tier 3 Results
- US 180 Tier 2 Alternatives
- US 180 Alternative Modeling Packages
- US 180 Corridor Travel Times
- US 180 Results
- Public Involvement / Next Steps
- Thank You

Councilmember McCarthy inquired about the impact of the Lone Tree corridor with the new bridge, to which Mr. Gabiou responded that the improvements were included in the traffic model, predicting a 10% improvement for Milton Road. Vice Mayor Shimoni expressed concern about the effects of bus-only lanes on vehicle flow, which were included in the traffic study, and expressed concerns for bicycle commuters, advocating for dividers to increase safety between bicycles and vehicles.

Councilmember Odegaard asked if there had been public input or exercises regarding the Lone Tree interchange to I-40. Mr. Gabiou responded that no traffic models had been done for this project, as traffic models were only conducted for projects with approved funding.

Councilmember Whelan asked if there is any ADOT funding available to complete the projects. Mr. Gabiou replied that there is no state funding committed at this time, only City funding.

Mayor Evans asked if any funding sources were identified in the plan. Mr. Gabiou responded that Metroplan was consulted, and while potential grant sources were identified, none have been confirmed. Mayor Evans also inquired about the lifespan of the plan, to which Mr. Gabiou explained that the plans are effective for 20 years, though they can be initiated sooner if funding becomes available.

7. Red Gap Ranch Grazing Lease Scope

Water Services Operations Manager Mark Richardson addressed Mayor and Council on the scope of work for the grazing lease at Red Gap Ranch.

Slides included:

- Red Gap Ranch
- History of Red Gap Ranch
- Red Gap Ranch
- US Department of Agriculture
- US Department of Agriculture Grant
- Fence Plan
- Fence Lines
- Invitation for Bid
- Comments/Questions

Councilmember Whelan asked why the animal units were limited to 181. Mr. Richardson stated that the state set the limit on the number of animal units for state lands and that the City needs to comply with that. Councilmember Whelan asked about fencing and water for wildlife and Mr. Richardson confirmed the water tanks were sufficient.

Council took a break from 4:02 p.m. through 4:10 p.m.

8. Flagstaff Police Presentation to City Council on Alternative Response Models

Interim Police Chief Dan Musselman presented to Mayor and Council on Alternative Response Models in Police work.

Slides included:

- Alternative Response Models
- Alternative Response Programs
- Support Team Assisted Response (STAR)
- Anchorage Safety Patrol and Center
- Crisis Preparation and Recovery (CPR)
- CARE
- CAHOOTS
- Best practices for Flagstaff
- White Bird Clinic/CAHOOTS
- Native American Connections
- Friendship House
- Data and Models
- Data
- Police Department
- Fire Department
- Closing
- Questions & Discussion

Public Comment: Ross Altenbaugh and Cristy Zeller spoke in support of the work being done by Fire and Police and encouraged continued discussion and bringing the community partners in on the conversation.

Council discussed various community issues, particularly focusing on housing, policing, and public safety. Councilmember Odegaard supported comments about the need for housing solutions. Councilmember Whelan expressed interest in moving forward with addressing public safety issues, with a focus on collaboration between different departments.

Vice Mayor Shimoni emphasized a holistic approach to policing, proposing methods such as a 911

Response (CART), detox centers, and permanent supportive housing with wraparound services. He stressed the importance of engaging with alternative programs and ensuring culturally sensitive approaches.

Councilmember McCarthy noted the consensus between the Fire and Police Departments and agreed on the need for implementation and funding. Councilmember Whelan further discussed retention issues in the CART program and the importance of having EMTs involved.

Councilmember Aslan expressed excitement but was hesitant to vote without expertise. Mayor Evans reiterated that housing is a key part of healthcare and urged the Council to address root causes through detox centers and housing solutions. She also suggested involving the community through a group like RARE.

Vice Mayor Shimoni agreed with Mayor Evans on the importance of public involvement and cultural sensitivity.

City Manager Clifton acknowledged the need for further discussions and refinement of next steps, and City Attorney Sterling Solomon suggested including the City Prosecutor in future discussions.

9. Public Participation

Marcus Ford addressed Council in support of cite and release policies for the Flagstaff Police Department.

10. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Salas mentioned the Tourism Stakeholder meeting that was happening later that week virtually.

Councilmember Odegaard recognized Indigenous Peoples' Day and thanked Mayor Evans for reading a proclamation. He also thanked police officers for their actions regarding the downtown protest recently.

Councilmember McCarthy thanked everyone for discussing the alternative policing methods.

Vice Mayor Shimoni acknowledged Coordinator for Indigenous Initiatives Rose Toehe for her work on Indigenous' Peoples Day.

City Manager Clifton followed up on streamlining public participation comment protocol.

Councilmember Odegaard mentioned the Lived Black Experience Community Discussions.

11. Adjournment

The Work Session of the Flagstaff City Council held October 13, 2020, adjourned at 5:57 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, OCTOBER 27, 2020
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Evans called the Work Session of the Flagstaff City Council held October 27, 2020, to order at 3:01 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember McCarthy read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR EVANS	
VICE MAYOR SHIMONI	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER ODEGAARD	
COUNCILMEMBER SALAS	
COUNCILMEMBER WHELAN	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

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 at the meeting 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 to have 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.

City Engineer Rick Barrett addressed Mayor and Council to announce that Bret Petersen had achieved his Executive Master of Public Administration from Arizona State University.

Susan Walter addressed Mayor and Council regarding relief for local Flagstaff venues due to COVID-19.

Water Resources Manager Erin Young updated Mayor and Council on the community stakeholder committee on reclaimed water.

5. Review of Draft Agenda for the November 3, 2020 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

Councilmember Aslan pointed out that next Tuesday is election day and encouraged Council to be efficient with the agenda next week. Mayor Evans echoed that sentiment.

6. Public Works - Snow Operations Presentation and Discussion

Streets Section Director Scott Overton and Assistant Parks and Recreation Director Amy Hagin addressed Mayor and Council regarding the snow operations for the 2020-2021 winter season. He provided a report on winter storm readiness for streets, parks, post storm operations, and community expectations and the parking ordinance.

Slides included:

- Presentation Objectives
- Storm Preparations: Winter Storm Event
- Streets Section
- Streets Personnel Preparations
- Snow Operations -- Streets
- Parks Section -- Readiness
- Parks Fleet and Equipment
- Snow Operations -- Parks
- Snow Operations -- Parks (Map)
- Post Storm Operations
- Public Operations Assistance
- Questions

Councilmember Odegaard asked Ms. Hagin about the courtsey berm removal and asked her to speak about the program. Ms. Hagin explained the application process and the three-year term duration. They coordinate the program with the Streets department.

Councilmember Whelan asked Mr. Overton to speak about the considerations of overtime for his staff. Mr. Overton explained how the department prioritizes cleanup and how they allocate overtime and during a snow event.

Vice Mayor Shimoni asked about bicycle lanes during winter events. Mr. Overton spoke about the sweeping efforts that are run in between storms and post storms for bicycle lanes to be used. Some of the most difficult areas to sweep are the residential streets due to time constraints. Vice Mayor Shimoni also asked about the COVID-19 impact on the roads and how tele-commuting might influence the winter cleaning. Mr. Overton stated that the first two months of the pandemic had a great decrease in traffic and that he expects some of the past pressures to be lessened, especially since schools might go virtual on snow days.

Councilmember Whelan stated she wanted to remind the public that mass transit and how that reduces

traffic congestion during storm events as well.

7. Discussion of options for the expiring Materials Recovery Facility (MRF) contract

Public Works Director Andy Bertelsen introduced Sustainability Specialist Dylan Lenzen and Solid Waste Section Director Todd Hanson to speak about the Materials Recovery Facility and recycling. The consultants who worked on the study were available for questions. The presentation included the following slides:

- Outline
- Existing MRF Contract
- Limitations and Challenges
- Connection to Rethink Waste Plan
- Option 1
- Option 2
- Option 3
- Option 4
- Option 5
- Policy Issues and Other Considerations
- Future Options
- Discussion and Direction of options for staff to pursue

Councilmember McCarthy questioned the feasibility of transporting recyclables to Phoenix, expressing doubt about the need for just one truck per day. He supported Option 2, which was also backed by Vice Mayor Shimoni, Councilmembers Salas and Odegaard. Councilmember Odegaard emphasized addressing the fee structure and rejected Option 5. Councilmember Whelan sought clarification about the current system, with Mr. Hanson explaining that recyclables are being sent to Phoenix due to a lack of local markets.

Councilmember Aslan showed interest in both Options 2 and 3, questioning why outsourcing (Option 3) was rated higher than running a local Material Recovery Facility (MRF), which would require significant investment and pose risks. He ultimately supported Option 2.

Mayor Evans suggested using rail for recycling transport, but studies indicated trucking remains more cost-effective and environmentally friendly. Councilmember Whelan raised concerns about potential residential rate hikes, requesting more discussion on the matter.

In the end, the Council reached a consensus to proceed with Option 2, directing staff to refine the process and return with more details. The discussions focused on cost, logistics, environmental impact, and the need for public education about recycling changes.

8. Climate Emergency Declaration Update

Sustainability Manager Nicole Antonopoulos and Climate Analyst Ramon "DC" Alatorre presented to Mayor and Council an update on the Climate Emergency Declaration and the Climate Action and Adaption Plan (CAAP).

Slides included:

- Discussion
- The Climate Emergency Declaration
- Carbon Neutrality
- The Path to Carbon Neutrality
- Flagstaff's Greenhouse Gas Emissions
- Mobilization Efforts
- Since the Climate Emergency Declaration
- Technical Analysis
- Preliminary Emission Reduction Targets Needed to achieve Carbon Neutrality
- Community Engagement
- CAAP Steering Committee

- Plan for Action
- We continue to work on CAAP actions and strategies...

Joey Bono addressed Mayor and Council about municipal fleet operations.

Councilmember Aslan encouraged public participation in the survey, discussing topics like carbon offsets, transportation emissions, and rebate programs. He was interested in donation initiatives but wanted more ideas explored. Ms. Antonopoulos provided updates on fee-based programs and findings related to new residential construction and natural gas.

Councilmember Odegaard inquired about fleet conversion in the Climate Action and Adaptation Plan (CAAP), and Ms. Antonopoulos confirmed that staff is considering accelerating fleet conversion with funding mechanisms under review.

Vice Mayor Shimoni expressed enthusiasm for electric vehicles, solar energy, and plans to improve bicycle safety through a transportation masterplan and capital improvements. He also mentioned Proposition 419, which will fund sidewalk enhancements.

Councilmember Whelan requested updates on Red Gap Ranch, with Ms. Antonopoulos confirming that a renewable energy project, primarily solar, is planned there.

Councilmember Aslan also asked about carbon-reducing construction materials, and Ms. Antonopoulos noted the need for further exploration through a Council Communication Request (CCR).

Amanda Ormond addressed Mayor and Council with comments on electricity and the public transportation plan.

Mayor Evans stressed the importance of equitable survey representation, especially for those without internet access. Vice Mayor Shimoni supported this concern, and staff shared ongoing efforts to engage vulnerable communities.

Council took a break from 5:40 p.m. through 5:50 p.m.

9. JW Powell Specific Plan Study - Project Update

Engineering Project Manager David Pedersen, Comprehensive and Neighborhood Planning ManagerSara Dechter, and Julie Leid from Peak Engineering gave a presentation to Mayor and Council. Slides included:

- Context Map
- JWP Specific Plan Study
- Process
- Key Stakeholders
- Future Growth Illustration
- Future Growth Illustration with Image
- Traffic Engineering & Planning
  - Flagstaff Neighborhood Examples
- J.W. Powell LU Framework Illustrations
  - J.W. Powell Land Use Framework sketches
- JWP Land Use Framework Illustrations Continued
- Density & Intensity
- Density & Intensity by District
- J.W. Powell Specific Plan Study: Next Steps

Councilmember Aslan asked if the State Trust Parcel was sold last week. Ms. Leid stated that it was sold on Thursday. Ms. Leid stated that the only bidder was Symmetry Development. Councilmember Aslan asked what impact that sale would have on the illustrations presented. Ms. Leid stated that she is not aware of what the developers plans are for development in the area. Ms. Dechter stated that the purpose of the exercise was not to look at the developments in detail since it is a test of the Regional

Plan

Councilmember Whelan stated that she did not understand why developments were not included in the Phase One analysis. Ms. Dechter gave context on why the changes were not reflected and how many changes could occur. Staff will have conversations with property owners and developers to influence the decisions in Phase Two.

Councilmember Aslan stated that he is excited about the realignment of the Arizona Trail in that area. He expressed his desire to maintain as much forest as possible in the City, but that the growth in this area could be an asset.

Vice Mayor Shimoni spoke about density and the relationship of the area to the rest of the City. He stated that it is a great opportunity to do it right the first time and he likes the direction the plan is going in. He asked about parks, fields, and court access and if it will be integrated into the plans. Ms. Leid stated that they will be incorporated at a later phase.

Councilmember Whelan asked where the attainable workforce housing is and how does this plan relate to this. Ms. Dechter stated that some of the parcels have already been dedicated to the City for affordable housing. She added that the infrastructure in the area is very expensive.

Councilmember McCarthy added that he is concerned that the City will put a lot of money into infrastructure in a very low-density area.

Mayor Evans stated that this is a once in a lifetime opportunity for the City to have this much acreage and to consider the possibilities of it. She stated that Council needs to evaluate the best use of the area and to analyze and apply the Regional Plan to the area. There is no "not in my backyward" issue in the area. She added that the last ECoNA study stated that the City has a deficit of 6,000 housing units. This area could add about 7,000 housing units. She also spoke about the benefits of a traditional neighborhood layout.

Mayor Evans expressed a desire to meet with the owners and developers to discuss maximizing their investments, which could help with the housing situation, possibly by changing zoning to create more housing in smaller areas. Vice Mayor Shimoni inquired if this would be part of the community meetings on rezoning, and Mayor Evans confirmed it would be included. She emphasized the importance of proactively reaching out to property owners to assess whether the current zoning meets their needs and to collaborate on finding a better solution.

Mr. Pederson stated that staff is planning to meet with the larger property owners, and then the small parcel owners. They plan to discuss what the vision is for these properties.

10. Rio de Flag Flood Control Project Update

Capital Improvements Project Manager Trevor Henry, Real Estate Manager Bryce Doty, and Project Manager Christine Cameron gave an update on the Rio de Flag Flood Control Project.

- Project Update
- USACE
- Project Design
- Real Estate
- BNSF Railway
- Public Involvement
- Pictures

Mr. Henry introduced a new web-based meeting application, showcasing a virtual open house to the Mayor and Council. Vice Mayor Shimoni praised the virtual town hall, inquired about the creator, and cost, with Mr. Henry noting that Norris Design, a subconsultant, developed it, and the project funds cover the cost.

Councilmember Whelan thanked staff for the presentation and asked if service roads would be open to

the public. Mr. Henry clarified they would not be, but access roads for open channels will be available. She also asked about differences between the Clay Wash and Upper Reach, with Henry explaining that staff is working on access road acquisition. She expressed appreciation for the staff's collaboration on the project.

Councilmember Odegaard shared that he had spoken with community members in the upper reach about wall height concerns, and the meeting helped ease their worries.

Vice Mayor Shimoni raised concerns about the lower reach not being visually appealing and asked about ways to improve its appearance. City Manager Clifton reminded everyone that the project's primary focus is flood management, meaning all areas must remain practical. Ms. Cameron noted that the lower reach and Clay Wash areas are next to private property.

Mayor Evans thanked staff and highlighted her appreciation of the video. She also pointed out concerns about the aesthetic differences between the upper and lower reach areas, emphasizing that the City should aim for better design in the lower reach and Clay Avenue areas.

Council took a break from 8:07 p.m. through 8:17 p.m.

11. Discussion about changing the zoning code to allow required commercial areas of mixed-use developments that are vacant to be converted to dwelling units in exchange for permanent, affordable housing

Zoning Code Manager Daniel Symer gave a presentation to Mayor and Council about changing the zoning code in order to receive direction from Council.

Slides included:

- Council Discussion
- Background
- Considerations
- Council Discussion for the analysis

Tad Moore and Devonnah McLaughlin submitted written comments in support of advancing the matter to a future agenda for action.

The Council discussed a proposal to change zoning to convert unoccupied retail space into residential units. Councilmember Whelan supported the idea, citing the lack of commercial interest in retail spaces, especially during the recession. She emphasized the need for livable areas instead. However, Councilmember McCarthy expressed concerns about increasing car dependency and the long-term impacts, suggesting that parking issues might be contributing to vacant commercial spaces and recommending a broader discussion.

Vice Mayor Shimoni inquired about the feasibility of creating loft-style residential units with higher ceilings and whether they could be made affordable at 60% of Area Median Income (AMI). Mr. Symer raised concerns about the complexity of the issue, zoning code limitations, and parking shortages for additional units.

Council members discussed the challenges of changing zoning for specific parcels. While Councilmember Whelan proposed giving property owners more control, Mr. Symer expressed legal concerns. Whelan pushed for a more straightforward approach, asking for further discussion.

Councilmember Aslan was uncertain about moving forward with the proposal, preferring a "piecemeal" approach rather than an all-encompassing change. Councilmember Odegaard was opposed, while Councilmember Salas was in favor of moving the item forward.

Mr. Symer emphasized the importance of proceeding with caution and being well-informed. Mayor Evans, who had previously opposed the proposal, stated that she had sent questions to Legal about its legality and would request an executive session if the matter advanced. Aslan expressed hesitation

and leaned toward not supporting the future discussion suggesting it was premature to give up on these spaces as commercial properties. Vice Mayor Shimoni showed interest in exploring an opt-in approach.

There was not Council majority to move forward with this topic for further discussion.

12. Review of current process for all Reclaimed Water agreements and their renewal:

Regulatory Compliance Section Manager Steve Camp presented to Mayor and Council to seek direction from Council for possible revision to City Code regarding approval of all reclaimed water agreements.

Slides included:

- Discussion Highlights
- Reclaim Water History
- Reclaim Water Permit
- Why End User Agreements?
- Additional City Stipulations
- Summary of Reclaim Agreements
- Questions

Chris Jocks and Dorothy Gishie submitted written comments in support of changing the process.

JR Murray submitted a written comment in support of keeping the process as it currently is.

City Attorney Sterling Solomon clarified that all contracts are reviewed by the City Attorney and attested by the City Clerk.

Councilmember Whelan spoke about why she thinks it is imperative that Council revokes the authority for reclaimed water from the Water Services Director and that the contracts are agenized and discussed. She stated that she believes that the conversation has changed a lot since 2011 and that the drought has worsened since then. She stated that Council needs to have the discussions regarding the contracts.

Councilmember McCarthy agreed with Councilmember Whelan and added that it would be best if there was a formal, underlying policy on how to treat the contracts. He stated that the decisions should be made by Council rather than staff and that it would be a good stop-gap matter. He added that the change would not undo any existing contracts the City has.

Vice Mayor Shimoni asked about nitrogen mitigation in A+ water. He asked if there are concerns about nitrogen in the A+ water. Mr. Camp explained the regulatory requirements. City Attorney Solomon added that the question tonight is about the process and not the regulatory standards. Vice Mayor Shimoni stated that he is in favor of a water management policy. He would like to see the water management policy first since there are no reclaimed water applicants at this time. Vice Mayor Shimoni stated that he is a no at this time.

Councilmember Aslan would like for Council to take the authority back but that there needs to be a water policy in place first. He asked what the most expedient way is to get the water policy in place.

Councilmember Odegaard stated that he is a no on moving this forward without the policy.

Councilmember Salas stated that Council is a policy making authority. She added that this is moving into the administrative side of the decision making and she would like to see a policy perhaps in the reclaimed water master plan, however, she would like to see a reclaimed water policy first.

Councilmember Whelan reminded Council that it was a previous Council that set policy that the Director of Water Services make this decision. She requested that the decision to enter into contracts or renew contracts come to Council for final approval. She feels the decisions are taking too long.

Councilmember Aslan stated that there is clear direction to create a new water policy to honor the desire of the majority of Council.

City Manager Clifton stated that there is a consensus of Council to address the reclaimed water policy.

13. Public Participation

None.

14. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Odegaard suggested adding legislation to help entertainment venues through the pandemic to the federal lobbying list, referencing the Orpheum.

Councilmember Salas proposed adding federal lobbying for pandemic relief, the CARES Act, and the "Save Our Stages" initiative for local venues.

Councilmember Whelan advocated for lobbying on behalf of individuals applying for HUD assistance and using Head Start, specifically asking to increase federal poverty levels as rising minimum wages could limit access to services.

Vice Mayor Shimoni mentioned the upcoming Tequila Sunrise event, emphasizing the importance of communicating health concerns to mitigate COVID risks. He also expressed concern about homecoming events being virtual and recognized the County and NAU Faculty Senate for a successful town hall. He highlighted the challenges facing the unsheltered population as the weather turns colder and the need for community safety. He also looked forward to the courthouse walkthrough and upcoming efforts to divert mental health calls, with Terros dispatching as a first step. He thanked City staff for their hard work on the Rio de Flag project.

Councilmember McCarthy made a FAIR request to formulate a policy on the appropriate uses for City-generated reclaimed water. City Manager Clifton noted that a FAIR request may not be necessary as the issue had already been discussed previously.

Mayor Evans confirmed that the Council had already directed staff to write letters to the federal delegation and the governor for more relief for local businesses and art venues, making it a legislative priority.

15. Adjournment

The Work Session of the Flagstaff City Council held October 27, 2020, adjourned at 9:25 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, DECEMBER 22, 2020
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Deasy called the Work Session of the Flagstaff City Council held December 22, 2020, 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember Aslan read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR DEASY	
VICE MAYOR DAGGETT	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SALAS	
COUNCILMEMBER SHIMONI	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

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 at the meeting 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 to have 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.

None.

5. Review of Draft Agenda for the January 5, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. Community Development Block Grant (CDBG) Introduction and Overview; Establishment of CDBG Council Priorities for Program Years 2021 and 2022

Housing Director Sarah Darr gave an introduction on the purpose of the Community Development Block Grant presentation. Housing and Grants Administrator Kristine Pavlik gave an overview presentation on the grant program to help Council develop new priorities.

Tyler Denham submitted written comments requesting that the focus be on housing issues.

Councilmember Aslan asked staff to display a map of the four target neighborhoods for clarification, with Ms. Darr explaining that the boundaries were defined by HUD. Mayor Deasy inquired if the Federal Budget would increase CDBG funds due to the COVID crisis, and Ms. Darr mentioned a $25 million nationwide allocation. Deasy also asked if the Council was limited to five priorities, which Ms. Pavlik confirmed.

Councilmember Sweet asked about the Early Childhood Development priority area, and Ms. Pavlik explained that no project had been submitted under this category.

Councilmember McCarthy, influenced by the Housing Emergency, suggested that Housing -- Rental and Ownership and Homelessness should be top priorities, as Flagstaff Shelter Services was running in the red. Vice Mayor Daggett expressed concern about restricting project types but acknowledged that many projects are housing-related.

Councilmember Sweet supported housing and homelessness as priorities, while Councilmember Shimoni emphasized the importance of focus but being open-minded, suggesting permanent supportive housing, cultural sensitivity, and revitalizing Section 8 housing.

Ms. Darr explained that CDBG funds could be used for community projects, but public housing units are funded separately by HUD. She clarified the concept of permanent supportive housing and rapid rehousing. Mayor Deasy asked if neighborhood revitalization could include improvements like high-speed internet, which Ms. Pavlik confirmed it would be eligible.

Councilmember Aslan supported housing as a priority and agreed with Vice Mayor Daggett's idea of flexibility. Councilmember Salas also supported housing and homelessness as top priorities, with Neighborhood Revitalization as the third. She suggested combining Workforce Development with Job Training and Early Childhood Development as a priority, agreeing with Councilmember Shimoni on cultural sensitivity.

Mayor Deasy asked if Workforce Development could encompass both Job Training and Early Childhood Education, and Ms. Pavlik confirmed it could. Deasy emphasized that both should be included as critical priorities. Ms. Darr requested clarification on cultural sensitivity as a separate priority, and Councilmember Shimoni confirmed he wanted it to be a priority, he liked the idea of an additional place on the application to address it.

Mayor and Council agreed to the priorities and look forward to staff bringing it back.

7. Assignment of City Council Liaisons

Deputy City Clerk Stacy Fobar reviewed the history of City Council Liaisons stating members of the City Council are asked to participate on a number of external boards and/or commissions. She stated that some of these memberships are dictated by State Statute, by ordinance, or through agreements and IGA's with outside partners. There are a few boards that are discretionary.

Ms. Fobar reviewed the 2019-2020 City Council Liaison Assignments handout and updated the liaison assignments based on Council discussion.

Mayor Deasy called a break from 4:48 p.m. through 5:00 p.m.

8. Discussion regarding a policy of a deferral of any new or increased fees until after the global pandemic is over as set forth by CDC

Mayor Deasy invited Councilmember Salas to introduce the item, which concerned deferring new or increased fees. Several individuals, including Steve Finch, Joe Galli, and Scott Talboom, spoke in favor of deferring these fees.

Councilmember Salas asked staff to create projections on future fees, and Management Services Director Rick Tadder gave a presentation on the proposed changes, including fee increases for Solid Waste, Development Fees, the Airport, and ParkFlag, as well as what items were excluded from the fee increases.

Councilmember Sweet asked for clarification on when ParkFlag would be re-implemented, and Mr. Tadder mentioned a potential start date of March or May 2021.

Vice Mayor Daggett inquired about the breakdown of the Solid Waste fee for households, and Solid Waste Director Todd Hanson clarified the increase would be $1.54 for trash and recycling and $0.34 for glass recycling.

Councilmember Aslan expressed concerns about deferring fees, calling it problematic. Councilmember Shimoni also had concerns, and City Attorney Sterling Solomon confirmed that "deferral" was the correct term for the agenda item. Mayor Deasy asked if deferring fees would delay projects, and Mr. Tadder noted that the full impact was unclear as staff needed more direction.

Councilmember McCarthy explained that fees are meant to break even, and reversing the fees would lead to service cuts or subsidies from other funds. He expressed concerns about the amount of work and public input required. Vice Mayor Daggett echoed his concerns, stating that deferring fees would not address the underlying issue. Councilmember Shimoni agreed, raising concerns about the definition of a global pandemic.

Councilmember Aslan agreed with the others, stating that although he sympathized with Councilmember Salas's intentions, he felt it was the wrong time for the measure. Councilmember Sweet thanked CouncilmemberSalas but also felt the benefits were minor and did not support further discussion.

Councilmember Salas explained the city's recession plan and the reduction in revenues, emphasizing her desire to provide relief for residents facing financial hardship. Mayor Deasy acknowledged Councilmember Salas's efforts but suggested this could be more efficiently handled administratively rather than through policy. City Manager Clifton mentioned that staff could delay enforcement but would need direction from Council. City Attorney Solomon added that administratively deferring fees would be difficult, recommending an ordinance instead.

There was not requisite Council support to move the item forward for further discussion.

9. Discussion and possible direction regarding the upcoming end of the eviction moratorium

Mayor Deasy introduced the discussion about evictions, noting the eviction moratorium may be delayed until January 31, 2021, due to the federal budget.

Tyler Denham addressed the Council, expressing concern about the looming eviction crisis and blaming the City Council for decades of neglect in managing housing supply, which left Flagstaff residents housing cost burdened. He compared the situation to forest management, stating that the lack of housing planning led to a crisis, with COVID being the "spark" that worsened the problem.

Mayor Deasy responded by mentioning the resources available through Flagstaff Shelter Services (FSS) and the delay of the eviction moratorium, and asked City Attorney Solomon to explain the City's role in evictions. Mr. Solomon clarified that evictions are governed by state and federal law, and the City is preempted from the process, though he could provide more specific guidance in an executive session.

Councilmember Shimoni thanked Mayor Deasy for addressing the issue and suggested sending a letter to the state to advocate for more support. He emphasized the need to focus on the housing crisis and recession recovery.

Vice Mayor Daggett added that the City should continue promoting the Front Door program through FSS and Catholic Charities for those needing housing assistance. Mayor Deasy requested a presentation from staff on housing resources related to evictions and rent help.

Housing Director Sarah Darr informed the Council that the County still had funds available for rent and utility assistance and provided information on where people could apply. She also mentioned Housing Solutions of Northern Arizona for foreclosure prevention.

Councilmember Shimoni asked about a list of resources, and Ms. Darr agreed to send it. Other resources mentioned included St. Vincent DePaul, FlagstaffResources.com, and the Salvation Army, as well as utility companies offering assistance. Ms. Darr explained that due to legal restrictions, it was not possible to send these resources directly to foreclosure lists, but staff had been distributing them as much as possible. Councilmember Shimoni also suggested posting resources at the Court, and Ms. Darr agreed, noting that staff was already working with DNA Legal services and others.

Mayor Deasy suggested providing a more structured resource list with steps rather than just a broad list of resources.

10. COVID-19 UPDATES

Senior Deputy City Manager Shannon Anderson and City Attorney Sterling Solomon shared information regarding COVID.

Mr. Solomon shared a presentation on Proclamations and Executive Orders. He shared that the Mayor has the right to make a Declaration of Emergency. Typically, that opens up avenues for state and federal funding. Mr. Solomon gave more details about emergency orders. He also spoke about the ability of the Governor to give Executive Orders and Declare Emergencies. Mr. Solomon discussed the Governor's Executive Orders and the preemptive language in the orders.

Ms. Anderson reviewed the data and Coordinator for Indigenous Initiatives Rose Toehe gave an update on the Indigenous Nations.

Councilmember Shimoni asked Ms. Anderson if she could talk about vaccines being rolled out locally. He stated that Flagstaff Medical Center employees were receiving the vaccine today and first responders would get it next week. Ms. Anderson replied that the vaccinations were going to be received later this week and FMC would vaccinate their employees in Phase 1a, but they did not give a timeline. She added that Phase 1b will be first responders, such as our fire and police departments and individuals who were over 75. Councilmember Shimoni added that Phase 1b also includes congregate

living. Ms. Anderson added that the vaccine information is updated weekly.

Mayor Deasy asked if there is a specific date for vaccinations for our first responders. Ms. Anderson does not have a date at this time.

11. Public Participation

None.

12. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Vice Mayor Daggett shared that she received her copy of Walking Flagstaff, by George Breed. She recommended it to all and stated that it is sold locally.

Councilmember Salas shared a book called Conscious Capitalism. She added that it is a book that Quality Connections is having their board members read and she recently joined their board.

Councilmember Shimoni congratulated Dan Musselman on being named the new Police Chief. He stated the Alternative Work Group is expanding.

Councilmember Sweet thanked the Downtown Business Alliance, Council, and staff on the new gazebos downtown. She stated she met with Councilmember Shimoni and staff regarding sidewalk accessibility.

Mayor Deasy congratulated new Police Chief Dan Musselman.

Councilmember Shimoni thanked Ms. Deb Harris and the Southside Community Association for the COVID memorial they did at City Hall.

13. Adjournment

The Work Session of the Flagstaff City Council held December 2, 2020, adjourned at 7:11 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, FEBRUARY 23, 2021
STAFF CONFERENCE ROOM
211 WEST ASPEN
3:00 P.M.

MINUTES

1. Call to Order

Mayor Deasy called the Work Session of February 23, 2021, to order at 3:00 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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2. Pledge of Allegiance and Mission Statement

The Council and audience recited the pledge of allegiance and Mayor Deasy read the Mission Statement of the City of Flagstaff.

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.

PRESENT:	ABSENT:
MAYOR DEASY (virtually)	
VICE MAYOR DAGGETT (virtually)	
COUNCILMEMBER ASLAN (virtually)	
COUNCILMEMBER MCCARTHY (virtually)	
COUNCILMEMBER SALAS (virtually)	
COUNCILMEMBER SHIMONI (virtually)	
COUNCILMEMBER SWEET (virtually)	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon

4. Public Participation

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no more than fifteen minutes to speak.

None.

5. Review of Draft Agenda for the March 2, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. Arizona Office of Tourism (AOT) Destination Recovery Presentation

Economic Vitality Director Heidi Hansen, Conventions and Visitors Bureau Director Trace Ward, and Arizona Office of Tourism Director Debbie Johnson gave presentations to Mayor and Council on the recovery of Tourism in Flagstaff and Arizona.

Slides included:

- Marketing
- Sales
- Meetings
- Earned Media
- Visitor Center
- AOT Collaboration Continued
- Who We Are
- Arizona 2019 Year-End Economic Impact
- Estimated Travel Spending in Arizona -- Year-to-Date
- Domestic Visitation -- Year-to-Date
- AOT Marketing
- Arizona Tourism Industry Recovery Plan
- Rediscover Arizona -- Digital/Billboards
- Rural & Tribal Marketing Cooperative -- Partner Ads
- Trade and Media Relations
- Arizona Visitor Information Centers (AVICs)
- Arizona Means Business
- Appreciate AZ
- Promoting Health and Safety Standards
- Strategic Tourism Planning Tips
- AOT Additional Resources
- Stay Connected

Mayor Deasy thanked Ms. Johnson and Ms. Hansen for the presentations. He asked about the increase in tourism seen in October. Ms. Johnson answered that there is usually a bump in the spring and the fall in tourism due to more business meetings and people visiting for fall colors in Northern Arizona.

Councilmember Sweet commented that her downtown business would not have survived without the efforts of the Arizona Office of Tourism and thanked them for their efforts. She commented the seven principles behind leave no trace and asked if it would be possible to add sleds to principle three. She also asked Ms. Johnson how a business could get on the office's calendar of events. Ms. Johnson stated that she would look into adding sleds to principle three and explained that a business could add their event online at tourism.az.gov.

Ms. Hansen addressed sleds in the leave no trace policy and stated that sleds are also addressed on the winter play map.

Councilmember Shimoni stated that he appreciates the fire wise information and also commented about sleds. He asked about the Local First campaign and how to integrate the goals of the Arizona

Department of Tourism into local goals. Mr. Ward answered that it would be a potential idea for all destinations/cities to get together to collaborate on the Local First campaign. Ms. Hansen and Ms. Johnson added that there will be a roundtable on this at the upcoming Governor's meeting.

Councilmember Salas thanked the Discover Flagstaff team and the AOT. She informed Ms. Johnson that a state legislative priority of Council is to promote responsible and sustainable tourism.

7. **Discussion and possible update of the City of Flagstaff Re-Entry Plan.**

Senior Deputy City Manager Shannon Anderson, Parks and Recreation Director Rebecca Sayers, Flagstaff Unified School District (FUSD) Superintendent Michael Penca, Planning Director Tiffany Antol, and Coordinator for Indigenous Initiatives Rose Toehe led a discussion on the City of Flagstaff's Re-Entry Plan.

Slides included:

- Agenda
- Re-entry Plan Discussion
- Re-Entry Plan: Phase 2
- Re-Entry Plan: Field Permits

Mr. Penca shared the successes of the mitigation guidelines in FUSD individual and team sports. He added that FUSD uses the City fields on a limited basis.

- Re-Entry Plan: Event Permits
- Re-Entry Plan: Options

Anna Adden submitted written comments asking Council to prioritize the youth of the community and let them play outdoor youth sports.

Councilmember Shimoni asked Superintendent Penca about students playing with masks on and how it is going for the athlete. Mr. Penca stated that it can be challenging, but the players are adapting. He added that the players, parents, and coaches are willing to adhere to the guidelines and explained the nuances of the guidelines which include temperature checks for spectators at games and limiting the numbers of people at the field. Councilmember Shimoni stated that he would like to increase the number of participants allowed at the fields.

Councilmember Aslan stated that he is fine with the policy as written and added that he would like to keep the number of participants on a field to 30 people.

Vice Mayor Daggett stated that she is supportive of the policy.

Councilmember Sweet stated that she is supportive of 50 people on the fields and asked about partnering with the County. Ms. Sayers stated that she works closely with the County Recreation Director.

Councilmember McCarthy stated that he is fine with the policy but also supported raising the amount of people on a field to 50.

Councilmember Salas supports 50 individuals.

Vice Mayor Daggett, clarified that she was talking about special events for up to 50 and not sports.

Ms. Sayers stated that the field permits, Special Events permits, and Temporary Special Use Permits (TUPs) are separate and that they can modify them to allow 30 for field permits and 50 for the others.

A majority of Council supports going to 50 people for outdoor events, Special Events, and TUP which would change for Phase II.

- Updates

- Drive Thru

Deputy Library Director Richard Tutwiler shared an update on library operations. Councilmember Shimoni asked if there were talks about having the book tour on the east side as well. Mr. Tutwiler stated that there were not talks about it at this time.

- CCHHS: COVID-19 Weekly Cases

Councilmember Shimoni asked to look at hybrid approach for Council meetings in future updates.

- CCHHS: COVID-19 Daily Cases
- CCHHS: Hospital Admissions
- CCHHS: COVID-19 Related Deaths
- CCHHS: Community Transmission
- ADHS Dashboard
- NAH: Hospital Census
- Indigenous Nations Data
- Indigenous Nations Update

8. Information Technology Division Introduction, Discussion on Broadband, and Discussion on Closed Captioning

Information Technology Director CJ Perry gave a presentation to Mayor and Council on the Information Technology Division and an overview on broadband and close captioning Council meetings.

The slides of his presentation included:

- Agenda
- Overview of Division
- Org Chart
- Budget
- Comparisons
- Successes
  - Help Desk
  - Operations
  - GIS
  - Applications
  - Security
- Technology Team
  - Smart City Example -- Phone App
  - Technology Team
- Flagstaff Broadband Report
  - Broadband and Inequity
  - Broadband and Economic Opportunity
  - News in Broadband
  - Fiber Master Plan
  - Final Discussion

Mayor Deasy stated that the presentation was amazing and everything he is looking for in broadband. He added that computing and informatics is the second fastest growing industry in the United States and stated that he feels this could be a great opportunity for Flagstaff.

Derek Masseth, Executive Director of Same Corridor Network, addressed Mayor and Council to express their support and excitement for the City's plan.

Helen Costello, Assistant Director of IT for Coconino County, also expressed support.

Councilmember McCarthy asked about the proposed relationship between fiber that is owned by the

City and the people who are currently doing this work, like Suddenlink. He asked if the City would be competing with the ISPs or working with them. Mr. Perry stated that the current plan is to provide more opportunity for more internet service providers to provide those services to the community. He added that he does not see a significant partnership, but the future could have the city put in conduit so that it is in place for future services. He added that if Council would like to have the City look at putting fiber into homes, staff can look into that.

CEO of ECoNA Gail Jackson also echoed support for the presentation and added that the pandemic has shown the need for greater connectivity.

Metroplan Planning Manager David Wessel commented on the grant for the program.

Dr. Steven Burrell thanked Mr. Perry and stated as a member of the Sun Corridor Network, he is excited to continue to support this project.

Councilmember Shimoni stated that he is curious to see progression and is happy to see willing partners for this process, but he is unsure of next steps. He asked about the app that was covered in the presentation and what the cost to implement the app would be. Mr. Perry stated that staff needs to work on back-end data and infrastructure to even make the app possible and that they are exploring the app for the future.

Mayor Deasy stated that he would like to have infrastructure in place for competing internet service providers.

- Closed Captioning

IT Help Desk Manager Paul Santana and City Clerk Stacy Saltzburg discuss Closed Captioning for Council meetings for ADA accessibility. Closed Captioning was recommended by the Commission on Inclusion and Adaptive Living.

Councilmember Sweet thanked staff for the presentation. She asked if the City had looked into hiring an ASL interpreter and added that Belleview, WA is using one. Mr. Santana stated that an interpreter is possible and that could be explored, but it would have some limitations. Ms. Saltzburg added they have not looked into providing that specific service. Mr. Santana added that the cost would need to be looked at and that several interpreters would be needed for the length of the meetings. Mr. Santana added information about the contract with SwagIt and stated that he would recommend a transcript which is part of a simple and easy package.

City Manager Clifton stated that the benefit of closed captioning during the live stream with an archived transcript would be having an archive with closed captioning forever and it would be a community benefit.

Councilmember Shimoni stated he is looking forward to future discussions and supports closed captioning.

9. State and Federal Legislative Updates

Management Analyst Sarah Langley gave an update to Mayor and Council on bills and letter of support.

- Oppose Recommendation
  - AZ S1687 -- Governmental entities; social medial prohibition
  - AZ S1333 -- Law enforcement; budget reduction; prohibition
- Support Recommendation
  - AZ H28085 -- Appropriation; rural broadband grants
  - US 1052 -- Grand Canyon Protection Act -- wrote letter of support so it got to members of the House before vote

Mayor Deasy and Vice Mayor Daggett expressed their support on the recommendations.

Councilmember Shimoni stated that he is in support. He motioned to go into Executive Session for Legal Advice. That was seconded by Mayor Deasy.

Council recessed into Executive Session.

Councilmember McCarthy asked if Council would be interested in opposing the voter suppression bills. Ms. Langley added that many of the bills died in committee, but there are some still alive. She stated that they can come back in a future meeting with bills that are still alive. Mayor Deasy added that it is on our state priority list so the lobbyist has that instruction.

Councilmember Aslan stated that he is confused about what Council is doing with the legislative update. He thought they agreed in the last Council to not have weekly updates since it turned into a lengthy discussion about bills that die before they get to the Governor's desk. He stated that he thinks it's fine to review the agenda occasionally, but that we're now going back and forth on bills that are not in the packet and that this could take too much time for not enough utility. He added that it creates added work for City staff.

City Manager Clifton offered that we could go to every other week or every week as Council directs.

Councilmember McCarthy suggested leaving it up to City Manager and staff when it is appropriate to bring up. Mayor Deasy supported this suggestion.

Mayor Deasy called a break from 7:04 p.m. through 7:15 p.m.

10. Overview of your Water Services Division

Interim Water Services Director Ryan Roberts gave an overview presentation on their Division. Their presentation included the following topics:

- Water Services
- Director's Overview
- Overview
- Org Chart
- Administrative Overview
- Water Production
- Operations
- Water Distribution
- Wastewater Collection
- Wastewater Treatment
- Wastewater Treatment Wildcat
- Wastewater Treatment Rio de Flag
- Reclaimed Water
- Engineering
- SCADA and Information Systems
- Stormwater Section Overview
- Stormwater Programs
- What's Next -- FY 2021
- Water Resources and Conservation
- Regulatory Compliance
- Look at FY 2021
- Outreach
- Thank you

The communications team shared a video.

Councilmember Shimoni thanked staff for their work and service. He especially thanked Mr. Roberts for taking on the Interim Water Services Director leadership role.

11. **Discussion of Fats, Oil and Grease (FOG) manual and changes to the septage and grease receiving (Scavenger Waste) Program**

Industrial Pretreat Supervisor Jolene Montoya gave a presentation to Mayor and Council. Slides included:

- Summary of Changes
- FOG Manual
- What is FOG?
- Fats, oils, and grease code
- How will the FOG Manual help?
- FOG Manual sizing requirements
- 90-day Public Outreach plan
- Proposed outcomes of 7-02-002-0014 changes

Councilmember McCarthy asks where the FOG that is taken out of the recovery systems go. Ms. Montoya answered that they have contractors who are local and in the valley. The local contractors take it to Wildcat and the valley contractors will take it down to the valley. Councilmember McCarthy asks if this will require infrastructure changes to the local restaurants. Ms. Montoya explained this will give guidance on the procedures.

Councilmember Shimoni requested clarification on next steps. Ms. Montoya stated they would be back in a few weeks for adoption of the changes . Councilmember Shimoni asked for the number of restaurants out of compliance and expressed concerned for restaurants that in the already challenging times. Ms. Montoya stated they should already be doing this, some are just better than others and she also spoke of enforcement procedures. She reiterated this does not add anything, it will just provide better guidance.

Regulatory Compliance Manager Steve Camp provided a presentation on Scavenger Waste. His presentation covered the following topics:

- Scavenger Waste Changes
- Summary of Scavenger Waste Changes
- What is Grease Waste
- Why do we need change
- How to Protect our Wildcat Hill WRP with Changes
- Scavenger Waste Permits
- Require Additional Info on Manifest
- Link Fees to 3-10-001-0008
- Public Outreach
- Summary of Scavenger Wate Changes
- Questions

Mayor Deasy thanked staff for the presentations.

12. **Public Participation**

None.

13. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Shimoni asked to remove his FAIR request on compensation for Council because the topic was already scheduled. He advocated for a retreat on relationship and team building. Topics could include unconscious bias and nonverbal communication.

Councilmember McCarthy recently attended the State Transportation Board meeting. He also met with Flagstaff Shelter Services.

14. Adjournment

The Flagstaff City Council Work Session of February 23, 2021, adjourned at 9:12 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, MARCH 9, 2021
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Deasy called the meeting of the Flagstaff City Council held March 9, 2021, 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and audience recited the pledge of allegiance and Councilmember Salas read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR DEASY (virtually)	
VICE MAYOR DAGGETT (virtually)	
COUNCILMEMBER ASLAN (virtually)	
COUNCILMEMBER MCCARTHY (virtually)	
COUNCILMEMBER SALAS (virtually)	
COUNCILMEMBER SHIMONI (virtually)	
COUNCILMEMBER SWEET (virtually)	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

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 at the meeting 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 to have 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.

Travis Joralmon, President of the Flagstaff Youth Hockey Association, addressed Mayor and Council regarding the re-entry plan and to ask them to move forward in the re-entry plan.

Cathy McCarthy addressed Mayor and Council about COVID-19 and the bravery of firefighters and other first responders, essential workers, and teachers.

Judy Smith submitted written comments urging the Council to move to the next phase of opening the city.

5. Review of Draft Agenda for the March 16, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. Presentation of International Association for Public Participation International Core Values Award for the Southside Community Plan

Comprehensive Planning Manager Sara Dechter introduced International Chair of IAP2 Kylie Cochrane and IAP2 USA President Gwen Howard. Ms. Cochrane gave a presentation to Mayor and Council highlighting the award. Slides included:

- Core Values Award
- Core Values
- IAP2 International Core Values Awards
- International Jury
- Organization of the Year (International)
- Finalists
- 2020 Winner Organization of the Year
- Project of the Year (International)
- Finalists
- 2020 Winner Project of the Year - Flagstaff
- Congratulations

Mayor Deasy thanked Ms. Cochrane, and congratulated the Southside Community Association, other partners, and staff.

Southside Neighborhood Association President Deborah Harris addressed Mayor and Council to speak about the award and thanked staff for all their work on the project.

IAP2 USA President Gwen Howard expressed the pride IAP2 has for the City of Flagstaff and in this project.

Councilmember Shimoni expressed his appreciation to staff.

7. Human Resource Division Review

Human Resources Director Jeanie Gallagher, HR Manager Alan Keay, and HR Manager Jennifer Caputo gave an overview to Mayor and Council on the Human Resource Division. Slides Included:

- Agenda
- Purpose -- Why Human Resources?
- Meet the Human Resources Team
- Human Resource Organization Chart
- Budget Information FY 2021
- Programs and FY 22 Priorities

Mayor Deasy thanked staff for their presentation.

8. Economic Vitality Division Overview

Economic Vitality Director Heidi Hansen, Airport Director Barney Helmick, Community Investment Director David McIntire, Library Director Jared Tolman, and Tourism Director Trace Ward gave an overview to Mayor and Council on the Economic Vitality Division. Slides included:

- Agenda
- Overview of Division
- Org Chart
- Flagstaff Pulliam Airport
  - Budget
  - FY21 Accomplishments
  - What's next
- Community Investment
- Arts & Science
  - Budget
  - FY21 Accomplishments
  - What's Next
- Beautification
  - Budget
  - FY21 Accomplishments
  - What's Next
- Economic Development
  - Budget
  - Business Attraction
  - FY21 Accomplishments
  - Business Retention and Expansion FY21 Accomplishments
  - Expansions
  - FY21 Other Highlights
  - NACET/Moonshot
    - Occupancy
  - What's Next
- ParkFlag
  - FY21 Accomplishments
  - What's Next
- Library
  - Locations
  - Funding & Intergovernmental Agreement
  - Distribution of Funds
  - Budget
  - Residents and Visitors
  - FY21
  - What's Next
- Tourism & Visitor Services
  - Budget
  - FY21 Accomplishments
  - What's Next

Vice Mayor Daggett asked what the timeline is for the entrance of the Library redesign and if there is an opportunity for the public to be engaged. Mr. Tolman stated that the Project Manager, Jeremy DeGeyter, and him just discussed the timeline and that groundbreaking could be in July or August and they are working with an arborist regarding the memorial trees. If they need to redesign the project, the project could be pushed back until next year. Mr. Tolman also spoke about the community input and how staff has worked with commissions to make the ramp inclusive and the public regarding the design of the ramp and the art piece. Beautification, Arts, and Sciences Manager Eliza Kretzmann added that a Community Forum Survey was done with almost 200 responses and focus groups on the art with a community selection panel.

Councilmember McCarthy asked what programs are available for blind people. Mr. Tolman stated that most of the programs are audible due to the new virtual nature of things. He added that when programs can be back in person, the Library is intending to create in-person programs. Ms. Hansen added that staff is redesigning the website for ADA compliance and ease.

Mayor Deasy called a break from 4:42 p.m. through 4:55 p.m.

9. Carbon Neutrality Plan Draft Review

Sustainability Director Nicole Antonopoulos, Climate Specialist Jenny Niemann, and Climate and Energy Coordinator Ramon Alatorre presented the Carbon Neutrality Draft Plan. Slides included:

- Discussion
- The Path to Carbon Neutrality
- Since the Climate Emergency Declaration was passed in June 2020...
- Carbon Neutrality Plan Draft Review
  - Vision
  - Mitigation goal
- To achieve carbon neutrality, we will...
  - Decreased Dependence on Cars
  - Electric Mobility
  - Clean Electricity
  - Building Fuel Switching
  - Reduced Building Energy Use
  - Sustainable Consumption and Waste Management
  - Carbon Sequestration
- The Path to Carbon Neutrality Scenario Review
  - Scenario Reduction Strategies
    - Scenario A
    - Scenario B
    - GHG Emissions Trends
    - Scenario example: On-road transportation
    - Scenario example: Home retrofits
- The Path Forward

Enoque Junior addressed Mayor and Council regarding greenhouse gas emissions and vehicles. He suggested that the reliance on cars in Flagstaff must be reduced to achieve the carbon neutrality goal.

Councilmember Salas asked Mr. Junior to provide specific recommendations to the plan and to send an email with what he previously stated. Mr. Junior spoke about the HOH plan with the limitations on room size and increasing the room sizes.

Michele James from Friends of Flagstaff's Future addressed Mayor and Council and stated that F3 is encouraged by the plan and support scenario A but suggest developing a more robust plan so that the community can rise to the challenge.

Joey Bono addressed Mayor and Council regarding the city's plan to overhaul the municipal fleet to zero emission vehicles.

Hardy Strozier submitted written comments seeking an independent cost and feasibility evaluation of the plan.

Ms. Niemann stated that converting the city's fleet to electric is in the plan and there is a policy in the fleet purchasing process to review and purchase electric vehicles which was established in the Climate Action and Adaption Plan (CAAP). She added that staff is working to finalize that policy now.

Ms. Antonopoulos stated that there is a draft energy conservation solicitation at this time to have all City buildings energy audited and to have all vehicles converted to electric.

Councilmember McCarthy stated that he finds the conversation frustrating and asked who is going to

pay for all the changes. He added that he does not see anything specific to sequestration and asked how the ideas around sequestration would happen. He stated that he likes Scenario A the best but believes that Scenario B would be more attainable.

Ms. Antonopoulos stated that staff has done a lot of research on sequestration/offsets. The majority of the people who took the survey indicated that they would like to see local sequestration efforts and staff has had preliminary discussions. She added that it would take capital investment and staff will be working with investment consultants to develop and the investment plan which will come back to Council.

Councilmember Sweet asked Ms. Antonopoulos asked about the sequestration tipping point and the capacity of the ecosystem. Ms. Antonopoulos will follow up on this. Councilmember Sweet stated that the focus of the plan needs to be on local community behaviors. She stated that Scenario A is her choice for the long haul.

Councilmember Aslan shared that both scenarios present serious challenges and compared it to a community-wide diet. He stated that he is finding it hard to choose between scenarios and he finds that Scenario A might be unfeasible, but he recommends Scenario A to send the strongest message possible.

Councilmember Salas spoke about her experience with the Philippine Clean Air Act. She brought up having to be mindful about equity with climate action. She added that she is not ready to select a Scenario or to move forward and needs more time to vet the plan with the City's stakeholders. She stated that she is concerned about cost.

Councilmember Shimoni thanked the community for their engagement. He addressed transportation issues and how they are being implemented in infrastructure plans. He added that capital improvement plans need to be flexible for potential grant funding and addressed partnerships. He stated that he is supportive of Scenario A.

Vice Mayor Daggett spoke about the cost but mentioned that the costs that would be incurred if this is not done would be greater. She added that she would like to see a specific focus in all plans going forward on how to incorporate climate action and how to minimize impacts on the least fortunate in Flagstaff. She added that she supports Scenario A.

Mayor Deasy stated that he also prefers Scenario A. He added that he is concerned about achieving the vehicle miles traveled metric due to tourism.

10. Sustainability and Forest Health collaborations within the Wildland Fire Management Program.

Forest Health Supervisor Neil Chapman and Sustainability Director Nicole Antonopoulos gave an informal update on Sustainability and Forest Health collaborations within the Wildland Fire Management Program. Slides Included:

- Discussion
- Climate Projections for Coconino County
  - Changes in Precipitation
- Wildland Fire Management
- WFM Response to Drought Conditions
- 2021 Risk Reduction Projects
- 2021 Risk Reduction Collaborations
  - Fire Adapted Community
  - HEPA Air Purifier Pilot

Ms. Antonopoulos shared that they received a $10,000 grant from the National League of Cities for the Air Purifier Pilot project.

Mayor Deasy called a ten-minute break from 6:40 p.m to 6:50 p.m.

11. High Occupancy Housing Zoning Code Update

Zoning Code Manager Dan Symer gave a presentation to Mayor and Council seeking direction on the modifications to the Zoning Code related to the High Occupancy Housing (HOH) provisions.

Slides included:

- High Occupancy Housing Plan and Zoning Code
- Proposed Work Session
- Definitions
- Assessment
- Staff Recommendation
    - 1. Should the Area Median Income cutoff for a household be changed from 60% to 80% or less, in order to be consistent with the affordable housing incentives in the Zoning Code?
    - 2. Should the Zoning Code be amended to permit an affordable housing development as an allowed High Occupancy Housing Development of Mixed-Use High Occupancy Housing Development land use without the requirement for a Conditional Use Permit and, if so, should some high occupancy housing requirements be modified for affordable housing developments?
- City Council Direction

Tyler Denham addressed Mayor and Council to state that he is supportive of the modifications to exempt affordable housing developments from the High Occupancy Housing plan. He gave several suggestions such as allowing conditional use permits (CUP) by right, allowing some market rate units in affordable housing developments that receive exemptions, and making exemptions cover as many aspects of zoning as possible and as large as possible.

Councilmember McCarthy spoke about the reason he voted no on the amendment previously. He added that the City spent a lot of time coming up with the HOH rules so that these projects are put into appropriate areas. He stated that he is supportive of the staff recommendation.

Councilmember Shimoni spoke about mixed-used and mix of market-rate and affordable housing developments, the CUP, and LIHTC projects. He also spoke about the necessity of bicycle parking and asked what else could be leveraged in negotiations. He added that he is supportive of the staff recommendations.

Mr. Symer stated that there are different ways of providing bike parking rather than eliminating bike parking. He added that the footprint requirement and other such modifications could be used for negotiation as well as other items and that staff will look at everything.

Housing Director Sarah Darr addressed incentivizing LIHTC projects and how staff negotiates with developers on an ongoing basis. She added that staff is working on an update to the Affordable Housing Incentive Policy.

Mayor Deasy stated that he supports the staff recommendation.

Councilmember McCarthy clarified that the proposal is that the affordable projects are exempt from getting a CUP, but they still fall under the HOH requirements which would put these developments in commercial areas and recreational areas.

12. Legislative Update

Management Analyst Sarah Langley gave an update on the current legislative session to Mayor and Council. She stated that she received a request for a letter of opposition from Mayor Deasy on HB2770, which would prevent businesses from being sued due to negligence regarding COVID-19.

A majority of Council supported the letter.

Councilmember Shimoni stated that he is in support as well. He asked if there are any updates from

the Arizona Corporation Commission (ACC) bills. Ms. Langley stated that they have continued to progress and that the City is still in opposition.

City Manager Clifton stated that the letter will be put on a future consent agenda for retroactive approval but sent right away.

13. Public Participation

None.

14. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember McCarthy shared that MetroPlan had a meeting over the last week and stated that the Chair of the Mountain Line Board, Steve Peru, has left his position. He added that they also discussed plans for Milton Road and spoke about earmark appropriations and the Board will stay flexible for that potential funding.

Councilmember Salas spoke about meetings with Senators Kelly and Sinema through the League.

Councilmember Shimoni added that he is now the Interim Chair for Mountain Line. He stated that the Indigenous Commission will be meeting. He also made comments about the County vaccinations.

Mayor Deasy spoke about the stimulus checks and that he is urging people to spend it in the local community.

15. Adjournment

The Work Session of the Flagstaff City Council held March 9, 2021, adjourned at 7:32 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, MAY 25, 2021
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Deasy called the meeting of the Flagstaff City Council held May 25, 2021, to order at 3:03 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember McCarthy read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR DEASY (virtually) VICE MAYOR DAGGETT (virtually) COUNCILMEMBER ASLAN (virtually) COUNCILMEMBER MCCARTHY (virtually) COUNCILMEMBER SALAS (virtually) COUNCILMEMBER SHIMONI (virtually) COUNCILMEMBER SWEET (virtually)	

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

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 at the meeting 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 to have 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.

Public Affairs Director Jessica Drum introduced Management Analyst Chris Rhode.

Anthony Garcia addressed Mayor and Council regarding the Bike Strike for Climate Change being held on Saturday May 28, 2021.

5. Review of Draft Agenda for the June 1, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

Councilmember Salas asked for a breakdown for the funds allocated to the Climate Action and Adaptation Plan for the potential approval of the budget.

6. Carbon Neutrality Plan Review and Community Conversation

Sustainability Director Nicole Antonopoulos, Sustainability Specialist Jenny Niemann, and Climate and Energy Coordinator Ramon Alatorre gave a presentation to Mayor and Council to provide an overview of the Carbon Neutrality Plan final draft. Slides included:

- Flagstaff Carbon Neutrality Plan
- Discussion Agenda
- First a Thank You
- Climate Emergency Declaration
- How We Got Here
- Climate Emergency Declaration
- We Are Not Alone in Our Commitment
- Clarifications
- Opportunities
- Technical Analysis
- Carbon Neutrality -- "Rules of the Game"
- Emission Reductions -- How?
- Emissions Reductions and CDR Obligation
- Middle of the path: Clean Electricity
- Middle of the path: Fuel Switching
- Middle of the path: Vehicle Miles Traveled
- Further down the path
- Remaining Emissions and CDR Obligation
- Why This Decade -- A Limited Window
- Why This Decade -- Leadership Needed
- Clarifications
- Opportunities
- Community Conversations
- Target Area Feedback: Surveys 3 and 4
- Flagstaff Carbon Neutrality Survey 3 Results
- Flagstaff Carbon Neutrality Survey 4 Results
- Survey 5 Responses
- Flagstaff Carbon Neutrality Survey 5 Results
- Community Conversations
- The Numbers....more than 2600 Community Members Engaged
- Clarifications
- Opportunities
- Carbon Neutrality Plan
- Carbon Neutrality Plan Goals
- Our Approach
- To Achieve carbon neutrality, we will....
- Community Resilience
- Equitable Systems
- Decreased Dependence on Cars
- Highlights

- Clarifications
- Opportunities
- To Achieve carbon neutrality, we will....
- Electric mobility
- Clean Electricity
- Building Fuel Switching
- Clarifications
- Opportunities
- To Achieve carbon neutrality, we will....
- Reduced Building Energy Use
- Sustainable Consumption and Waste Management
- Clarifications
- Opportunities
- To Achieve carbon neutrality, we will....
- Carbon Dioxide Removal (CDR)
- Clarifications
- Opportunities
- Implementation 2021-2023
- Let's Build a Stronger Community
- Discussion
- Thank You

Mayor Deasy called a break from 4:43 pm through 4:55 pm.

Public Participation:

David Smith
Steve Zavodnyik
Amanda Ormond
Dara Marks Marino
Caryn Potter representing the Southwest Energy Efficiency Project
Marco Alatorre
Michele James the Executive Director of the Friends of Flagstaff's Future
Emily Melhorn representing the Azulita Project
Megan Kelly representing the Grand Canyon Trust
Robert Breunig
Eli Chamberlain
Shawn Newell
Kelly Bingham

Stated they were in support of the plan.

Joey Bono asked about appendix A and the EV Car Share program. Ms. Antonopoulos stated that staff has not identified funding yet and are still working on the framework of the program.

Comments included:

- Community Steel Composting to reduce landfill volumes and coordinate with Purina
- Monetize hydrogen
- Promote micro-mobility
- Helps with marketing of Flagstaff
- Carbon Neutrality goal is achievable
- Must work together and act quickly
- Leadership and actions are fundamental to the plan and the goal vision
- Cheaper energy and energy utilities already transitioning
- The economic development opportunities of the plan
- Cleaner air benefits
- Wildfire reduction
- The climate crisis has not been going fast enough and the plan has taken too long to implement

with too many concessions
- Cost of inaction is great
- New heat pump technology operates well in Flagstaff
- As many as one in ten people die from air complications from burning fossil fuels

Written comments in support of the Carbon Neutrality Plan were submitted by the following:

- Dr. Charles Cahill
- Marlee Stephens
- Libby Stortz
- Autumn Johnson, Arizona Government Affairs Manager, Western Resource Advocates
- Dustin Kuluris
- Abraham Henn
- Samantha Meier
- T. Paul Thomas
- Erik Nolan
- Jim Babbitt

Councilmember McCarthy expressed support for the plan, noting that he provided comments to Ms. Antonopoulos and recommended some refinements.

Councilmember Sweet also supported the plan and asked about water usage in solar panel production. Ms. Antonopoulos mentioned that solar panels do not require much cleaning due to their tilt and promised to follow up on water usage in production. She added that a business engagement committee will be created to ensure ongoing community and business involvement.

Vice Mayor Daggett thanked the steering committee and staff for their work, expressing confidence that the plan would create unforeseen economic development opportunities without mandating personal changes in people's lives. She emphasized that the public would benefit from and be encouraged to embrace the changes.

Councilmember Salas raised a concern about waiting for input from the Chamber and Northern Arizona businesses, who are planning a summit on the recommendations. She suggested postponing the adoption until the community's feedback is incorporated. Ms. Antonopoulos recommended moving forward with the plan and incorporating the summit's feedback into its first implementation.

Councilmember Shimoni supported the plan, noting the value of a business committee and suggested that the plan be reviewed by the Indigenous Commission to add an Indigenous perspective. Ms. Antonopoulos confirmed that the plan will be presented to various commissions to ensure equity and emphasized that the plan is a living document that can evolve over time.

Councilmember Aslan supported the plan, calling it necessary but not overly ambitious. He mentioned that the public input period was already extended and that no concerns from the business community were raised at the meeting.

Mayor Deasy expressed his support for the plan, appreciating the efforts of staff and the community in its development.

Mayor Deasy called a break from 6:09 p.m. to 6:20 p.m..

7. Discussion of the potential rescinding of the face-covering proclamation and the use City fields

Senior Deputy City Manager Shannon Anderson gave an update to Council on COVID-19. Slides included:

- Agenda
  - Community Transmission
  - Monitoring Criteria
  - Vaccination Rates
  - Updated CDC Guidelines
- CCHHS: Community Transmission
  - Currently moderate, but has dropped significantly
- City's Monitoring Criteria has had a downward trajectory for over four weeks
- CCHHS: Community Vaccination
- CDC: Updated Guidelines
  - Masks still required on Public Transportation, Healthcare Facility, and Jails
- Use of City Fields
- Council Discussion
  - Face Covering Proclamation options
  - Use of City Fields options

Holly Jones submitted written comments requesting the Council to revisit the requirement for masks for field events.

Mayor Deasy requested Council's input on the face mask proclamation, and Councilmembers discussed their positions.

Councilmember Aslan emphasized following CDC guidelines, supporting mask-wearing indoors and for the unvaccinated but did not feel a mandate was necessary. Councilmember Shimoni did not strongly oppose rescinding the mask proclamation and supported Option 2 for City fields, arguing that event organizers should not enforce outdoor mask-wearing.

Vice Mayor Daggett, Councilmember Salas, and Councilmember Sweet all expressed support for Option 2 for both items. Councilmember McCarthy was comfortable with Option 2 for City fields but preferred rescinding the mask mandate by July 1 instead of June 1, though he would follow the majority's decision.

City Manager Clifton explained the June 1 date aligns with the County's decision and other City facility openings. The County had decided to rescind its mask mandate on June 1, as noted in their press release.

Councilmember Shimoni asked about mask requirements for observers at fields, and it was confirmed that masks were required for field spectators. Mayor Deasy decided to rescind the face covering proclamation effective May 26, 2021, while maintaining mask requirements for indoor City facilities.

Councilmembers McCarthy and Aslan sought clarity on the separate issues of rescinding the proclamation and requiring masks in City facilities. City Manager Clifton clarified that individual businesses could enforce mask mandates, and the City would follow administrative decisions.

Councilmembers McCarthy, Aslan, and Sweet all supported the immediate rescindment of the face mask proclamation and the lifting of outdoor field capacity limits. Councilmember McCarthy expressed understanding but sought clarity on the policy versus proclamation distinction.

The discussion concluded with confirmation that the mask proclamation would be rescinded immediately, and the capacity restrictions on City fields would also be lifted. Masks would still be required inside City facilities.

8. Public Participation

None.

9. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Aslan requested a conversation around incentives for vaccinations. City Manager Clifton added the City is working with the County on pop-up vaccination facilities. He stated that there has been discussions on employee vaccination incentives. Mayor Deasy asked for the information to be sent to Council. Ms. Anderson showed the information on the Big Shot Incentive Program. Public Affairs Director Jessica Drum stated that an update on state legislation will be sent out tomorrow.

Councilmember McCarthy mentioned that he toured Sharon's Manor's new addition and he was very impressed with the facility and the programs.

Councilmember Salas spoke about the commemorative flags policy she stated there are no flags listed for the months of July and August and she requests a FAIR item to review the current flag schedule and to identify flags for July and August. She requested flying the Military order of Purple Heart flag for August (August 17). She asked Mayor Deasy to issue a proclamation for Purple Heart Day.

Mayor Deasy spoke about a meeting he had with Councilmembers McCarthy and Aslan, Coordinator for Indigenous Initiatives Rose Toehe, and Navajo Nation delegate with Thomas Walker. He requested that Councilmembers post their calendars on their city pages each week.

10. Adjournment

The City Council Work Session held May 25, 2021, adjourned at 7:12 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 14 2021
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Deasy called the Work Session held September 14, 2021 to order at 3:05 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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. Pledge of Allegiance and Mission Statement

The Council and attendees recited the pledge of allegiance and Councilmember McCarthy read the Mission Statement of the City of Flagstaff.

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 through other technological means.

PRESENT:	ABSENT:
MAYOR DEASY	
VICE MAYOR DAGGETT	
COUNCILMEMBER ASLAN	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SALAS	
COUNCILMEMBER SHIMONI	
COUNCILMEMBER SWEET	

Others present: City Manager Clifton; City Attorney Sterling Solomon

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 at the meeting 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 to have 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.

Art Babbott, Meg Kabotie, and Terry Madeksza addressed Mayor and Council regarding the success of the Wednesday Downtown Community Market.

Devonna McLaughlin addressed Mayor and Council regarding Housing Solutions of Northern Arizona and shared that the organization purchased a 44-room apartment motel using CARES fund for transitional housing. She shared that the property is the former Travel Lodge property. She shared gratitude to the City and to their partners.

5. Suicide Prevention Awareness Month Proclamation

Mayor Deasy read the proclamation.

6. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Salas thanked Mayor Deasy for the proclamation on suicide prevention awareness month and discussed the implications that suicide has had on the Police Department. She also discussed resources for suicide prevention and mental health. She added that she went to the state legislature with MetroPlan Planner David Wessel to lobby for transportation dollars for rural Arizona.

Councilmember Sweet shared that she will present to a class at Puente de Hohzo on what it means to be a business owner and about city government.

Councilmember McCarthy stated that this weekend is Pickin in the Pines, where he is volunteering. He suggested that To/From be moved back to the end of the agenda.

Mayor Deasy mentioned that he had a good conversation regarding broadband in the region with a group of stakeholders. He added that the alternative response model working group has been doing some good work and that there will be a town hall Friday, September 24, 2021 from 1:30 to 3:00 p.m.

Vice Mayor Daggett spoke about the public meetings regarding the Flagstaff Housing Plan, which will be held online. She added that the Festival of Science starts Friday.

Councilmember Shimoni spoke about the upcoming Mountain Line board meeting. He reported that Northland Family Help Center currently does not have a waitlist for counseling with their interns. Health Choice will hold an Indigenous Summit and he will be doing a walk along with the Police Department. He added that City Clerk Stacy Saltzburg joined him for a live stream on how to participate in public comment.

City Manager Greg Clifton spoke about the ordering of this agenda item. He asked Council how they felt about the ordering.

Councilmember Aslan and Mayor Deasy stated that they were in support of having this agenda item reordered to the beginning of the meeting.

Councilmember Shimoni added that he would like to have a section for discussion at the end of the agenda if to/from is left at the beginning.

Councilmember Sweet added her support.

Councilmember McCarthy stated that he supports Councilmember Shimoni's idea of adding a discussion item at the end of the agenda as well.

The majority of Council supported that idea.

7. Review of Draft Agenda for the September 21, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

8. Flagstaff Regional Plan 2030: 2020 Annual Report

Associate Planner Jordan Hollinger presented to Mayor and Council the annual report on Flagstaff's 2030 Regional Plan. Slides included:

- Why is there a Regional Plan Annual Report?
- Where can you find the Report?
- Annual Report Organization
- COVID-19 and the Annual Report
- Natural Environment
- Built Environment
- COVID-19 Key Insight
- Built Environment
- Human Environment
- What metrics are new, withdrawn, or missing?
- Most cited goals in staff memos to Council
- Regional Plan Accomplishments
- Other Accomplishments
- Future Projects

9. Off-Campus Life & Neighborhood Liaison Update

Interim Public Affairs Director Sarah Langley introduced Off-Campus Life and Neighborhood Liaison Valeria Chase and External Affairs Director Josh Lance. Ms. Chase gave a presentation to Mayor and Council on the work program of the Off-Campus Life and Neighborhood Liaison. Slides included:

- Personal Background
- History of the Role
- Dual Program Management
- Collaboration as One Community
- Implemented Projects to Date
- Key Internal & External Partners
- Future Initiatives

Ms. Chase shared a video on the program that is student directed.

Councilmember Salas thanked Ms. Chase for her work on this program and spoke about the sense of community that has been built. She asked Ms. Chase to speak more about the partners and stakeholders and the Blockwatch meetings. She asked when the meetings happen and who the partners are. Ms. Chase stated that the blockwatch meetings are in the University Heights neighborhood and the stakeholders are the neighbors and that code enforcement and police attend as well. Councilmember Salas asked if Ms. Chase intended on expanding that program into the Southside Neighborhood and Plaza de Vieja. Ms. Chase stated that the Neighborhood Associations in those neighborhoods serve the same purpose.

Councilmember Shimoni stated that he is happy that the partnership with NAU is moving forward, especially with the new leadership. He added that he was at the housing symposium in 2014 and that it was a good event which led to this program. He asked where the videos will be promoted. Ms. Chase stated that they will be marketed to students looking to move off-campus and they will be promoted in dorms, on campus, and via social media. It will be an online training. Councilmember Shimoni recommended increased communications to students and ways to get the program in front of

any captive audience.

Councilmember Sweet extended her appreciation and stated that she attended the community welcome and saw the value in bridging the conversation with NAU and Flagstaff locals. She would like to see more events that focus on communications.

10. Carbon Neutrality Plan Quarterly Update

Sustainability Director Nicole Antonopoulos, Sustainability Specialist Jenny Niemann, and Climate and Energy Coordinator Ramon Alatorre gave the first quarterly update to Mayor and Council on the Carbon Neutrality Plan.

Slides included:

- Today's Discussion
- Carbon Neutrality Action Updates
- Strong Neighborhoods
  - Equitable Systems
  - Community Resilience
  - Decreased Dependence on Cars
- Clean Energy Sources
  - Building Electrification
  - Electric Mobility
  - Clean Electricity
- Managed Consumption
  - Reduced Building Energy Use
  - Sustainable Consumption & Waste Management
- Upholding our Commitment
  - Carbon Dioxide Removal
- Investment Strategy
- Example of deep decarbonization retrofits
- Implementation Tools
- 2020 Greenhouse Gas Inventory
- 2020 Greenhouse Gas Inventory -- VMT
- 2020 Greenhouse Gas Inventory -- Waste
- 2020 Greenhouse Gas Inventory -- Bar Graph
- Engagement
- Regional Plan Amendment
- Thank You to Climate Action Interns
- Become a Flagstaff Sustainability Leader!

Councilmember Aslan praised the progress of the Carbon Neutrality Plan and thanked staff for their hard work. He commented on solid waste management, specifically state preemptions on fees for items like plastic bags and Styrofoam, and asked about the choice of Ponderosa Trails for the pilot project. Ms. Antonopoulos explained that the strong homeowners association and the ability to easily isolate the area were key factors in selecting the neighborhood.

Vice Mayor Daggett asked about the sustainability leaders program, and Ms. Antonopoulos clarified that it is a staff-led, in-person class held every Thursday, with potential for online options in the future.

Councilmember Shimoni expressed support for the sustainability matrix and raised concerns about the increase in vehicle miles traveled (VMT). He discussed the importance of aligning sustainability goals with traffic analysis and advocated for using Transportation Demand Management (TDM) to reduce transportation demand and increase walking and alternative transport. He requested a policy discussion on TIA and TDM.

Councilmember McCarthy emphasized the connection between land-use policies and transportation demand, advocating for higher-density neighborhoods to encourage walking and biking. Councilmember Salas asked for clarification on the 10% increase in VMT for FY 2019-2020,

suggesting that the pandemic might have affected it, and acknowledged the impact of land-use policies.

Councilmember Sweet expressed her appreciation for the discussions.

11. Public Participation

None.

12. Adjournment

The Work Session held September 14, 2021, adjourned at 5:08 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, SEPTEMBER 17, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:00 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HARRIS	
COUNCILMEMBER HOUSE	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 7 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting pursuant to A.R.S. §38-431.03(A)(1).

i. City Manager Evaluation

B. Discussion or consultation for legal advice with the attorney or attorneys of the public body, and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4) respectively.

i. Legal Advice and Settlement Discussions on A.R.S. 12-1134 Claims

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held September 17, 2024, reconvened into Open Session at 2:41 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, SEPTEMBER 24, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:02 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HARRIS	
COUNCILMEMBER HOUSE	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Khara House to recess into Executive Session.

Vote: 7 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting pursuant to A.R.S. §38- 431.03(A)(1).

i. City Attorney Evaluation

B. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or

lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice regarding permissible fees for use of the public rights-of-way, and to consider its position and provide direction to its attorneys regarding the public body's position regarding negotiation of contracts with Wecom Fiber related to construction, operation, and maintenance of a fiber network in public rights-of-way for the City of Flagstaff

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held September 24, 2024, reconvened into Open Session at 2:50 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, OCTOBER 8, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:02 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	COUNCILMEMBER HOUSE
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HARRIS	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 6 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, pursuant to A.R.S. §38-431.03(A)(3).

i. Legal advice regarding proposed bond funded homebuyer assistance program

B. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice and contract negotiations on Canyon Del Rio Development Agreement and Roadway Dedication Agreement for John Wesley Powell Extension

C. Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4), respectively.

i. ~~Water litigation and Northeastern Arizona Indian Water Rights Settlement~~

ii. Legal advice regarding potential litigation involving Rain Valley waterline

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held October 8, 2024, reconvened into Open Session at 2:36 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, OCTOBER 15, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:01 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual) VICE MAYOR ASLAN (virtual, arrived at 1:02 p.m.) COUNCILMEMBER HOUSE COUNCILMEMBER MATTHEWS COUNCILMEMBER MCCARTHY COUNCILMEMBER SWEET	COUNCILMEMBER HARRIS

Others present: Human Resources and Risk Management Director Kori Vogt

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 5 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(1) and (4) respectfully.

i. City Manager and City Attorney Contract Modifications

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held October 15, 2024, reconvened into Open Session at 1:20 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
WEDNESDAY, OCTOBER 16, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
3:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 3:34 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	COUNCILMEMBER MATTHEWS
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HARRIS (virtual)	
COUNCILMEMBER HOUSE (virtual)	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 6 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4), respectively.

i. Water litigation and Northeastern Arizona Indian Water Rights Settlement

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held October 16, 2024, reconvened into Open Session at 4:27 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, OCTOBER 22, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:01 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual) VICE MAYOR ASLAN (virtual) COUNCILMEMBER HARRIS (virtual) COUNCILMEMBER HOUSE (virtual) COUNCILMEMBER MATTHEWS COUNCILMEMBER MCCARTHY COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 7 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4), respectively.

i. Water litigation and Northeastern Arizona Indian Water Rights Settlement

ii. Litigation Update

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held October 22, 2024, reconvened into Open Session at 1:34 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
WEDNESDAY, OCTOBER 30, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
3:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 3:16 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT VICE MAYOR ASLAN (virtual) COUNCILMEMBER HARRIS (arrived at 3:17 p.m.) COUNCILMEMBER HOUSE COUNCILMEMBER MATTHEWS (virtual) COUNCILMEMBER MCCARTHY COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 7 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice and contract negotiations on Canyon Del Rio Development Agreement and Roadway Dedication Agreement for John Wesley Powell Extension

ii. Consultation for legal advice regarding possible settlement of condemnation proceeding City v. Arizona Materials and/or exchange of real property for the Lone Tree Overpass and Rio de Flag Flood Control Projects (633 E. Brannen Avenue for all or part of the City Materials Recycling Facility site at 1800 E. Butler Avenue)

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held October 30, 2024, reconvened into Open Session at 6:42 p.m. at which time the meeting adjourned.

_____
MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, NOVEMBER 5, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:01 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual) VICE MAYOR ASLAN (virtual) COUNCILMEMBER HARRIS COUNCILMEMBER HOUSE COUNCILMEMBER MATTHEWS COUNCILMEMBER MCCARTHY COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 7 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively

i. Consultation for legal advice regarding possible settlement of condemnation proceeding City v. Arizona Materials and/or exchange of real property for the Lone Tree Overpass and Rio de Flag Flood Control Projects (633 E. Brannen Avenue for all or part of the City Materials Recycling Facility site at 1800 E. Butler Avenue)

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held November 5, 2024, reconvened into Open Session at 1:54 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, NOVEMBER 12, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:01 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual) VICE MAYOR ASLAN (virtual) COUNCILMEMBER HARRIS (virtual) COUNCILMEMBER HOUSE (virtual, arrived at 1:35 p.m.) COUNCILMEMBER MATTHEWS COUNCILMEMBER MCCARTHY COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 6 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Consultation for legal advice regarding exchange of real property interests located 1000 E. Butler Avenue for the Rio de Flag Flood Control Projects and FUTS from CICO II, LLC in exchange for adjacent real property owned by City.

ii. Legal advice and contract negotiations on Canyon Del Rio Development Agreement and Roadway Dedication Agreement for John Wesley Powell Extension

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held November 12, 2024, reconvened into Open Session at 2:04 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
FRIDAY, NOVEMBER 15, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
3:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 3:00 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	COUNCILMEMBER HARRIS
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HOUSE (virtual)	
COUNCILMEMBER MATTHEWS (virtual)	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 6 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice and contract negotiations on Canyon Del Rio Development Agreement and Roadway Dedication Agreement for John Wesley Powell Extension

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held November 15, 2024, reconvened into Open Session at 3:58 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

_____
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, NOVEMBER 19, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:00 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	COUNCILMEMBER HOUSE
VICE MAYOR ASLAN (virtual)	
COUNCILMEMBER HARRIS (virtual)	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 6 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4), respectively.

i. Consultation for legal advice regarding permissible fees for use of the public rights-of-way, and to consider its position and provide direction to its attorneys regarding the public body's position regarding negotiation of contracts with Wecom Fiber related to construction, operation, and maintenance of a fiber network in public rights-of-way for the City of Flagstaff

B. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or

lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice and contract negotiations on first amendment to Canyon Del Rio Development Agreement (PZ-18-00113-05) and Roadway Dedication Agreements for John Wesley Powell Extension (DA-24-00209 and DA-24-00209-01)

C. Discussion or consultation for legal advice with the attorney or attorneys of the public body and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(3) and (4), respectively.

i. Litigation Update

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held November 19, 2024, reconvened into Open Session at 2:58 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
FRIDAY, NOVEMBER 22, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
10:00 A.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 10:08 a.m.

2. Roll Call

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

PRESENT:	ABSENT:
VICE MAYOR ASLAN (virtual)	MAYOR DAGGETT
COUNCILMEMBER HARRIS (virtual)	COUNCILMEMBER MCCARTHY
COUNCILMEMBER HOUSE (virtual)	
COUNCILMEMBER MATTHEWS (virtual)	
COUNCILMEMBER SWEET (virtual)	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Khara House, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 5 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively.

i. Legal advice and contract negotiations on first amendment to Canyon Del Rio Development Agreement (PZ-18-00113-05) and Roadway Dedication Agreements for John Wesley Powell Extension (DA-24-00209 and DA-24-00209-01)

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held November 22, 2024, reconvened into Open Session at 11:24 a.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
MONDAY, DECEMBER 2, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
3:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 3:01 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual) COUNCILMEMBER HARRIS (virtual) COUNCILMEMBER HOUSE (virtual) COUNCILMEMBER MATTHEWS (virtual) COUNCILMEMBER MCCARTHY (arrived at 3:13 p.m.) COUNCILMEMBER SWEET	VICE MAYOR ASLAN

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to recess into Executive Session.

Vote: 5 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. Â§38-431.03(A)(3), (4), and (7), respectively

i. Legal advice and contract negotiations on first amendment to Canyon Del Rio Development Agreement (PZ-18-00113-05) and Roadway Dedication Agreements for John Wesley Powell Extension (DA-24-00209 and DA-24-00209-01)

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held December 2, 2024, reconvened into Open Session at 3:27 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)
TUESDAY, DECEMBER 3, 2024
STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVE
1:00 P.M.

1. Call to Order

Mayor Daggett called the Special Meeting (Executive Session) to order at 1:03 p.m.

2. Roll Call

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

PRESENT:	ABSENT:
MAYOR DAGGETT (virtual)	VICE MAYOR ASLAN
COUNCILMEMBER HARRIS (virtual)	COUNCILMEMBER MATTHEWS
COUNCILMEMBER HOUSE (virtual)	
COUNCILMEMBER MCCARTHY	
COUNCILMEMBER SWEET	

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. Recess into Executive Session

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Miranda Sweet to recess into Executive Session.

Vote: 5 - 0 - Unanimously

4. Executive Session Confidentiality Statement

Discussions made during Executive Session are confidential by law. All persons present in Executive Session or who receive Executive Session information or materials shall keep the discussion, information and materials confidential and shall not disclose them, except as allowed by law.

5. Executive Session:

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4), and (7), respectively

i. Consultation for legal advice to consider the City's position in settlement discussions to resolve the pending condemnation proceeding, City of Flagstaff vs. Arizona Materials Property, LLC, and/or contract for purchase or lease of real property at 633 E. Brannen Avenue

ii. Legal advice and contract negotiations on first amendment to Canyon Del Rio Development Agreement (PZ-18-00113-05) and Roadway Dedication Agreements for John Wesley Powell Extension (DA-24-00209 and DA-24-00209-01)

6. Adjournment

The Special Meeting (Executive Session) of the Flagstaff City Council held December 3, 2024, reconvened into Open Session at 3:03 p.m. at which time the meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK

CITY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 4, 2025
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held February 4, 2025, to order at 3:04 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:	ABSENT:
MAYOR DAGGETT	
VICE MAYOR SWEET	
COUNCILMEMBER ASLAN	
COUNCILMEMBER GARCIA	
COUNCILMEMBER HOUSE	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER SPENCE	

Others 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 Aslan 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.

Nadine Hart addressed Council urging them to add another HUD resident to the Flagstaff Housing Authority Board. She expressed concerns about the Housing Authority and the Housing Commission.

Alan Winninger addressed Council and spoke about the 100 year anniversary of Route 66.

Colleen Maring, Chief People Officer and General Counsel for Northern Arizona Healthcare addressed Council about immigration enforcement in hospitals. She reassured the Council that patient care protocols and privacy standards will remain unchanged despite potential federal immigration enforcement activities in hospitals.

5. PROCLAMATIONS AND RECOGNITIONS

A. Proclamation: Black History Month

Vice Mayor Sweet read and presented the proclamation.

B. Proclamation: Career and Technical Education (CTE) Month

Mayor Daggett read and presented the proclamation.

6. COUNCIL LIAISON REPORTS

Councilmember Garcia reported that the Library Board met and discussed the new Bookmobile. They also discussed the library IGA and funding.

Councilmember Aslan reported that the Sustainability Commission reviewed the LASS/CAP and discussed the neighborhood sustainability grant program. He also shared that the Tourism Commission reported out on a variety of things happening in Flagstaff and discussed the Visitor Center Express at the Airport.

Vice Mayor Sweet reported that the Beautification and Public Art Commission and the MetroPlan Strategic Advance would be held the following week.

Councilmember House reported that the Commission on Diversity Awareness met to approve the two most recent proclamations and had a great conversation with the new Police Chief. They also discussed the rainbow pavement exhibit. She also reported that the Housing Commission received updates on the LASS/CAP study and provided input on that effort.

Mayor Daggett reported that the Commission on Inclusion and Adaptive Living met and was gearing up to do a series of walkability excursions to look at how accessible different buildings and public spaces were.

7. APPOINTMENTS

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 the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body...., pursuant to A.R.S. §38-431.03(A)(1).

A. **Consideration of Appointments:** Commission on Diversity Awareness

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to appoint Silina Martinez to a term ending in September 2026.

Vote: 7 - 0 - Unanimously

B. **Consideration of Appointments:** Commission on Inclusion and Adaptive Living

Councilmember Spence asked to reschedule his appointment to the next voting meeting.

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Anthony Garcia to appoint Kendra Lopez to a term expiring in March 2027.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to appoint Rachel Simukonda to a term expiring in March 2028.

Vote: 7 - 0 - Unanimously

C. **Consideration of Appointments:** Sustainability Commission

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Austin Aslan to appoint Kristen Konkel to a term expiring in February 2028.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to appoint Tom Lammie to a term expiring in February 2028.

Vote: 7 - 0 - Unanimously

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:** Jared Michael Repinski, "Baja Mar" 6 E Aspen Ave #100, Series 12 (Restaurant), New License

Mayor Daggett 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, Mayor Daggett closed the public hearing.

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

Vote: 7 - 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.
Moved by Councilmember Lori Matthews, **seconded by** Councilmember David Spence to approve the Consent Agenda as presented.

Vote: 7 - 0 - Unanimously

A. **Consideration and Approval of Contract:** Renewal of a Contract for Choose Flagstaff (Economic Development) website maintenance services for $20,000.

1. Approve renewal of contract with Indigo8 Internet for an additional 1 year term in the amount of $20,000.
2. Authorize the City Manager to execute the necessary documents.

10. ROUTINE ITEMS

A. **Consideration and Approval of Preliminary Plat** Request from EPS Group, Inc, on behalf of CDR Devcorp LTD, for Preliminary Plat approval of "The Lookout at Canyon del Rio" located at 3770 E Whetstone Dr, a 50-lot single-family subdivision using Planned Residential Development (PRD) Standards on 7.11 acres in the Medium-Density Residential (MR) Zone.

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

THE LOOKOUT AT CANYON DEL RIO (PARCEL N)
REQUEST OVERVIEW
VICINITY MAP
BACKGROUND
PRELIMINARY PLAT
NATURAL RESOURCE PROTECTION PLAN
FOREST RESOURCES
SLOPE RESOURCES
REQUIRED FINDING #1: ZONING CODE (TITLE 10)
MEETS ZONING CODE STANDARDS FOR PRD IN THE MR ZONE
PRD DESIGN ELEMENTS
REQUIRED FINDING #2: ENGINEERING STANDARDS (TITLE 13)
MEETS ENGINEERING STANDARDS
REQUIRED FINDING #3: SUBDIVISIONS STANDARDS (TITLE 11)
MEETS SUBDIVISION AND LAND SPLIT REGULATIONS (CHAPTER 11-20)
FINDINGS AND RECOMMENDATION

Charity Lee, on behalf of Canyon Del Rio, thanked the Council for considering the application. She indicated that they had met all the requirements for zoning and engineering standards and provided all the required notifications.

The following individuals addressed Council to request that a notation regarding the proximity of Coconino Humane Association be added to the plat:

- Tony Cullum
- Nancy Novak
- Chrystal Redding
- Laney Hoover
- Teresa Schumann
- Michelle Ryan
- Charlotte Peterson
- Gail Cook

The following comments were received:

- A similar notation was made for the Sinagua Heights subdivision plat.
- It is good practice for potential property owners to be aware of what is in the neighborhood they are considering.
- The notation would provide awareness about possible impacts of living near an animal shelter.
- Coconino Humane wants to be a good neighbor and that begins with awareness.
- Coconino Humane does not want to face potential displacement for new development coming in.
- There is noise at the shelter and people need to know that the facility exists and noise could be an issue.
- The shelter wants to avoid any surprises for new residents.
- The shelter cannot take a chance of being shut down because of complaints.

Martina Valek submitted a written comment that supported the addition of a notation to the plat.

Councilmember Matthews asked if a notation on the plat was typical or standard practice. Mr. Mejia stated that it would be atypical to add it to the plat. Planning Director Michelle McNulty explained that the reason a notation was on the Sinagua Heights plat was because the facility is within the 200 foot requirement. The shelter is further than 200 feet and it is on the other side of Fourth Street which removes the requirement.

Councilmember Aslan acknowledged the request and understood the concern. He expressed support for providing notification to potential property owners by whatever mechanism possible and appropriate.

Councilmember Garcia stated that a plat notation may not be the correct placement and he did not foresee a significant problem given the distance away from the shelter, but he supported efforts to ensure notification to incoming property owners. He also asked about the road size and if that was standard for the development type leading into a cul-de-sac to which Mr. Mejia answered yes.

Ms. Lee stated that Canyon Del Rio was very supportive of Coconino Humane Association, and they have heard the concerns expressed. The plat satisfied all the requirements of the city, and the project was over 580 feet from the shelter. The plat did not require a notation however, they would be willing to disclose the facility as part of the public report that is provided to each new and prospective buyer. She also indicated that they would make the same commitment for all remaining plats within Canyon Del Rio.

A majority of Council expressed appreciation for hearing the public's concern and the willingness to include the information in the public report.

Councilmember Aslan shared that he was not satisfied with the accommodation and did not feel that the concerns of the community were satisfied. He hoped that the matter could be revisited in the future as it was likely that similar concerns would come up in the future as new development comes in.

Councilmember Spence voiced his support for adding in the final plat notation as a permissive issue.

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Lori Matthews approve the Preliminary Plat, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation (5-0).

Vote: 7 - 0 - Unanimously

11. PUBLIC HEARING ITEMS

A. Public Hearing and Consideration of Zoning Code Variance PZ-23-00161-04: A request for a Zoning Code Variance from the wall plane massing requirements of 10-50.20.030.B.2: Architectural Standards -- Building Massing, of the Zoning Code. This request is to increase the maximum horizontal wall plane from 75 feet to 133 feet. The subject property is located at 3773 N Kaspar Drive and is zoned Highway Commercial (HC).

Mayor Daggett opened the public hearing.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember David Spence for the City Council to act as the Board of Adjustment.

Vote: 7 - 0 - Unanimously

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

PZ-23-00161-04 3773 N KASPAR DRIVE ARCHITECTURAL DESIGN STANDARDS -- MASSING VARIANCE
REQUEST
AREA CONTEXT MAP
ZONING CODE REQUIREMENT
10-50.20.030.B (ARCHITECTURAL STANDARDS)
SITE PLAN
FLOOR PLAN
ELEVATIONS
REQUIRED FINDINGS
REQUIRED FINDINGS -- A
REQUIRED FINDINGS -- B
REQUIRED FINDINGS -- C
REQUIRED FINDINGS -- D
RECOMMENDATION

Heather Dalmolin CEO and General Manager for Mountain Line addressed the Council and shared that the property was purchased in 2005 and they had invested a lot in maintaining their presence. They were looking to expand the maintenance facility as their fleet has changed and grown. In 2022 the Mountain Line Board approved a Master Campus Plan that included additional bus storage and with the upcoming move of their operations to the new Downtown Connection Center, it allowed them the opportunity to utilize the space differently and it could be sized for their current and future fleet. The proposed parking would maximize how they use the space and provide parking for the Downtown Connection Center employees so they could ride the bus rather than parking downtown, keeping those spaces open for the public.

Ann Dunno with Mountain Line explained that the facility improvements would provide three maintenance lanes and six maintenance bays which would allow for the team to do 100% of maintenance inside of a building rather than in the elements outside. Furthermore, it would offer better safety standards and support their workforce development goal to recruit and retain fleet staff with the added benefits of working in a space designed and equipped for working on buses as well as space to build on training and development of skills. It would also help create partnership opportunities to create a heavy duty training program.

Councilmember Aslan asked about the logic or purpose of the maximum wall plane length, and if that was a structural or aesthetic consideration. Mr. Mejia stated it was both, and the intent was to avoid big box buildings, break up large wall planes, and create visual appeal by breaking up a building extending beyond 75 feet.

Councilmember Garcia asked if the same exception could be granted for others who apply and meet the findings. Mr. Mejia confirmed that the exception could be sought by anyone, whether they meet the findings and are approved would be decided by the Board of Adjustment.

Jill Stephensen addressed Council in support of public transportation and in support of the variance. She expressed that by doing so it showed support toward achieving the goal of carbon neutrality by 2030.

A written public comment was submitted by Summer Grandy supporting the variance.

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

Moved by Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to approve the proposed variance for a 133-foot wall plane in accordance with the findings presented in this staff summary.

Vote: 7 - 0 - Unanimously

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to cease acting as the Board of Adjustment and resume acting as City Council.

Vote: 7 - 0 - Unanimously

B. **Consideration and Adoption of Resolution No. 2025-02 and Ordinance No. 2025-01:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk entitled "PZ-24-00216 - Resource Protection Standards Applicability" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

Mayor Daggett opened the public hearing.

Zoning Code Manager Tiffany Antol provided a PowerPoint presentation that covered the following:

ZONING CODE AMENDMENT CHAPTER 10-500 RESOURCE PROTECTION STANDARDS
SECTION 10-50.90.020: APPLICABILITY
RESOURCE PROTECTION STANDARDS APPLICABILITY
CITY'S PROPOSED ZONING CODE TEXT AMENDMENT
STAFF RECOMMENDATION
RESOURCE PROTECTION STANDARDS APPLICABILITY
RECOMMENDATION

Councilmember Matthews noted that there had been a lot of conversation about the resource protection overlay (RPO). There are areas in the city that have a lot of tree density and that was concerning from a fire protection perspective. It was a challenge trying to address the community need for housing and density along with resource protections. She asked if there were any access requirements associated with the amendment. Ms. Antol stated that there were no access requirements and that it was specific to the development of public streets. She indicated that there was an affordable housing incentive that allowed for a reduction in resources. There was still much work to be done to adjust the requirements for residential development.

Councilmember Matthews asked if there was a specific reason access or driveways were not included in the amendment. Ms. Antol explained that the feedback they received focused on the need to look at applicability to rights-of-ways. Driveways were different and they had different code standards; staff had not been able to do the research to be able to show what that could do to the overall site. They were committed to a fact-based and science-based approach to the entirety of the standards. They were trying to limit the amount of change that was being made to build in a little bit of breathing room for the residential developments that were struggling to meet both density and resource protection standards.

Councilmember Garcia asked how the issue was addressed prior to the proposed amendment. Ms. Antol stated that staff worked very closely with developers to identify modifications that would help meet the standards. It was a case-by-case situation and no resource protection plan came out perfect.

The following individuals addressed Council about the proposed amendment:

- Michelle James, Friends of Flagstaff's Future
- Eric Wolverton, Habitat for Humanity
- Charity Lee, Capstone Homes
- Nat White
- Guillermo Cortes

The following comments were received:

- We support the proposed amendments which would exempt all new public rights of way.
- This would slightly reduce the tree resource and allow for slightly higher density of housing.
- Hope the modifications will result in higher densities of housing.
- A couple of revisions to consider; strike the word "public" from Section B and add "internal circulation networks, driveways, and aisles within multi-family projects."
- Please support the proposed revisions.
- The 35 year old Resource Protection Overlay will loose a significant portion of its purpose.
- If there are trees where a development wants to put a street, they will be gone.
- 200 year old trees will be cut down.
- There may be developments that have no trees at all.
- This would allow for greater density than exists now but for 35 years we have been operating under it just fine.
- Please delay action on the amendment and ask staff to gather community input.
- There are better ways to get what we are looking for.
- Consider ways to include multi-family housing in the amendment.
- Many people are having a hard time getting insurance for their property because trees are so close to homes.

Mayor Daggett asked about the proposed revisions. Ms. Antol explained that the outreach with the community focused on the amendment being one small change in the larger RPO. They understand the need and concern for multi-family development, but it was important to be strategic in the research and understanding of the overall impacts. One of the most used incentives is the RPO reduction so anything that would be done in that respect may have greater impact than anticipated. There were other changes coming forward and the concern is there may be a loss of opportunity to address the issue holistically. The amendments should be done based on research and impact analysis; staff was working closely with the Fire Department on the RPO and will be back to Council soon with additional considerations.

Mayor Daggett asked about old growth trees. Ms. Antol stated that the code would give a higher point value to the trees with the larger diameter to incentivize the preservation of those trees. A top consideration with the overhaul is identifying ways to preserve heritage trees. By coming back to Council with a different approach to looking at resources, they hope to work with developers to deliver a project that works with the resources rather than tensing against it.

Councilmember Aslan expressed concern. He indicated support for the language that was supported by the Planning and Zoning Commission but was wary about any further tweaks. It was important to be very aware of the new fire wise paradigm but also balance the needs for resource protection.

Vice Mayor Sweet asked about impacts if the proposed amendment was postponed. Ms. Antol indicated that there was more internal vetting to be done. They were working on documentation, visualizations of the future proposals. She did not want to get into discussion about the new language because it still needed to be vetted with internal and external partners. She was hopeful that the additional modifications would come forward in the next few months. The code has been drafted, staff just needed to make sure everyone was on the same page.

Councilmember Matthews offered that there was a climate crisis and the efforts made by California in that regard have been all for naught with their recent fires. Flagstaff could be risking all the things that have been done if a catastrophic fire came into the city. The workforce commuting into Flagstaff from outside areas also impacts the Carbon Neutrality Plan and there needed to be a way to move

them into Flagstaff. It was not all about preserving trees but also looking at the bigger picture when they take away from the housing inventory and increase fire risk, there needed to be a conversation about change.

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

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Anthony Garcia to read Resolution No. 2025-02 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "PZ-24-00216 -- RESOURCE PROTECTION STANDARDS APPLICABILITY"

Moved by Councilmember Austin Aslan, **seconded by** Councilmember Lori Matthews to read Ordinance No. 2025-01 by title only for the first time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "PZ-24-00216 -- RESOURCE PROTECTION STANDARDS APPLICABILITY"; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

C. **Consideration and Adoption of Resolution No. 2025-03 and Ordinance No. 2025-02:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk, entitled "PZ-24-00217 - Urban Farm Land Use" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

Mayor Daggett opened the public hearing.

Zoning Code Manager Tiffany Antol provided a PowerPoint presentation that covered the following:

ZONING CODE AMENDMENT CHAPTERS 10-40 & 10-80 URBAN FARM LAND USE PZ-24-00217 URBAN FARM LAND USE

Michelle James and Peter Frederici addressed Council in support of the amendment and encouraged further changes that would take place on land under other zoning designations.

Councilmember Spence encouraged NAU to evaluate their land holdings to see where opportunities to increase local food production may exist. He also encouraged student involvement with urban farming and climate action.

Summer Grandy submitted a written comment in support of the code amendment.

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

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember David Spence to read Resolution No. 2025-03 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "PZ-24-00217 -- Urban farm land use"

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to read Ordinance No. 2025-02 by title only for the first time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "PZ-24-00217 - URBAN FARM LAND USE"; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

D. **Consideration and Adoption of Resolution No. 2025-05:** A resolution of the Flagstaff City Council, authorizing the execution of the Second Amendment to the Mill Town Development Agreement between Vintage Partners, LLC and the City of Flagstaff related to the development of approximately 13 acres of real property generally located at 1801 S Milton Road.

Mayor Daggett opened the public hearing.

Senior Planner Wesley Welch provided a PowerPoint presentation that covered the following:

MILL TOWN DEVELOPMENT AGREEMENT 2ND AMENDMENT

DEVELOPMENT AGREEMENT
HISTORY AND PURPOSE
HIGH OCCUPANCY HOUSING (HOH)
MILLTOWN
COUNCIL OPTIONS

Councilmember Spence expressed wariness as to why the development would not be required to meet the current zoning requirements. He believed that anything that was built should be built to current regulations.

Lindsay Schube from Gammage and Burnham, explained that the development was approved in 2018 as a public/private partnership and Vintage Partners had met all their requirements thus far. They had heard that the development was too dense and too big. Under the current proposal they could make a minor modification which required 0% deviation however, there was conflict with the architecture, and the changes were found to be more than 10%. The proposal now was to right size the current development, which was a 20% shorter building, 25% less dwelling units, and 40% less beds. It would be bigger more efficient units with fewer parking spots. The High Occupancy Housing (HOH) standards required a significant amount of parking. With a managed development with a well-managed parking program it was not necessary. Vintage Partners would still be required to uphold all other obligations.

Mayor Daggett stated that there was no information about the new design. Ms. Schube explained that the amended site plan, with all the details, would come back to Council for discussion and possible approval. The action needed was to provide the ability for the developer to update the site plan and bring it back for approval.

Councilmember Garcia asked if it was a less student centric housing project with more family housing. Ms. Schube stated that it was still a mix of studio to four-bedroom units and given its proximity to NAU it would likely appeal to students.

Ms. Antol shared that HOH policies were not in place when the development was submitted and going through the process.

Councilmember Aslan expressed concern about the precedent the amendment could set for other developments. He was frustrated with all the allowances, variances, and conditional use permits provided and requested. He asked why the project could not be right sized under current zoning requirements.

Deputy City Attorney Kevin Fincel stated that developers were locked into the original codes that existed when they submitted their projects. The development was taking longer than originally thought and they are requesting that they could continue to use their locked in code and right size the project. HOH did not apply to Vintage because at the time of submittal they were grandfathered into pre-HOH.

Ms. Schube explained that they were unable to go shorter or reduce the beds and units without a 10% modification which triggers the need for an amendment. Many of the things within the existing agreement are the same, they are just trying to reduce the size and have less parking spots within the confines of the 2018 code. They were not seeking any changes to the bigger elements of the project.

Vice Mayor Sweet stated that she liked the changes and the overall development more than the original proposal. She believed that they would follow through in the best interest of the city. She suggested that a continuance might be in order to allow the new councilmembers to get up to speed with more information on the project.

Councilmember Matthews stated that the concerns that had been expressed would all be discussed with the new site plan but what they were seeking was the assurance that they could continue on with the original agreement under the 2018 code. She indicated that the developer was a good partner and delivered many community benefits including the Rohrs affordable housing, land for Habitat for Humanity, the Milton underpass, and others. She believed that the request was reasonable and she trusted that staff had brought the matter to the Council because it was the proper way to do it.

Ms. McNulty shared that staff asked the developer to approach the amendment in this order. It costs a lot of money to bring a concept plan and a site plan to review and to be respectful of that impact, they felt that coming to Council to provide their direction helped provide assurance for the expenditure of that time and resource.

Walter Crutchfield of Vintage Partners addressed Council sharing that they have kept their word on all the public improvements associated with the project. There was an agreement in place and because so much time had elapsed with all the things they were doing they were now at a place where an extension was needed. They would still come to Council with a new site plan for consideration.

Michelle James with Friends of Flagstaff's Future and Nat White provided public comment.

The following comments were received:

- The public needs to understand why the HOH zoning cannot be met.
- HOH was created by the public to prevent something like the Hub from being created.
- More time is needed for staff to provide information as to why Milltown cannot meet HOH or current zoning requirements.
- A shorter building is a good idea but the public does not want student housing.
- There are inconsistencies with what is being requested.

Michelle James also submitted written comments in opposition to the amendment of the Development Agreement stating crucial information was missing.

Councilmember Matthews asked what additional information could be provided if the matter was postponed. Ms. McNulty stated that staff could provide information on the history of the Milltown project, the terms of the Development Agreement, and the differences between the 2017 code and the current code. She would not be able to provide information on their site design and why they could not need those codes.

Councilmember Garcia asked why the HOH piece needed to be removed. Ms. Schube stated that HOH required more parking which was not needed by the development. The CUP requirement was put into place for developments like the Hub because they could be built by-right. Milltown requires

entitlements that require Council approval. This was a public/private partnership where the developer has fulfilled their requirements. They could go forward as approved, but they would rather right size the project. This was a request to come back to Council with a new plan for consideration.

Councilmember Matthews noted that the Hub was a four- and five-bedroom unit with a common area, she asked if Milltown would also have that structure. Ms. Schube stated that it would be a rent by the room but a much smaller version with more studios and two bedrooms than what was currently in the design.

Council discussed the possibility of a postponement and the information they wanted to have when it came back for consideration.

Mayor Daggett left the public hearing open to allow for the matter to be postponed.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember David Spence to postpone the matter to a date certain of March 4, 2025.

Vote: 7 - 0 - Unanimously

A break was held from 7:28 p.m. through 7:47 p.m.

12. REGULAR AGENDA

A. **Consideration and Adoption of Resolution No. 2025-04:** A Resolution of the City Council of the City of Flagstaff, approving the Second Amendment to an Intergovernmental Agreement with the Arizona Board of Regents related to Consolidation of University Campus and Road Projects.

Real Estate Manager Bryce Doty provided a PowerPoint presentation that covered the following:

NAU IGA AMENDMENT
MIKES PIKE SIDEWALK EASEMENT
UNIVERSITY DR. QUIT CLAIM PORTION

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to read Resolution No. 2025-04 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA BOARD OF REGENTS RELATED TO CONSOLIDATION OF UNIVERSITY CAMPUS AND ROAD PROJECTS

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Austin Aslan to adopt Resolution No. 2025-04.

Vote: 7 - 0 - Unanimously

13. DISCUSSION ITEMS

A. Land Availability Suitability Study and Code Analysis Project - Code Concepts Report

Planning Director Michelle McNulty, Zoning Code Manager Tiffany Antol, and Sustainability Analyst Genevieve Pearthree, provided a PowerPoint presentation that covered the following:

OVERVIEW & OBJECTIVES OF THE LASS+CAP PROJECT
FOCUS OF CODE DIAGNOSTIC REPORT
KEY CODE BARRIERS
CODE CONCEPTS REPORT
CODE CONCEPTS REPORT METHODOLOGY
SCENARIOS FOR CORE STANDARDS AND INCENTIVES

PRIORITIZATION OF OUTCOMES UNDER EACH SCENARIO
SUMMARY OF SCENARIOS FOR CORE STANDARDS AND INCENTIVES
USE REGULATIONS AND HOUSING TYPES
MAXIMUM DENSITY BY SCENARIO AND ZONE (UNITS PER ACRE)
DENSITY BONUSES BY SCENARIO AND INCENTIVE PROGRAM
FLOOR AREA RATION
MAXIMUM FLOOR AREA RATIO (FAR) BY SCENARIO AND ZONE
PARKING STANDARDS BY SCENARIO
SUSTAINABILITY STANDARDS BY SCENARIO
CARBON EMISSIONS MODELING -- BUILDINGS
CARBON EMISSIONS MODELING -- KEY FINDINGS
TOTAL CAPACITY (NEW NET UNITS) FOR CODE SCENARIOS
KEY FINDINGS & IMPLICATIONS FROM SCENARIOS
CORE STANDARDS & INCENTIVES DECISION POINTS
CODE CONCEPTS
CODE CONCEPTS DECISION POINTS
NEXT STEPS

Mayor Daggett asked about public outreach. Ms. McNulty stated that they continue to look for opportunities and other funding options for public outreach and information sharing.

Councilmember Matthews stated that it was difficult to provide direction without knowing the financial impact.

Councilmember Aslan expressed excitement about the process and the outcomes. He noted support for Scenario 2 and that he wanted to see it applied more broadly across Flagstaff.

- Taylor Cerchie
- Tyler Denham
- Deb Harris
- David Hayward
- Zak Skelton

The following comments were received:

- Focus on changing the underlying codes.
- Reduce mandatory parking minimums.
- Pre-approved building plans should be considered.
- Prioritize improvements for by-right developments.
- Improve incentive programs
- Study a broader array of solutions.
- Give staff the permission to bring you all the options available even if the public does not like them.
- Staff should not have to bear the brunt of dissatisfaction for decisions Council makes.
- Support Option 3.
- Convert parking lots to housing.

A written public comment was submitted by Tyler Denham regarding the project. He included a report in opposition of aspects of the project and has a list of suggestions for it.

A written public comment was submitted by Michelle James opposing the current plan stating it is too broad and adding suggestions to project.

A written public comment was submitted by Kyle Nitschke opposing the current plan and urging the City Council to eliminate parking minimums.

A written public comment was submitted by Kathleen Armstrong urging Council to prioritize sustainability in everything they do, and most especially in the Code Analysis Project.

A written public comment was submitted by Samuel Noble in support of the Code Analysis Project,

specifically reduced street widths, Scenario 2 and 3 to by right development, and reduced parking minimums.

Councilmember Garcia expressed support for Scenario 3 and encouraged the incorporation of sustainability in all the areas.

Councilmember Matthews voiced support for Scenario 3 and having a menu of items available for developers to customize. She expressed her desire to have as much information as possible.

14. 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 House to place on a future agenda a discussion regarding efforts to institutionalize as a landmark the El Pueblo motel for its connection to the Code Talkers.

Mayor Daggett shared that the owner of the property was still working to get financing for restoration. While he wanted to honor the Code Talkers, he was not interested in pursuing a landmark designation at the moment.

Councilmember House stated that she wants to pursue and support the institutionalization of the site in whatever way possible. Efforts were underway to restore the location and the remaining Code Talkers were interested in seeing the site preserved. The legacy and historical relevance was immense and it was important to keep it at the forefront for recognition.

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

15. OPEN CALL TO THE PUBLIC

Deb Harris addressed Council and thanked them for participating in the Black History Month events. She announced that the renovations had been completed at the Murdoch Center and thanked the Council for entrusting the Southside Community Association to be the steward for that facility.

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

Vice Mayor Sweet noted that First Friday Artwalk was that week and that the Downtown Chocolate Walk was that upcoming Saturday.

Councilmember Spence requested a FAIR to identify and adopt Council goals for 2025/2026. He also requested a FAIR to discuss the immigration deportation issues in Flagstaff in light of the current federal deportation initiatives.

17. ADJOURNMENT

The Regular Meeting of the Flagstaff City Council held February 4, 2025, adjourned at 9:06 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 February 4, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 1st day of April, 2025

_____
CITY CLERK

CITY COUNCIL BUDGET RETREAT (DAY 1)
THURSDAY, FEBRUARY 13, 2025
AQUPLEX
1702 NORTH FOURTH STREET
8:30 A.M.

MINUTES

1. Call to Order

Mayor Daggett called the Budget Retreat of the Flagstaff City Council held February 13, 2025, to order at 8:30 a.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 work session, 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:	ABSENT:
MAYOR DAGGETT	COUNCILMEMBER HOUSE
VICE MAYOR SWEET	
COUNCILMEMBER ASLAN	
COUNCILMEMBER GARCIA	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER SPENCE	

Others 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, Mayor Daggett 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. City Council Budget Retreat

Mr. Clifton, along with Senior Deputy City Manager Shannon Anderson, and Deputy City Manager Joanne Keene offered opening comments and along with the Budget Team, provided a PowerPoint presentation that covered the following:

COUNCIL BUDGET RETREAT
WELCOME AND OBJECTIVES
WELCOME
AGENDA
BUDGET TIMELINE/COLOR OF MONEY
BUDGET TIMELINE
COLOR OF MONEY
FUND TYPES
KEY COMMUNITY PRIORITIES
PRIORITY BASED BUDGETING PRIORITIES AND OBJECTIVES
DEFINITIONS
JANUARY RETREAT RECAP
COUNCIL BUDGET CONSIDERATIONS
REVENUE UPDATE
GENERAL FUND
GENERAL SALES TAX 1%

Council briefly discussed the difference between Retail and Market Place Retail. Staff explained that physical retail establishments are classified as "Retail" with Market Place Retail representing anything purchased online and delivered to Flagstaff.

STATE SHARED SALES TAX
STATE SHARED AUTO LIEU
STATE SHARED URBAN REVENUE (INCOME TAX)
BUILDING PERMITS
FRANCHISE FEES
HIGHWAY USER REVENUE FUND
TRANSPORTATION TAXES
BED, BOARD AND BEVERAGE FUNDS
GRANTS AND DIRECT SPENDING
TOTAL DOLLARS BY DIVISION
TOTAL NUMBER BY DIVISION
GRANTS AND DIRECT SPENDING

Mr. Clifton offered comments about how important grants and direct spending are and how successful Flagstaff has been in bringing funding in. It is a significant part of the city budget and it allows for projects that support fire, forest health, flooding, and infrastructure and transportation improvements. He noted that positive relationships with state and federal delegates have been a significant underlying factor and demonstrates the importance of the lobbying efforts of the Council and contracted lobbyists.

Councilmember Garcia asked about the variance in expenditures year to year and if that was due to the size of the grants or a result of inflation. Grants, Contracts, and Emergency Management Director Stacey Brechler-Knaggs explained that most grants are multi-year that start out slow and then ramp up during construction. It often takes time to get through the planning and design phases before construction. She also noted that between 2020 and 2024 there was the infrastructure bill that provided a number of opportunities to seek funding.

AVAILABLE RESOURCES AND FIXED COSTS
PENSION CONTRIBUTION RATES
PENSION EXPENDITURES
OTHER FIXED COSTS

Councilmember Matthews asked if the increase in electricity was due to an increase in rates or the city moving more toward electric. Ms. Suda explained that it could be a little of both but rates increased 7%.

Sustainability Director Nicole Antonopoulos explained that it was true that energy use was going up but fortunately, due to the efficiency efforts that were put in place the impact of the rate increase was not as significant as it could have been.

AVAILABLE RESOURCES -- GENERAL FUND
FIXED COSTS -- GENERAL FUND
OTHER FUNDS FISCAL HEALTH
SOLID WASTE FUND
AIRPORT FUND

Councilmember Aslan asked if the challenges with Solid Waste were unique to Flagstaff or if was it something that was trending nationally. Ms. Suda explained that much of the costs were related to parts, but the cost of operating capital was a nationwide trend. Public Works Director Scott Overton added that regionally and nationally, parts, fuel trucks, staffing costs, and competition for CDL drivers were all factors. Additionally, recycling recovery rates and rebates were down nationally.

Councilmember Aslan asked if the challenges with the airport were unique to Flagstaff. Mr. Clifton stated that there were similar issues with airports in communities similar in size to Flagstaff. There had been a cutting back of services and flights by airline operators and the Federal Aviation Administration had changed rules about pilots and rest time between flights. These changes impacted smaller airports more significantly. Economic Vitality Director Heidi Hansen added that there was deferred maintenance that was now required to be completed due to an FAA audit that showed deficiencies. They continued to look for revenue opportunities and they would be bringing in a consultant to assist in those efforts.

Councilmember Matthews asked about the possibility of constructing more private hangars. There was a demand, and it could be a good revenue generator. Ms. Hansen explained that they had the ability to add more hangars, but it would be at a big cost. It was something that was on the table for consideration in hopes of bringing in a private partner to share in the cost.

Airport Director Brian Gall shared that most of the federal funding available was for capital improvements only. The challenge was after the improvements were complete the federal government turned over maintenance for the improvements back to the city. This comes at considerable cost and with the loss of United Airlines, the revenues had not been as strong. The good thing was that they were seeing upward trends with higher enplanements.

Ms. Hansen added that the rental car leases were a great revenue generator, and they were looking forward to the Genterra development on the 32 acres at the airport. Plans for that development included technology and airport-oriented businesses and an extended-stay hotel. A rate study would ensure that the rates charged were appropriate and in line with the market.

Councilmember Spence asked about the TSA law enforcement officer. Ms. Suda stated that they were city employees who were required to be at the airport to provide security. There used to be reimbursement from the federal government to help pay the cost but that was no longer offered.

A break was held from 10:30 a.m. through 10:47 a.m.

Human Resources Manager Sarah Sorne and Human Resources and Risk Management Director Kori Vogt continued the presentation.

INVESTING IN EMPLOYEES UPDATE
HUMAN RESOURCES AND RISK MANAGEMENT
GENERAL FUND BENEFITS -- OTHER
BENEFITS -- MEDICAL INSURANCE
TOTAL REWARDS
RECRUITMENT

RECRUITMENT DATA

Councilmember Matthews asked about the 12.25% vacancy rate and what that equated to in number of positions. Ms. Sorne stated that it was approximately 115 positions.

SUCCESSFUL EFFORTS TO DATE
OPPORTUNITIES FOR IMPROVEMENT
COMPENSATION TERMINOLOGY
COMPENSATION -- RECAP
COMPENSATION -- EXIT SURVEY DATA
COMPENSATION -- FY 2026 PRIORITIES
COMPENSATION -- FY 2026 PRIORITIES COST ANALYSIS

Councilmember Garcia expressed his support for the $4 million increase to get positions up to market.

Council discussed mid-year market adjustments and signing and relocation bonuses.

Battalion Chief Seth Gregar and Police Detective Jared Wotasik, on behalf of EAC, continued the presentation.

EMPLOYEE ADVISORY COMMITTEE (EAC)
PRIORITIES

Mayor Daggett asked how many positions were not up to market. Ms. Sorne stated that there were just under 200 employees who had not received the full market adjustment, many of which were in public safety. The $4 million request would address that shortfall.

MARKET ADJUSTMENTS
MEDICAL COST SHARING
EXPANSION OF PAID PARENTAL LEAVE

Councilmember Matthews asked about the possibility of combining sick and vacation time together for a single PTO designation. Mr. Wotasik explained that there were future discussions planned on that topic for further exploration.

A lunch break was held from 11:40 a.m. through 1:30 p.m.

Deputy Fire Chief Mark Wilson continued the presentation.

BOND PROJECT UPDATES
PROPOSITION 441: PUBLIC SAFETY

Interim Water Services Director Lee Williams continued the presentation.

PROPOSITION 441: STORMWATER
PROPOSITION 441: WASTEWATER

Housing Director Sarah Darr continued the presentation.

PROPOSITION 442: HOUSING

Mayor Daggett asked about the Flagstaff Senior Living project. Ms. Darr explained that there was limited information she could share. They were considering Low Income Housing Tax Credits (LIHTC) but there were complicating factors. They continue to work through details to make a final decision.

Deputy City Manager Joanne Keene asked if the project does not move forward if the city contribution would come back for allocation elsewhere. Ms. Darr stated that it would come back to the city and it would be rolled into another round of funding for LIHTC applications in the fall.

RESOURCE ALLOCATIONS AND NEEDS
HOUSING EMERGENCY
PROGRESS TOWARD OVERARCHING GOAL
CRITICAL SUCCESS FACTORS

Councilmember Matthews asked what an ongoing funding source would look like. Ms. Darr stated that something such as a dedicated sales tax or management fee could provide that ongoing funding.

Ms. Antonopoulos continued the presentation.

CLIMATE EMERGENCY -- CARBON NEUTRALITY PLAN (CNP)
CNP: STRATEGIC APPROACH
COMMUNITY EMISSIONS

Councilmember Matthews asked how emissions were measured. Ms. Antonopoulos explained that they use software that was recognized on the international platform by the International Panel on Climate Change. They plug in data points that were internationally recognized, and it allowed them to look at electricity and natural gas consumption and they were going to begin to look at vehicle miles traveled. They continue to monitor the advancement of software coming out of NAU but they have had some delays. They have data available, but it was not as specific as they needed. It would be great to have a local company within NAU that was trying to advance technology to assist in the city's efforts.

COMMUNITY EMISSIONS PER CAPITA
CNP ACTIONS UPDATE - % COMPLETED
CNP: CRITICAL MUNICIPAL INFRASTRUCTURE
CNP: CRITICAL COMMUNITY RESOURCES
CNP: CODE AND POLICY CHANGE
CNP: TECHNOLOGICAL ADVANCEMENT

A break was held from 2:55 p.m. through 3:10 p.m.

Facilities and Fleet Section Director Jen Brown continued the presentation.

FACILITIES
FACILITIES ADVISORY COMMITTEE
FACILITIES PROJECTS PROGRESS
FLEET SERVICES
FLEET MANAGEMENT COMMITTEE
FLEET REPLACEMENT FUNDING
FLEET RECOMMENDATIONS
FY 2024-2025 FLEET SUCCESSES

Councilmember Garcia asked what would happen without the $30 million. Ms. Brown stated that they would remain reactive but that they had a facility condition assessment to provide a guide on what was most important. They would evaluate the needs and prioritize accordingly.

PUBLIC PARTICIPATION

Tom Pearson addressed Council and stated that the presentation on the climate emergency was commendable, particularly for emphasizing carbon neutrality and climate adaptation.. However, despite 30 years of climate efforts and trillions spent, atmospheric CO2 concentrations have continued to rise at a steady rate, showing no decline. He also noted that recent political shifts suggest a likely decrease in federal funding for carbon neutrality, though climate adaptation funding remains available. Given the strong advocacy for wildfire, flooding, and drought mitigation, it was crucial for Council to develop a consolidated climate adaptation plan to strengthen their position when seeking federal support.

Mr. Clifton offered closing comments and outlined the second day of the retreat.

5. Adjournment

The meeting of the Flagstaff City Council held February 13, 2025, adjourned at 3:40 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL BUDGET RETREAT (DAY 2)
FRIDAY, FEBRUARY 14, 2025
AQUPLEX
1702 NORTH FOURTH STREET
8:30 A.M.

MINUTES

1. Call to Order

Mayor Daggett called the Budget Retreat of the Flagstaff City Council held February 14, 2025, to order at 8:31 a.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 work session, 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:	ABSENT:
MAYOR DAGGETT (virtual)	
VICE MAYOR SWEET	
COUNCILMEMBER ASLAN (virtual)	
COUNCILMEMBER GARCIA	
COUNCILMEMBER HOUSE (virtual)	
COUNCILMEMBER MATTHEWS	
COUNCILMEMBER SPENCE	

Others 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 Matthews read the Mission Statement of the City of Flagstaff, and Councilmember Spence 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. City Council Budget Retreat

Mr. Clifton, along with Senior Deputy City Manager Shannon Anderson, and Deputy City Manager Joanne Keene offered opening comments and provided a PowerPoint presentation that covered the following:

COUNCIL BUDGET RETREAT
RESOURCE ALLOCATIONS AND NEEDS
MEETING COMMUNITY EXPECTATIONS
ONGOING COST OF NEW INFRASTRUCTURE
SERVICE LEVELS
NEW PERSONNEL REQUESTS
NEW POSITION REQUESTS
ONGOING EXPENSE WITH 1X BUDGET

Council discussed the impacts to the overall budget when ongoing needs were funded with one time dollars.

BALANCING THE NEEDS
SOLID WASTE FUND

Councilmember Spence asked about the city's price point in comparison to commercial haulers. Mr. Overton indicated that the city was not out to make a profit, only to cover operational costs. The last rate increase was in 2020 and they were hesitant to entertain another increase without taking time to explore other options within the operations.

Council discussed the post landfill closure fund as well as the contingency fund. The post landfill closure fund was legislatively required. They discussed the estimated life expectancy remaining on the landfill and ways to extend that. Improvements in landfill operations and technology in the last ten years has proven successful in extending the life of the landfill and they hope the trend continues as best practices and technology continue to evolve.

Other topics of discussion included the following:

- The use of the contingency fund the last few years to cover the increased operational costs.
- Methane capture and possibilities for that in the future.
- Glass recycling frequency, cost, and benefits.
- Frequency of trash and recycling pickup
- Considerations for additional efficiencies within recycling
- Increased and targeted public education

A break was held from 9:50 a.m. through 10:05 a.m.

RESOURCE TOOLBOX
TRANSACTION PRIVILEGE TAX
SECONDARY PROPERTY TAXES AND GENERAL OBLIGATION BONDS
SECONDARY PROPERTY TAXES AND BONDS
SECONDARY PROPERTY TAX RATE CAPACITY
PRIMARY PROPERTY TAX CAPACITY
PRIMARY PROPERTY TAX CONSIDERATION

After a brief discussion, Council expressed their support to post the 60-day notice to allow for discussion about property taxes.

RATES AND USER FEES
RATES AND FEE ADOPTION TIMELINE
CONSIDERATION OF AIRPORT AND EV CHARGING RATES
AIRPORT FEES

Councilmember Aslan expressed support for the plan. He recognized the need for the airport to be self-sustaining and supported any approach to get to that. He suggested having the consultant consider the possibility of a fee that people could voluntarily pay to offset their carbon footprint.

Council further discussed the airport becoming an enterprise fund that was fully sustainable and supporting the efforts by staff to get there.

ELECTRIC VEHICLE (EV) CHARGING FEES
DEVELOPMENT IMPACT FEE DISCUSSION
DEVELOPMENT IMPACT FEE
WHAT IS A DEVELOPMENT IMPACT FEE?
TYPES OF PUBLIC FACILITIES
WHAT CAN'T IMPACT FEES PAY FOR?
WHAT IMPACT FEES DOES FLAGSTAFF HAVE?
HISTORY
BREAKDOWN OF PROPOSED FEES IN 2005
ADVANTAGES
CURRENT METHOD -- EXACTIONS (EXCLUDING PUBLIC SAFETY)

Council provided support to pursue additional development fees through the development of a new Infrastructure Improvement Plan. As part of the process they would like to include information about affordability, equity, and housing.

PUBLIC PARTICIPATION

None

COUNCIL FORUM/BUDGET EXPECTATIONS

Council provided the following expectations for the FY25-26 budget:

- Consider a fee or funding source for Housing
- Employee compensation
- Employee retention
- Keep up with deferred maintenance
- Discussion on additional taxing possibilities
- Continue to look at the connections between housing needs, sustainability goals, and fire and flooding concerns.
- Smart growth principles
- Funding to help residents make their property more firewise.
- Funding for downtown

Mr. Clifton offered closing remarks and concluded the presentation.

5. Adjournment

The meeting of the Flagstaff City Council held February 14, 2025, adjourned at 12:15 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL WORK SESSION
TUESDAY, MARCH 11, 2025
CITY HALL COUNCIL CHAMBERS
211 WEST ASPEN AVE
3:00 P.M.

MINUTES

1. Call to Order

Mayor Daggett called the Work Session of the Flagstaff City Council held March 11, 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 work session, 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:	ABSENT:
MAYOR DAGGETT	
VICE MAYOR SWEET	
COUNCILMEMBER ASLAN	ABSENT
COUNCILMEMBER GARCIA	
COUNCILMEMBER HOUSE	VIRTUAL
COUNCILMEMBER MATTHEWS	VIRTUAL
COUNCILMEMBER SPENCE	

Others 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 Spence read the Mission Statement of the City of Flagstaff, and Vice Mayor 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.

Dr. Coral Evans addressed Mayor and Council asking to develop the Shultz Parcel also known as the Sunflower Patch into affordable housing.

Lauren Hildebrand on behalf of Arizona Department of Environmental Quality addressed Mayor and Council on Rio de Flag plant, and presented a certificate to the facilities team for their hard work and dedication.

5. Review of Draft Agenda for the March 18, 2025 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

None.

6. City Manager Report and updates from PROSE and Economic Vitality

City Manager Greg Clifton briefly reviewed his report and covered the rotation of divisions that will be presenting information for updates.

PROSE Division Director Rebecca Sayers reviewed her recent PROSE monthly newsletters. She also reiterated these are available on the website for the public. She reviewed the December, January, and February newsletters highlighting division accomplishments and events.

Economic Vitality Director Heidi Hansen reviewed her Council Update PowerPoint that covered the following:

COUNCIL UPDATE
AIRPORT
ECONOMIC DEVELOPMENT
PARKING
BEAUTIFICATION/ARTS/SCIENCES
COMMUNITY INVESTMENT
LIBRARY -- CITY/COUNTY
TOURISM
THANK YOU

Vice Mayor Sweet thanked staff and commented on Ms. Sayers team with how proactive they were snow plowing for the recent storm.

7. MetroPlan Vulnerable Road Users' Safety Action Plan Presentation

Metroplan Transportation Planner Mandia Gonzales provided a PowerPoint presentation that covered the following:

METROPLAN
VULNERABLE ROAD USERS SAFETY ACTION PLAN
VRU + VISION ZERO
HOW WILL THIS PLAN BE USED
NATIONAL CONTEXT
LOCAL CRASH FINDINGS
LOCAL CRASH TRENDS
WHO IS IMPACTED
WHERE ARE VRU CRASHED HAPPENING
WHERE ARE THESE CRASHES HAPPENING
HOW HAVE WE USED WHAT WE'VE LEARNED
ACTION AREAS
RISK EXPOSURE ASSESSMENT PURPOSE
NEXT STEPS

Council discussed the following points:

Councilmember Spence stated his suggestion to mitigate accidents would be to re-stripe the road lines as often as needed to ensure they are visible.

Councilmember Garcia asked for clarification on the how the metrics will align with the overpass. Ms. Gonzales clarified that the data is showing current incidents, but they can take the data and dig deeper and analyze any risks with the overpass. She stated the Butler projects are designed with safety in mind, but stated they could provide more specific information in the future.

8. Emergency Management Briefing - Public Safety Power Shutoffs (PSPS)

Grants, Contracts and Emergency Management Director Stacey Brechler-Knaggs, Emergency Program Manager Daniel Kelly, Northeastern Division Manager for APS Joe Weathersby, Wildfire Mitigation Supervisor for APS Brian Kelley, Senior Public Affairs Manager for APS Janet Dean, Water Services Director Lee Williams, Fire Department Director Chief Gaillard, and Public Affairs Director Sarah Langley provided a PowerPoint Presentation that covered the following:

2025 APS PUBLIC SAFETY SHUTOFF (PSPS) UPDATE
PSPS TEAM
2025 FIRE MITIGATION PROGRAM OVERVIEW
OUR CURRENT PRACTICES ARE COMPREHENSIVE AND MULTI-FACETED
AI SMOKE DETECTION CAMERAS -- 16 CURRENTLY INSTALLED AND REPORTING
PSPS LIFE CYCLE
WILDLIFE MITIGATION AND PSPS CUSTOMER COMMUNICATIONS
WE SEND ANNUAL WILDLIFE PREPAREDNESS MATERIAL TO OUR CUSTOMERS
WE'RE PROVIDING TARGETED EDUCATION TO PSPS IMPACTED COMMUNITIES
WE'RE INFORMING CUSTOMERS NOW ON WHAT THEY CAN EXPECT, HOW THEY CAN PREPARE AHEAD OF TIME AND SHARING PARTNER RECOURES
HERE IS HOW YOU CAN HELP US KEEP CUSTOMERS UPDATED AND READY
CITY EMERGENCY MANAGEMENT
WATER SERVICES
FIRE
PUBLIC MESSAGING AND OUTREACH
PSPS TEAM

Council discussed the following points:

Councilmember Spence asked if the city is already in possession of the four generators and Mr. Williams confirmed the city does have them. Councilmember Spence also asked about measures to ensure residents reduce usage during an emergency and Mr. Daniel Kelly stated that Water Services Manager Erin Young would assist in any messaging requesting residents to slow usage.

Councilmember Garcia asked for clarification on what a hot spot in the equipment is. Mr. Kelley stated it is anything in the equipment that could potentially be a hazard or fire danger. He stated they typically happen in transformers or substations where equipment is being overpowered. He explained how the use of drones has been able to help identify equipment that is at risk or may need to be replaced before failure or end of life.

Councilmember Garcia asked about efforts to prevent fires, with a focus on hot spots and other safety measures. Mr. Weathersby mentioned preventing strikes or equipment contact with trees, specifically citing the equipment on Devil Dog Road designed to minimize tree strikes. The goal is to prevent issues rather than react to them.

Councilmember Garcia then asked about public communication and testing, to which the Mr. Weathersby responded that there are no plans for live testing or power shutdowns. He explained that partnerships and boots on the ground will assist with outreach, and Flagstaff's engaged community will continue learning from the public. Councilmember Garcia suggested using neighborhood associations for better communication.

Councilmember Garcia also inquired about the Sustainability Division's role in messaging. Ms. Dean mentioned that partnerships with Coconino Emergency Management include an emergency alert system, similar to Amber Alerts, and local media to keep people informed. Ms. Brechler-Knaggs added that their taskforce, including Ms. Langley, would also help spread messages, along with collaborations like resiliency hubs.

Vice Mayor Sweet noted the great and well thought out presentation and collaboration between APS and the City. She stated that she utilized the Vegetation Management Program and commended how proactive APS was in removing any fire hazards.

9. **Discussion regarding possible sale of city property located at 116 E Butler Avenue to highest bidder.**

Real Estate Manager Bryce Doty provided a PowerPoint presentation that covered the following:

116 E. BUTLER AVE LOT DISCUSSION
VICINITY MAP
FLOODZONE MAP
CITY DEVELOPMENT
PARCEL SWAP
SURVEY MAP
COTTAGES TO SWAP
PARKFLAG CONSIDERATIONS
SALE CONSIDERATIONS
PREVENTING ACCESS DEPICTION
OPTIONS

Council discussed the following points:

Councilmember House raised the idea of selling a burdensome property for affordable housing, asking for more details on previous work done to explore this option and how to potentially combine it with other possibilities. Mr. Doty responded that there were discussions with Habitat for Humanity about the lot, but it was near the time of Timber Sky. The conversation about the lot was put on hold due to challenges, with a focus shifting to Timber Sky. He stated the property might become more valuable

after the Rio de Flag project is completed.

Councilmember Garcia asked if the City knew the value of resources currently being spent on this lot and what the potential value would be in the future to weigh the true cost of resource utilization versus future returns. Mr. Doty mentioned he would look into it but did not have current figures on the resources used for the property.

Councilmember Matthews expressed support for selling the property at a public auction, considering the uncertain timeline for the Rio de Flag project and the burden the property has caused. City Attorney Sterling Solomon clarified that they could move forward with the contingent proposal, but the details could change as new information emerges.

Mr. Clifton noted that there are some beginning phases of the Rio de Flag project happening south of the tracks, but construction would take a few more years.

Councilmember Spence suggested investing in it as a parking lot to buy time for affordable housing development.

Vice Mayor Sweet recalled a previous conversation with Habitat for Humanity about building homes on stilts in flood risk areas, with parking underneath. Mr. Doty confirmed conversations about such accommodations have happened but he was not present for those and does not know all the details.

Deputy City Manager Joanne Keene called for Assistant Housing Director Justyna Costa to provide input. Ms. Costa supported Mr. Doty's proposal to sell the property due to its size and flood risks unless mitigation efforts were completed.

Councilmember Garcia asked about the utility challenges, and Mr. Doty explained the need for infrastructure improvements on both alleyways.

Andrew Shouse, a property owner next door, spoke about the property's misuse by individuals, leading to thefts, and suggested the sale could support staff housing. He expressed interest in buying the property for affordable housing. Councilmember House asked Mr. Shouse on clarification on his intended use if he was the buyer. Mr. Shouse confirmed it would be temporary parking and then he would build affordable housing that would likely be available for his staff.

Mayor and Council supported the sale, with Councilmember House agreeing but wanting more information on how the sale could benefit affordable housing. Councilmember Matthews asked if they could ensure the sale would align with the goal of affordable housing, but Mr. Solomon confirmed it could not be guaranteed.

10. Open Call to the Public

None.

11. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

Councilmember Matthews stated her, and Councilmember House were in Washington DC at the National League of Cities Conference where they have learned about creative solutions other municipalities have utilized to try and overcome challenges they have been faced with.

Councilmember Garcia stated he attended the Coconino Center of the Arts Youth Exhibit and encouraged everyone to attend through March. He also attended the virtual training with the League of Cities and Towns and later this week is attending the Market of Dreams.

Vice Mayor Sweet highlighted recent recipients of the environmentalist excellence awards.

Mayor Daggett stated she read to Kindergarteners at Thomas Elementary for Read Across America last week. She also met with the new elected Associated Students from Northern Arizona University. She also met with the Executive Director Mark Cox of the Boys and Girls Club about future

programming to help with youth in the community that do not have access to any programming.

12. Adjournment

The meeting of the Flagstaff City Council held March 11, 2025, adjourned at 5:25 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Georganna Staskey, Deputy City Clerk

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

Executive Summary:

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Sosta is an new business in Flagstaff. If approved, it will be one of 92 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the Active Liquor Licenses Map.

The application was properly posted on February 28, 2025 and the Police Department and Community Development division have reviewed the application and provided their respective reports. No written protests have been received to date.

Financial Impact:

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

Policy Impact:

Not applicable

Previous Council Decision or Community Discussion:

Not applicable

Options and Alternatives to Recommended Action:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

Connection to PBB Priorities and Objectives:

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

Connection to Regional Plan:
Not applicable

Connection to Carbon Neutrality Plan:
Not applicable

Connection to 10-Year Housing Plan:
Not applicable

Attachments:
Letter to Applicant
Hearing Procedures
PD Memo
PD Supplemental Report
Code Memo
Series 12 Description
Map

CITY OF
FLAGSTAFF

Office of the City Clerk

3/18/2025

Caleb Joseph Schiff
1588 W Lower Coconino Ave
Flagstaff, AZ 86001
Caleb@pizzicletta.com

Dear Mr. Schiff,

Your application for a Series 012 (Restaurant) Liquor License for SOSTA located at 413 N San Francisco St, Flagstaff, AZ was posted on February 28, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **April 1, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference (Microsoft Teams Meeting) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity*. Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on March 20, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at georganna.staskey@flagstaffaz.gov.

Sincerely,

Georganna Staskey
City Clerk's Office

Enclosures

City of Flagstaff

Liquor License Application
Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.

2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.

3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.

4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.

5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.

6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.

7. The presiding officer will then close the public hearing.

8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

R19-1-702. Determining Whether to Grant a License for a Certain Location

A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:

1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;

2. Number and types of licenses within one mile of the proposed premises;

3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;

4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;

5. Residential and commercial population density within one mile of the proposed premises;

6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;

7. Effect on vehicular traffic within one mile of the proposed premises;

8. Compatibility of the proposed business with other activity within one mile of the proposed premises;

9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;

10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;

11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and

12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.

B. This Section is authorized by A.R.S. § 4-201(I).

FLAGSTAFF POLICE DEPARTMENT
911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001• (928) 779-3646
ADMIN FAX (928)213-3372
TDD 1-800-842-4681

Police Chief
Sean P. Connolly

MEMORANDUM

Memo #25-027

TO: **Chief Connolly**

FROM: **Sgt. N. Almendarez #703**

DATE: **March 18th, 2025**

RE: **New Application – Series 12 (Restaurant) Liquor License Application– SOSTA**

On March 18th, 2025, I initiated an investigation into a new application for a Series 12 (Restaurant) liquor license filed by Caleb Joseph Schiff (Agent/Controlling Person) and James Wesley Worden (Controlling Person). This is for a new application, and the application number is 330832. It is for SOSTA, located at 413 North San Francisco Street, Flagstaff, AZ.

I conducted a query through local systems and public access on Caleb and James. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training. This business is not located within 300 feet of a school.

A representative for the business was invited to be present for the council meeting on April 1st, 2025.

SOSTA (Series 12 Restaurant)

Agent/Controlling Person: Caleb Joseph Schiff

OnCall:

- No arrests
- Six incidents (victim, reporting party etc.)

Public Access:

- Two civil traffic violations

Case Number	Name	Party Type	Birth Date	Address	Court
M-0341-PK-2018000060	CALEB SCHIFF	DEFENDANT	07/1982	FLAGSTAFF, AZ 86004	Flagstaff Municipal
M-0346-CT-2022001195	CALEB J SCHIFF	DEFENDANT	07/1982	FLAGSTAFF, AZ 86001	Sedona Municipal

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Controlling Person/Manager: James Wesley Worden

OnCall:

- No arrests
- Nine incidents (listed as victim, reporting party, lead, other, etc.)

Public Access:

- No records

Liquor License History:

- Current license numbers associated with applicants #12033299 and #07030027
- No current or historical violations

License Number: 12033299

License Number:	12033299	Status:	Active
Business Name:	PIZZICLETTA		
Location Address	203 W PHOENIX Avenue		
	FLAGSTAFF	Arizona	86001
County	Coconino	Bus. Phone	928-266-5219
Licensee/Agent/Tel:	Schiff, Caleb	928-266-5219	
Owner:	Pizzicletta Llc	Exp Date:	05/31/2025
Issue Date:	06/08/2011	Status Date:	06/06/2024

SOSTA (Series 12 Restaurant)

License Number: 07030027

License Number:	07030027	Status:	**Active**
Business Name:	INDIAN GARDENS TRADING POST		
Location Address	3951 N STATE Route 89A		
	SEDONA	Arizona	86336
County	Coconino	Bus. Phone	928-282-7702
Licensee/Agent/Tel:	Schiff, Caleb	928-282-7702	
Owner:	Pizzi Ig Llc	Exp Date:	**05/31/2025**
Issue Date:	03/22/1984	Status Date:	06/06/2024

Violations by License Number: 12033299

0 violations found as of March 17, 2025

Date	Description	View

Violations by License Number: 07030027

Ownership of a Series 6, 7 or 9 license can change over time.
The owner/s listed below may **not** be the current owner.

View Current Owner of 07030027

0 violations found as of March 17, 2025

Date	Description	View

Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk

From: Reggie Eccleston, Code Compliance Manager

CC: Michelle McNulty, Planning Director

Date: March 13, 2025

Re: Application for Liquor License #23745903
413 N San Francisco St., Flagstaff, Arizona 86001
Assessor's Parcel Number 101-12-001A
Caleb Joseph Schiff on behalf of Sosta

This application is a request for a new Series 12 Restaurant liquor license by Caleb Joseph Schiff on behalf of Sosta. This business is located within the Community Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

License Types: Series 12 Restaurant License

Non-transferable
On-sale retail privileges
Note: Terms in **BOLD CAPITALS** are defined in the glossary.

PURPOSE:
Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:
An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of $20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

413 N San Francisco St

0 0.01 0.01 0.02 0.03 0.04

mi

City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.

3/18/2025 4:22 AM

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Co-Submitter: CJ Perry

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:
Consideration and Ratification of Letter of Support: Wecom BEAD grant application

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

Executive Summary:
The City received a request for a letter of support from Wecom Fiber for their Broadband, Equity, Access, and Deployment (BEAD) grant proposal. The BEAD program works to expand broadband connectivity in the northern Arizona region and rural broadband is listed as a legislative priority for the Council at both the state and federal levels.

In October 2024, the Flagstaff City Council voted unanimously to award Wecom the contract. This included a $2 million grant that will fund a portion of Wecom's design and construction of a fiber municipal network connecting an estimated nine miles of Flagstaff. After this award, Wecom has demonstrated professionalism and an ability to collaborate and communicate effectively with City staff.

Due to the grant application deadline, City staff sent the attached letter to Wecom on Match 5, 2025 to be included in their grant application submission.

Financial Impact:
None

Policy Impact:
None

Previous Council Decision or Community Discussion:
None

Options and Alternatives to Recommended Action:
N/A

Background and History:
N/A

Connection to PBB Priorities and Objectives:
This letter is in support of the following PBB Priorities:

- Livable Community
- Inclusive & Engaged Community
- Sustainable & Innovative Infrastructure

Connection to Regional Plan:
N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Connection to Division Specific Plan:
N/A

Attachments: Letter of Support

CITY OF
FLAGSTAFF

FLAGSTAFF CITY COUNCIL
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

March 4, 2025

Arizona Commerce Authority
100 N 7th Ave #400
Phoenix, AZ 85007

Dear Director Bhowmick and BEAD Evaluation Committee,

I am very pleased to offer my endorsement of Wecom Fiber's Broadband Equity, Access, and Deployment (BEAD) grant proposal.

In 2024, the City released an RSOQ in order to accomplish two primary goals: 1. Build a municipal fiber network to connect municipal facilities and infrastructure and; 2. Bring broadband to our community. This would include both within our municipal boundary as well as the broader community. This supports the goals of a multi-agency collaborative working group including the City of Flagstaff, Coconino County, Northern Arizona University, Coconino Community College, City of Page and Flagstaff Unified School District.

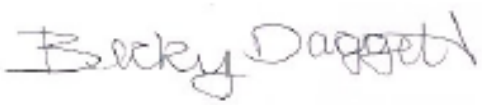
In October 2024, the Flagstaff City Council voted unanimously to award Wecom the contract. This included a $2 million grant that will fund a portion of Wecom's design and construction of a fiber municipal network connecting an estimated nine miles of Flagstaff.

After this award, Wecom has demonstrated professionalism and an ability to collaborate and communicate effectively with City staff.

Further, per the requirements of the RSOQ to show plans beyond Flagstaff municipal boundaries, Wecom has shared their vision for connecting all remaining unserved and underserved locations in Coconino County as part of the BEAD program. We have been impressed with Wecom's thorough preparation and close work with Coconino County on this plan. Coconino County issued an RFP in early 2024 to select its official BEAD partner. The Coconino Board of Supervisors voted unanimously to approve that recommendation.

Thank you for your consideration of this feedback and your exceptional work to expand broadband connectivity in northern Arizona.

Sincerely,



Becky Daggett,
Mayor, City of Flagstaff, on behalf of the Flagstaff City Council

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

Executive Summary:

City staff received a request to voice the City's support for tax-exempt municipal bonds after receiving information indicating that this type of tool may be a target for restriction or repeal in order to pay for other tax incentive priorities. This request falls within the City's legislative priorities, as tax-exempt municipal bonds allow the City to provide important services like infrastructure and housing, which are explicitly listed in the City's priorities.

Due ot the quick-moving nature of this topic, City staff sent the attached letter on March 7, 2025 to the Speaker and Senate Majority Leader, House Ways and Means Chairman Smith, Senate Finance Chairman Crapo and the entire Arizona congressional delegation.

Financial Impact:

N/A

Policy Impact:

N/A

Previous Council Decision or Community Discussion:

N/A

Options and Alternatives to Recommended Action:

N/A

Background and History:

N/A

Connection to PBB Priorities and Objectives:

N/A

Connection to Regional Plan:

N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Connection to Division Specific Plan:
N/A

Attachments: Letter of Support

CITY OF
FLAGSTAFF

FLAGSTAFF CITY COUNCIL
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

March 6, 2025

Honorable Senators and Representatives
U.S. Senate/ House of Representatives
Washington, D.C. 20515

Dear Senator/ Representative,

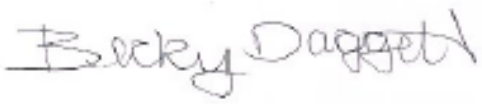
On behalf of the City of Flagstaff, I am writing to emphasize the critical importance of preserving tax-exempt municipal bonds. These bonds are vital for funding essential projects that strengthen our infrastructure and enhance public safety.

The City of Flagstaff has utilized municipal bonds to fund projects like flood mitigation and firefighting equipment upgrades. Currently, we are constructing a major flood mitigation project that will improve drainage systems and reduce flood risks for homes and businesses. Additionally, our fire department has acquired modern equipment to improve wildfire response capabilities, crucial in an area increasingly threatened by wildfires.

These projects are made possible by the ability to issue tax-exempt municipal bonds, which provide affordable financing options for local governments. The preservation of this tax-exempt status is critical not only for Flagstaff but for municipalities across the country, ensuring they can continue to invest in the infrastructure and public safety improvements their communities need.

We respectfully urge you to support the continued tax-exempt status of municipal bonds and not use the restriction or repeal of tax-exempt municipal bonds as a method of paying for other tax incentive priorities. Doing so will help cities like Flagstaff finance projects that protect lives, improve resilience, and foster economic growth. Thank you for your leadership and commitment to strengthening communities across our nation.

Sincerely,



Becky Daggett,
Mayor, City of Flagstaff, on behalf of the Flagstaff City Council

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:
Consideration and Ratification of Letter of Support: HELPER Act

STAFF RECOMMENDED ACTION:

Retroactively approve the letter of support.

Executive Summary:
City staff received a request to voice the City's support for the HELPER Act, which would establish a home loan program within the Federal Housing Administration to make homeownership more affordable for law enforcement officers, firefighters, EMTs, paramedics, and preK-12 teachers. This request is supported by the City's Housing team and falls under the City's federal Affordable Housing legislative priority. The letter was sent to House Speaker Johnson, House Democrat Leader Jeffries, Senate Majority Leader Thune and Senate Democrat Leader Schumer.

Financial Impact:
N/A

Policy Impact:
N/A

Previous Council Decision or Community Discussion:
N/A

Options and Alternatives to Recommended Action:
N/A

Background and History:
N/A

Connection to PBB Priorities and Objectives:
This letter of support is in alignment with the Council's Livable Community PBB Objective.

Connection to Regional Plan:
N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
This letter of support is in alignment with the goals of the 10 Year Housing Plan.

Connection to Division Specific Plan:
N/A

Attachments: Letter of Support

CITY OF
FLAGSTAFF

FLAGSTAFF CITY COUNCIL
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

March 11, 2025

The Honorable Mike Johnson
Speaker of the House
United States House of Representatives
Washington, D.C. 20515

The Honorable John Thune
Majority Leader
United States Senate
Washington, D.C. 20510

The Honorable Hakeem Jeffries
Democratic Leader
United States House of Representatives
Washington, D.C. 20515

The Honorable Charles Schumer
Democratic Leader
United States Senate
Washington, D.C. 20510

Dear Speaker Johnson, Majority Leader Thune, Leader Jeffries, and Leader Schumer:

I am honored to write in strong support of the Homes for Every Local Protector, Educator, and Responder (HELPER) Act.

The HELPER Act would establish a home loan program within the Federal Housing Administration to make homeownership more affordable for law enforcement officers, firefighters, EMTs, paramedics, and preK-12 teachers—our nation's first responders. Too often, these individuals struggle to afford their first home despite their dedication and honorable service to our communities.

First responders dedicate their lives to protecting and serving others. They frequently put their lives on the line to ensure their fellow Americans' safety and well-being. It is time to recognize their sacrifice by giving them the support they deserve. Under the Federal Housing Administration, this program would allow first responders to obtain low-interest, fully insured home loans with no down payment and no monthly mortgage insurance costs for a first-time home purchase.

Our nation's first responders have shown unwavering commitment to their communities. They serve selflessly, often under dangerous and challenging conditions. We honor their dedication by providing access to affordable housing, enabling them to care for their families while continuing to serve their communities. I hope you will join me in supporting the HELPER Act, and I look forward to working with you on this vital issue.

Sincerely,

Becky Daggett,
Mayor, City of Flagstaff, on behalf of the Flagstaff City Council

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

Approve the letter of support.

Executive Summary:

Staff received a request

City staff received a request to voice the City's support for the Protect Our Parks and Save Our Forests Acts that were recently introduced by Senator Kelly. These Acts would seek to restore United States Forest Service and National Park Service staffing, as well as ensure that forest restoration projects that were previously authorized or appropriated under past legislation can continue. These bills are in line with the Council's Forest Health legislative priority. If approved, this letter will be shared with federal legislators to support the Acts.

Financial Impact:

N/A

Policy Impact:

N/A

Previous Council Decision or Community Discussion:

N/A

Options and Alternatives to Recommended Action:

Do not approve the letter of support.

Background and History:

N/A

Connection to PBB Priorities and Objectives:

N/A

Connection to Regional Plan:

N/A

Connection to Carbon Neutrality Plan:

N/A

Connection to 10-Year Housing Plan:
N/A

Connection to Division Specific Plan:
N/A

Attachments: Letter of Support

CITY OF
FLAGSTAFF

FLAGSTAFF CITY COUNCIL
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

March 14, 2025

Honorable Senators and Representatives
U.S. Senate/ House of Representatives
Washington, D.C. 20515

Dear Senator/ Representative,

On behalf of the Flagstaff City Council, I am writing to express our support for the Save Our Forests Act and the Protect Our Parks Act. These pieces of legislation recognize the critical importance of sustaining the health and viability of the national parks and forests that surround our communities.

As a city deeply rooted in Northern Arizona's forested landscapes, the threat of catastrophic wildfire is one of the most pressing issues facing our community. The City of Flagstaff's Wildland Fire team has taken important steps to ensure forest health in our region, including conducting prescribed burns and thinning. The Save Our Forests Act ensures that forest restoration projects that were previously authorized or appropriated under past legislation can continue. By prioritizing these efforts, this legislation directly addresses the wildfire threat that endangers our community and infrastructure.

Beyond reducing wildfire risk, Flagstaff's local economy is deeply intertwined with the natural beauty and recreational opportunities our national parks and forests provide. The Protect our Parks Act ensures adequate staffing at national parks to ensure visitor safety and enjoyment within the National Park System. By supporting national parks, we are also investing in the long-term economic stability of our community.

We urge lawmakers to pass the Save Our Parks Act and the Protect Our Forests Act, as they represent critical investments in both the safety and economic future of Flagstaff and the surrounding region. Thank you for your attention to this important matter.

Sincerely,

Becky Daggett,
Mayor, City of Flagstaff, on behalf of the Flagstaff City Council

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Charles Hernandez, Deputy Police Chief

Co-Submitter: Megan Dales

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

Executive Summary:

Approval of the Project Sponsor Agreement will allow the Arizona State Parks Board to channel Off-Highway Vehicle Supplemental Grant funds to the City of Flagstaff Police Department to purchase the OHV vehicle, equipment, and compensation for overtime operations.

Financial Impact:

Project Name: Res. - AZ State Parks and Trails OHV Supplemental Grant
Cost: $93,738.00
Account Number Budgeted:001-04-062-6278-2-4305
FY Budgeted Amount: $93,738.00
Grant Funded: YES (AZ State Parks and Trails OHV Grant)
Funding Source: AZ State Parks Board

There is no significant financial impact to the City of Flagstaff in terms of expenditures. This grant funding is budgeted in FY 2025 in the amount of $93,738.00, account number 001-04-062-6278-2-4305. **A minimum 10% match** is required for reimbursement. City of Flagstaff Police Department will provide up to $66,212.00 in cash and/or in-kind match in the form of staff time and supplies for this project. We have historically and are currently performing work through various patrol operations that will meet this match in staff time and supplies requirement. (ex. Woods Watch, Camping Resource Pamphlets...etc)

Policy Impact:

The Agreement and grant funds aim to strengthen public safety by enhancing the Flagstaff Police Department's OHV law enforcement capabilities to ensure compliance with on-roadway and off-highway safety regulations, in addition to minimizing environmental impacts within the community and open spaces. Additionally, we will improve response times and effectiveness to OHV involved incidents that occur in remote

areas where conventional vehicles cannot access. Lastly, we will educate the public on responsible OHV usage to mitigate risks and promote environmental stewardship. We believe the best prevention is education before enforcement. To achieve voluntary compliance with the laws and regulations governing OHV equipment and operations, it is our intention to participate in and host community events to provide educational materials and in-person question and answer events to boost community awareness and safety related to OHVs on the roadway and in our open spaces. We will work with local vendors of OHV's to ensure educational material can be distributed to community members at the time of their purchase, offering reference contact information for purchasers to reach out and obtain more information related to safe OHV operations within our community.

Previous Council Decision or Community Discussion:
No, this grant has not been presented to Council in the past

Options and Alternatives to Recommended Action:
Approve the Agreement between the City of Flagstaff and Arizona State Parks Board

Not Approve the Agreement between the City of Flagstaff and Arizona State Parks Board

Background and History:
The State OHV Recreation Fund, established in 1991, provides a legislatively set percentage (0.55 percent) of total license taxes on motor vehicle fuel from the Highway User Revenue Fund for OHV management. Approximately $2 million is available annually through Arizona State Parks for OHV projects. In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development. All vehicles weighing less than 2,500 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The $25 cost of the sticker is added to the OHV Recreation Fund. State Parks receives 60 percent of the money in the fund for projects.

Connection to PBB Priorities and Objectives:
By leveraging Fiscal Year 2025 grant funds, this agreement directly supports this policy by ensuring the Flagstaff Police Department has the resources necessary to deliver enhanced public safety services. This approach will allow our agency to optimize our effectiveness and coordinated efforts to ensure alignment with population demands and regional public safety goals. Furthermore, the transparent use of these funds reflects a commitment to sound fiscal management, ensuring services remain sustainable and in line with public policies and budgetary limitations. This grant initiative strengthens the region's ability to meet evolving public safety needs while upholding the policy's focus on quality and efficiency.

Connection to Regional Plan:
The OHV Supplemental Grant Agreement aligns with the Flagstaff Regional Plan Policy PF.3.1, which emphasized maintaining high quality, effective, and efficient law enforcement, fire, and emergency services. This policy underscores the importance of balancing public safety services with the operational goals, government plans, policies, population needs, and available funding.

Connection to Carbon Neutrality Plan:
NONE

Connection to 10-Year Housing Plan:
NONE

Connection to Division Specific Plan:
In January 2024, the Consumer Federation of America issued a press release titled, "2023 Fatality Data:

Another Devastating Year for Off-Highway Vehicle Riders and Occupants", citing that there were 498 off-highway vehicle (OHV) fatalities in 2023. Additionally, "children fifteen years and younger accounted for nineteen percent of all deaths". Lastly, the release advised, "OHV fatalities disproportionately occur on-road", meaning the vehicles are operated on public streets when they are manufactured, designed, and intended for off-highway use. Multiple fatalities and significant head injuries are related to the crashes involving OHVs on-road due to operators and passengers being "less likely to wear protective gear, such as helmets".

An analysis of our roadway traffic and off-highway arterial trails indicates an intertwined vehicle transit system not easily navigated by traditional roadway patrol vehicles. The increase in OHV usage within our city and surrounding forests has led to a rise in safety concerns and environmental impacts in the City of Flagstaff and Coconino County jurisdictions. Currently, our law enforcement agency lacks adequate resources to effectively monitor and enforce OHV regulations across remote and challenging terrains located within the City of Flagstaff and surrounding open spaces within Coconino County and the Coconino National Forest land. This gap compromises public safety, environmental conservation efforts, and overall community welfare due to our limited equipment capabilities to access off-highway roadways in open spaces.

Within the City of Flagstaff jurisdiction, there are approximately (14) fourteen miles of identified OHV trails; consisting of legs within the Cinder Hills OHV Loop (aka Cinder Hills OHV Area). In addition to this OHV recreation area, the City of Flagstaff has numerous unpaved roadways and trail systems within the city limits that OHV and off-road motor vehicles utilize with authorization and without.

It is our intention to utilize grant funding to fill gaps in our enforcement efforts and bolster the safety and educational efforts by using a procured OHV to engage with the public and use the engagement as an opportunity to educate on safety and laws related to OHV operations and safety. To accomplish this objective, we will increase our patrol efforts of off-highway OHV enforcement, while simultaneously bolstering our on-road enforcement efforts ensuring proper safety equipment is present and ensuring on-highway laws are adhered to. During the directed patrols, we will also ensure good environmental stewardship of open spaces within the community while additionally ensuring fire prevention and education activities are conducted. We are committed to utilizing these resources efficiently to promote a safer, more informed, and resilient community.

Attachments:
Staff Summary
AZ State Parks Grant Resolution
Project Agreement
Project Agreement Attachment A

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Charles M Hernandez II, Deputy Chief – Criminal Investigations

Co-Submitter: Megan Dales

Date: March 13, 2025

Meeting Date: April 1, 2025

TITLE:

Consideration and Approval of the Project Sponsor Agreement between the 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.

Executive Summary:

Approval of the Project Sponsor Agreement will allow the Arizona State Parks Board to channel Off-Highway Vehicle Supplemental Grant funds to the City of Flagstaff Police Department to purchase the OHV vehicle, equipment, and compensation for overtime operations.

Financial Impact:

There is no significant financial impact to the City of Flagstaff in terms of expenditures. This grant funding is budgeted in FY 2025 in the amount of XXXXX account number 001-04-062-6101-2-XXX. **A minimum 10% match** is required for reimbursement. City of Flagstaff Police Department will provide up to $66,212.00 in cash and/or in-kind match in the form of staff time and supplies for this project. We have historically and are currently performing work through various patrol operations that will meet this match staff time and supplies requirement. (ex. Woods Watch, Camping Resource Pamphlets…etc)

Policy Impact:

The Agreement and grant funds aim to strengthen public safety by enhancing the Flagstaff Police Department's OHV law enforcement capabilities to ensure compliance with on-roadway and off-highway safety regulations, in addition to minimizing environmental impacts within the community and open spaces. Additionally, we will improve response times and effectiveness to OHV involved incidents that occur in remote areas where conventional vehicles cannot access. Lastly, we will educate the public on responsible OHV usage to mitigate risks and promote environmental stewardship. We believe the best prevention is education before enforcement. To achieve voluntary compliance with the laws and regulations governing OHV equipment and operations, it is our intention to participate in and host community events to provide educational materials and in-person question and answer events to boost community awareness and safety related to OHVs on the roadway and in our open spaces. We will work with local vendors of OHV's to ensure educational material can be distributed to community members at the time of their purchase, offering reference contact information for purchasers to reach out and obtain more information related to safe OHV operations within our community.

Connection to Council Goal, Regional Plan and / or Team Flagstaff Strategic Plan:

The OHV Supplemental Grant Agreement aligns with the **Flagstaff Regional Plan Policy PF.3.1**, which emphasized maintaining high quality, effective, and efficient law enforcement, fire, and emergency services. This policy underscores the importance of balancing public safety services with the operational goals, government plans, policies, population needs, and available funding.

By leveraging Fiscal Year 2025 grant funds, this agreement directly supports this policy by ensuring the Flagstaff Police Department has the resources necessary to deliver enhanced public safety services. This approach will allow our agency to optimize our effectiveness and coordinated efforts to ensure alignment with population demands and regional public safety goals. Furthermore, the transparent use of these funds reflects a commitment to sound fiscal management, ensuring services remain sustainable and in line with public policies and budgetary limitations. This grant initiative strengthens the region's ability to meet evolving public safety needs while upholding the policy's focus on quality and efficiency.

Has There Been Previous Council Decision on This:

No, this grant has not been presented to council in the past.

Options and Alternatives:

- Approve the Agreement between the City of Flagstaff and Arizona State Parks Board
- Not Approve the Agreement between the City of Flagstaff and Arizona State Parks Board

Background / History:

The State OHV Recreation Fund, established in 1991, provides a legislatively set percentage (0.55 percent) of total license taxes on motor vehicle fuel from the Highway User Revenue Fund for OHV management. Approximately $2 million is available annually through Arizona State Parks for OHV projects. In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development. All vehicles weighing less than 2,500 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The $25 cost of the sticker is added to the OHV Recreation Fund. State Parks receives 60 percent of the money in the fund for projects.

Key Considerations:

In January 2024, the Consumer Federation of America issued a press release titled, “2023 Fatality Data: Another Devastating Year for Off-Highway Vehicle Riders and Occupants”, citing that there were 498 off-highway vehicle (OHV) fatalities in 2023. Additionally, “children fifteen years and younger accounted for nineteen percent of all deaths”. Lastly, the release advised, “OHV fatalities disproportionately occur on-road”, meaning the vehicles are operated on public streets when they are manufactured, designed, and intended for off-highway use. Multiple fatalities and significant head injuries are related to the crashes involving OHV’s on-road due to operators and passengers being “less likely to wear protective gear, such as helmets”.

An analysis of our roadway traffic and off-highway arterial trails indicates an intertwined vehicle transit system not easily navigated by traditional roadway patrol vehicles. The increase in OHV usage within our city and surrounding forests has led to a rise in safety concerns and environmental impacts in the City of Flagstaff and Coconino County jurisdictions. Currently, our law enforcement agency lacks adequate resources to effectively monitor and enforce OHV regulations across remote and challenging terrains located within the City of Flagstaff and surrounding open spaces within Coconino County and the Coconino National Forest land. This gap compromises public safety, environmental conservation efforts, and overall community welfare due to our limited equipment capabilities to access off-highway roadways in open

spaces.

Within the City of Flagstaff jurisdiction, there are approximately (14) fourteen miles of identified OHV trails; consisting of legs within the Cinder Hills OHV Loop (aka Cinder Hills OHV Area). In addition to this OHV recreation area, the City of Flagstaff has numerous unpaved roadways and trail systems within the city limits that OHV and off-road motor vehicles utilize with authorization and without.

It is our intention to utilize grant funding to fill gaps in our enforcement efforts and bolster the safety and educational efforts by using a procured OHV to engage with the public and use the engagement as an opportunity to educate on safety and laws related to OHV operations and safety. To accomplish this objective, we will increase our patrol efforts of off-highway OHV enforcement, while simultaneously bolstering our on-road enforcement efforts ensuring proper safety equipment is present and ensuring on-highway laws are adhered to. During the directed patrols, we will also ensure good environmental stewardship of open spaces within the community while additionally ensuring fire prevention and education activities are conducted. We are committed to utilizing these resources efficiently to promote a safer, more informed, and resilient community.

Expanded Financial Considerations:

The Fiscal Year 2025 Arizona State Parks Off-Highway Supplemental Grant funds have been awarded in the amount $93, 738.00 of which the City will agree to terms of the Agreement.

Community Benefits and Considerations:

The Agreement between the City of Flagstaff and Arizona State Parks Board enables the Flagstaff Police Department to leverage Fiscal Year 2025 grant funds to enhance crime prevent and control, support justice administration, prevent environmental impacts of open spaces, and provide education to OHV owners and operators. This contributes to a Safe and Healthy Community by providing public safety services with resources, staff & training which is responsive to the community's needs.

Community Involvement:

Inform the Council and public on the successful application and award of this grant and intended use of these funds.

Expanded Options and Alternatives:

1. Approve as recommended

2. Disapprove the Agreement with the Arizona State Parks Board and potentially funding of this project.

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE COUNCIL, OF THE CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA, AUTHORIZING THE GRANT AGREEMENT FOR AN ARIZONA STATE PARKS OFF-HIGHWAY VEHICLE SUPPLEMENTAL GRANT

RECITALS:

WHEREAS, the Congress of the United States has authorized the Recreational Trails Program Grant as a federal-aid assistance program for all kinds of recreational trail uses, such as pedestrian uses (hiking, running, wheelchair use), bicycling, equestrian use, cross-country skiing, and off-road motorized vehicles; and

WHEREAS, Arizona State Parks (Parks) is responsible for the administration of the Statewide appropriated Recreational Trails Program Funds, including the State OHV Recreation Fund, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with the Parks prior to grant funding allocations from Parks.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF as follows:

SECTION 1. That the City of Flagstaff approves the grant agreement for the Off-Highway Vehicle Supplemental Grant.

SECTION 2. That the City of Flagstaff certifies that the agreement is consistent and compatible with all adopted plans and programs of the City of Flagstaff: for providing equitable opportunities for community health and education.

SECTION 3. That the City of Flagstaff agrees to comply with all appropriate procedures, guidelines, and requirements established by the Parks as a part of the grant acceptance process.

SECTION 4. That the City of Flagstaff certifies that the City of Flagstaff will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the grant agreement.

SECTION 5. That the City of Flagstaff certifies that it has appropriate matching funds for this grant.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the Mayor and Council of the City of Flagstaff, Coconino County, Arizona, this [day] day of [Month], 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Project Sponsor Agreement
AZ State Parks & Trails Grant Sponsor Agreement Attachment B
AZ State Parks & Trails OHV LE Patrol Report Attachment C

Arizona State Parks

1110 W. Washington Street Suite 100, Phoenix, AZ 85007

PROJECT SPONSOR AGREEMENT

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and Flagstaff Police Department (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

PROJECT TITLE: OHV Education and Enforcement			**PROJECT NUMBER:** ASPT # 552506
THIRD PARTY PARTICIPANT'S NAME:			**FY OF REVENUE:** 2025
PROJECT PERIOD: All expenses and match must be submitted by the project end date: **6/30/2027**			
GRANT PROGRAM: Off-Highway Vehicle Supplemental	**GRANT AMOUNT:** $93,738.00	**PARTICIPANT MATCH:** $66,212.50	**TOTAL PROJECT COST:** $159,950.50
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS: **Attachment A & B**			
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(3) RESOLUTION: Need Signed Resolution			
AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD: _____ Signature _____ Date **Kevin Brock** **Assistant Director**			
ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW. _____ Signatory Name, Title _____ Date		**PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)** _____ Attorney's Signature _____	

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.

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Arizona State Parks
PROJECT SPONSOR AGREEMENT

Attachment A
Approved Project Scope and Special Conditions

PROJECT SPONSOR: City of Flagstaff Police Department

PROJECT TITLE: OHV Education and Enforcement

PROJECT NUMBER: 552506

PROJECT DESCRIPTION: 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 SXS with upgrades
- SXS communication package with install
- SXS LE lighting package with install
- Officer PPE

APPROVED PROJECT SCOPE:

Staff/Personnel Costs…….	**$20,238.00**
Staff/Personnel Costs (Match)…….	**$56,212.50**
Equipment/Materials…….	**$73,500.00**
Other – Information Material……...	**$10,000.00**
TOTAL	**$159,950.50**

DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH

A minimum 10% match is required for reimbursement. City of Flagstaff Police Department will provide up to $66,212.00 in cash and/or in-kind match in the form of staff time and supplies for this project.

SPECIAL CONDITIONS:
The administration of this grant agreement is additionally subject to the contents of the "Administrative Guidelines for Awarded Grants" found at:
https://arizona-content.usedirect.com/storage/2024-2025GrantManual.docx.pdf

Project applications are submitted as "shovel-ready" and project activities must begin immediately upon final execution of the project sponsor agreement.

Detailed Financial reports (Claims) in ASPT's on-line system are required at a minimum of every 6 months. Failure to provide these reports may result in a withdrawal (cancellation) of the project.

Upon completion of the project, a letter documenting that the project has been financially completed will be required. Payment for the final claim will be held until receipt of the letter.

Detailed Activity (Status) Reports are required bi-monthly (every other month) in WebGrants until the project end date specified in your Signed Project Agreement. Status Reports will require

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detailed patrol reports to be included. Patrol reports (See Attachment C) should highlight officer name, patrol areas, dates, number of hours on patrol, number of contacts and number of citations, violations and warnings issued. Failure to provide status reports will result in delays for reimbursement processing and issuance of future grants, or a withdrawal of funding.

A final report with details and photos of the project is to be submitted by the project end date specified in the Project Sponsor Agreement. All outstanding expense and match documentation must also be submitted by the project end date specified in the Project Sponsor Agreement. Upon submission of the final status report, a final close out letter will be required to end the project.

See the General Provisions – Attachment B

OTHER CONDITIONS

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Allocated project funds can only be expended on the designated scope items.

If any archeological remains are encountered during project related ground disturbance, work will cease in the area of the discovery and the participant will inform the Director of the Arizona State Museum pursuant to A.R.S. 41-844. The participant will then inform the Chief of Grant and Trails of the discovery to determine any further action that may be necessary.

Project costs above 10% of any line item must be approved by park staff prior to submitting that reimbursement. **Failure to request this change prior to submission will not be reimbursed.**

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Arizona State Parks and Trails
GRANT PROJECT SPONSOR AGREEMENT
Attachment B
General Conditions Applicable to Project Grants

This Agreement applies to grants for projects awarded pursuant to the Off-Highway Vehicle Program, the Recreational Trails Program, Heritage Fund Program and State Lake Improvement Fund Program.

PART I – DEFINITIONS

For purposes of this Agreement:

A. "Agreement" means the Grant Project Sponsor Agreement and its attachments.

B. "AORCC" is the Arizona Outdoor Recreation Coordinating Committee. Together, AORCC and the Board are "the Parties."

C. "BOARD" means the Arizona State Parks BOARD. Together, AORCC and the Board are "the Parties."

D. "Conversion" means the replacement of grant-funded facilities with new facilities that are of reasonably equivalent usefulness and location as the original.

E. "Eligible Costs" mean direct costs attributed to the project grant program, such as: 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; and 5) direct services furnished specifically for the grant program by other agencies. These costs are identified by the PROJECT SPONSOR in the Estimated Project Cost Sheet that is submitted with the Certified Application Form and application packet. The costs are then approved by the BOARD or by an amendment to this Project Agreement. Generally, eligible costs are identified in the applicable grant manual.

F. "Facilities" mean capital improvements.

G. "Fund" means either the Federal Recreational Trails Program, the State Heritage Fund, the State Off-highway Vehicle Fund, or the State Lake Improvement Fund depending on the type of Grant program identified in the agreement.

H. "Guidelines" mean the Administrative Guidelines for Awarded Grants and any other applicable program directives adopted by the BOARD.

I. "Ineligible Costs" are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the project.

J. "Match" includes cash, in-kind contributions, or donations, including volunteer time or materials contributed to the project with no intention of reimbursement.

K. "Obsolescence" means that an area or facility may be determined obsolete during the Term of Public Use if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PROJECT SPONSOR receives a waiver of the replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PROJECT SPONSOR may request a waiver of repayment or replacement requirements in writing. A determination of obsolescence may be made at the sole discretion of the
BOARD.

L. "PROJECT SPONSOR" means an eligible applicant that has been awarded a grant to develop a project or coordinate an education program.

M. "Project" means the sum of the activities identified with specific costs in the grant application packet that are eligible under the referenced grant application manual and have been approved by the BOARD.

N. "Project Period" means the period of time during which all approved work and related expenditures associated with development of the project are to be completed by the PROJECT SPONSOR.

O. "Repayment" means returning grant money to the Fund in the event the PROJECT SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible project costs during the term of this grant.

P. "Sub-contract" means an Agreement/contract between the PROJECT SPONSOR and another individual or entity whereby labor, work, services, or other responsibilities are supplied or performed in furtherance

of the PROJECT SPONSOR'S responsibilities under this Agreement

Q. "Term of Public Use" means the time required for public use. The Term of Public Use of the grant-assisted facilities must be at least:

1. Equipment (personal property) grant investment of more than $50,000 per item: 25 years
2. Facilities (real property): 25 years
3. Land: 99 years unless obsolescence applies. The Term of Public Use will begin on the date of completion identified in the Completion Certification Letter.

PART II – PERFORMANCE

A. ADMINISTRATION

1. Conditions - This Agreement is subject to the availability of grant funds and appropriate approvals, and is subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, the Arizona Administrative Code, other acts of the Arizona Legislature, executive orders of the Governor, and the decisions and policies of the BOARD.
2. Incorporation of Application, Grant Manual, and Administrative Guidelines - The following documents are incorporated by reference into this agreement: The PROJECT SPONSOR'S grant application packet; the applicable grant manual; and the most recent revision of the Administrative Guidelines for Awarded Grants. In the event of a conflict or ambiguity, the terms of this Agreement and Attachments A and B to this Agreement must take precedence.
3. Use of Grant Funds - Awarded grant funds must be used solely for eligible purposes of the funding program, as defined by statute and as approved by the BOARD.
4. Transfer of Grant Funds - Awarded grant funds will be transferred to the PROJECT SPONSOR according to the terms of this Agreement.
5. Grant Retention - Ten percent (10%) of the grant amount will be retained from reimbursement until Staff notifies the PROJECT SPONSOR in writing that the project is officially closed and completed.
6. Grant Accountability - Grant funds must be managed separately within the PROJECT SPONSOR'S accounting system that identifies the name and number of this project. The funds must only be expended as authorized under the terms of this Agreement.
7. Accomplishment of Project - The project must be accomplished according to the terms of this Agreement and applicable State laws.
8. Amendments - This Agreement may be amended in writing by the Parties of the Agreement upon written request of the PROJECT SPONSOR, good cause shown, and approval by the BOARD. Eligible amendments include adjustments to the project period, funding amount, or minor changes to the scope items.
9. Use of Project - Project accomplishments must be open or available to the public as specified in the Term of Public Use. If the grant funded capital improvements are not maintained and kept open for public use for the term specified in the Term of Public Use, the PROJECT SPONSOR must refund to the BOARD the awarded grant amount within six (6) months of the date the improvements are no longer maintained or kept open for public use, unless the BOARD agrees that obsolescence or conversion is appropriate.
10. Special Conditions - Special conditions to this agreement are binding upon and inure to the benefit of the successors and assigns of each of the Parties to this agreement. Breach of any condition will be enforceable by any remedies available under applicable Federal or State law.
11. Conversion - No land or facilities acquired or developed with State assistance will, without the approval of the BOARD, be converted to other than public use during the Term of Public Use. The BOARD will approve such conversion only if it finds the replacement property to be in accord with the current grant statute. Conversions will require the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location, and concurrence of the landowner. The replacement property will then become subject to this agreement. In lieu of conversion, the PROJECT SPONSOR may apply for a declaration of obsolescence. In the event the BOARD provides grant assistance for the acquisition and/or development of real property subject to reversionary interests, with full knowledge of those reversionary interests and with written notice of those reversionary interests, conversion of said property to other than public uses as a result of such reversionary uses being exercised may be approved. The PROJECT SPONSOR must notify the BOARD of the conversion as soon as possible and seek approval of replacement property in accord with the conditions set forth in this

agreement. The PROJECT SPONSOR must accomplish such replacement within a reasonable time, acceptable to the BOARD, after the conversion of the property occurs. This paragraph also applies to (1) leased properties acquired and/or developed with Fund assistance, where such lease is terminated prior to its full term pursuant to lease provisions known and agreed to by the BOARD; and (2) properties subject to other outstanding rights and interests known to and agreed to by the BOARD.

B. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period will be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design and engineering costs must not exceed 10% of the approved grant award.

C. ACQUISITION

Values of property purchased with grant assistance must be appraised by an appraiser with active State certifications according to the Uniform Standards of Professional Appraisal Practice. This appraisal must be prepared within one year prior to the acquisition. Grant participation must be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

D. CARE AND DISPOSITION OF EQUIPMENT

Equipment purchased with grant funds to develop a project may remain in the possession of the PROJECT SPONSOR for as long as the equipment is being used for eligible project work, at the sole discretion of State Parks. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer being used for the purpose for which it was purchased.

E. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish the project must incorporate by reference, in each sub-contract, the provisions of this Agreement. The PROJECT SPONSOR bears full responsibility for acceptable performance under each sub-contract.

2. The PROJECT SPONSOR must pay when due any claim of a sub-contractor, employee, independent contractor, or any other employed individual performing the approved work for services pursuant to this Agreement.

3. Any sub-contract for employment by the PROJECT SPONSOR must be in writing and contain a provision whereby a person so employed or with whom a sub-contract has been entered acknowledges that the State of Arizona and the BOARD are not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

F. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The PROJECT SPONSOR must submit a project status report not less than quarterly. The status report will include, at a minimum, the following: (a) progress toward completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROJECT SPONSOR must consult with the BOARD, as needed, to review progress. The BOARD reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use in order to assure compliance with the terms of this agreement.

2. The PROJECT SPONSOR must certify compliance with the Project Agreement every five years, until the end of the Term of Public Use, on a form to be provided by the BOARD. In addition, on-site inspections will be conducted periodically at the discretion of the BOARD. The following will be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use; appearance, and maintenance.

3. The PROJECT SPONSOR must provide the Board with written consent of the landowner to conduct on-site inspections; failure to do so is a failure to keep or maintain the property for public use.

G. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROJECT SPONSOR during the project period must be used to further the purposes of the specified project. Funds advanced, but not spent to complete the project, must be returned to the BOARD at the completion of the project.

H. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

With written permission from the BOARD or Arizona State Parks, the PROJECT SPONSOR may use products or publishable matter produced with grant assistance the BOARD will have nonexclusive license

to use and reproduce, without payment, such materials. The PROJECT SPONSOR must receive written permission from State Parks prior to utilizing publishable material for commercial or public purposes. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

I. FUND SOURCE RECOGNITION

The PROJECT SPONSOR must permanently and publicly acknowledge the grant program(s) that assisted project accomplishments (including, but not limited to: final documents; audio-visual recordings; photographs; plans; drawings; publications; advertisements; and project plaques). At a minimum, this acknowledgment must include the following: "This program was financed in part (or in full) by a grant from the (Federal Recreational Trails Program/State Lake Improvement Fund/ Off-highway Vehicle Fund/ or Heritage Fund) administered by the Arizona State Parks."

J. PROJECT COST VERIFICATION

The PROJECT SPONSOR must submit project expenditure documents to the BOARD or State Parks for verification or audit purposes, upon request.

K. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PROJECT SPONSOR may transfer responsibilities under the terms of this agreement to another eligible participant, provided that approval has been granted by the BOARD in writing prior to the transfer.

PART III – COMPLIANCE

A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the PROJECT SPONSOR hereby assigns to BOARD any and all claims for such overcharges.

B. ARBITRATION

In accordance with A.R.S. § 12-1518, the parites agree to resolve all dsiputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review execpt as may be requied by other applicable statutes. Venue shall be in Maricopa County, Arizona.

C. APPLICABLE LAW

In accordance with A.R.S. § 51-2501, et seq, and A.A.C. R2-7-101, et seq. Agreement shall be governed and interpreted by the laws of the State of Arizona and the Arizona State Procurement Code.

D. NON-DISCRIMINATION

In accordance with A.R.S. § 41-1461, et seq, Agreement shall provide equal employment opportunites for all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. PROJECT SPONSOR shall comply with all applicable provisions of the Arizonans with Disabilities Act of 1992, A.R.S. § 41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. § 225 and 611), and applicable state rules and federal regulations under the Acts

E. E-VERIFY

In accordance with A.R.S. § 41-4401, PROJECT SPONSOR warrants compliance with all Federal immigaration laws and regulations relating to employees and warrants its compliance with AAC section A.R.S. § 23-214, Subsection A.

F. AUDIT AND RECORDS RETENTION

In accordance with A.R.S. § 35-214, the PROJECT SPONSOR shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the PROJECT SPONSOR shall produce the original of any or all such records.

G. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, state or project sponsor may within three years after execution cancel the Contract, without penalty or further obligation, if any person significantly involved in initiating negotiating, securing, drafting or creating the Agreement on behalf of the State, at Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

H. REMEDIES

1. The BOARD may temporarily suspend grant assistance obligated to the PROJECT SPONSOR pending

required corrective action by the PROJECT SPONSOR or pending a decision to terminate the grant by the BOARD.

2. The PROJECT SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROJECT SPONSOR only by written mutual agreement of the Parties.
3. The BOARD may terminate this Agreement in whole or in part at any time before the date of completion if it determines that the PROJECT SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROJECT SPONSOR in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PROJECT SPONSOR must be returned to the BOARD if this Agreement is terminated for cause.
4. The BOARD or PROJECT SPONSOR may terminate this Agreement in whole or in part at any time before the date of completion when both Parties agree that the continuation of the development project would not produce beneficial results commensurate with the further expenditure of funds. The two Parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROJECT SPONSOR must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROJECT SPONSOR for the grant share of properly incurred obligations that cannot otherwise be cancelled before the effective termination date.
5. The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROJECT SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.
6. The BOARD may request and the PROJECT SPONSOR must deliver repayment of funds advanced under this agreement in conjunction with the remedies in this section.
7. The remedies expressed in this Agreement do not limit the rights of the BOARD. This Agreement does not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

I. CULTURAL RESOURCES

The PROJECT SPONSOR must meet the requirements of the State Historic Preservation Act (A.R.S. §41-861 to 41-864) before project initiation.

K. DISCLOSURE REQUIREMENTS

PROJECT SPONSOR must comply with the terms of A.R.S. § 35-181.03 or its successor statute(s) regarding audited financial statements provided to the BOARD.

L. INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, Arizona State Parks Board (ASPB) is selfinsured per A.R.S. 41-621.

In addition, should PROJECT SPONSOR utilize a contractor(s) and subcontractor(s) the indemnification clause between PROJECT SPONSOR and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, sub-contractor shall defend, indemnify, and hold harmless the PROJECT SPONSOR and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, , officers, officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or

any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

M. INSURANCE REQUIREMENTS

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this agreement by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	$2,000,000
• Products – Completed Operations Aggregate	$1,000,000
• Personal and Advertising Injury	$1,000,000
• Blanket Contractual Liability – Written and Oral	$1,000,000
• Fire Legal Liability	$ 50,000
• Each Occurrence	$1,000,000

a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR.

b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement.

• Combined Single Limit (CSL)	$1,000,000

a. The policy must be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR, involving automobiles owned, leased, hired or borrowed by the PROJECT SPONSOR."

b. Policy must contain a waiver of subrogation against the State of Arizona, as departments, agencies,

boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

3. Worker's Compensation and Employers' Liability

• Workers' Compensation	Statutory
•Employers' Liability	
- Each Accident	$ 500,000
- Disease – Each Employee	$ 500,000
- Disease – Policy Limit	$1,000,000

a. Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

b. This requirement does not apply to: Separately, EACH PROJECT SPONSOR or sub-contractor exempt under A.R.S. 23-901, and when such PROJECT SPONSOR or sub-contractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the PROJECT SPONSOR, even if those limits of liability are in excess of those required by this Agreement.
2. The PROJECT SPONSOR'S insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the PROJECT SPONSOR shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

Notice of Cancellation:

Applicable to all insurance policies required within the Insurance Requirements of this Agreement, PROJECT SPONSOR'S insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, PROJECT SPONSOR must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative's Name, Address & Fax Number).

Acceptability of Insurers

PROJECT SPONSOR'S insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the PROJECT SPONSOR from potential insurer insolvency.

Verification of Coverage:

PROJECT SPONSOR shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that PROJECT SPONSOR has the insurance as required by this Agreement. An authorized representative of the insurer shall sign the certificates.

1. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.
2. Each insurance policy required by this Agreement must be in effect at, or prior to, commencement of

work under this Agreement. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

3. All certificates required by this Agreement shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Agreement at any time.

Subcontractors:

PROJECT SPONSOR's certificate(s) shall include all subcontractors as insureds under its policies or PROJECT SPONSOR shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of the Agreement, proof from the PROJECT SPONSOR that its subcontractos have the required coverage.

Approval and Modifications:

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Agreement, as deemed necessary. Such action will not require a formal Agreement amendment, but may be made by administrative action.

Exceptions:

In the event the PROJECT SPONSOR or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the PROJECT SPONSOR of subcontract(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Georganna Staskey, Deputy City Clerk

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

Executive Summary:

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.

Financial Impact:

Policy Impact:

Previous Council Decision or Community Discussion:

Options and Alternatives to Recommended Action:

1. Approval of direction and instruction.
2. Disapproval of direction and instruction.

Connection to PBB Priorities and Objectives:

Connection to Regional Plan:

Connection to Carbon Neutrality Plan:

Connection to 10-Year Housing Plan:

Attachments:

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:
Consideration and Approval of Materials for State Lobbying Trip

STAFF RECOMMENDED ACTION:

Approve the materials for the state lobbying trip

Executive Summary:
Every year, a delegation comprised of the Mayor, two Councilmembers and City Leadership travels to Phoenix to meet with state representatives to champion the needs of Flagstaff. This year, the state lobbying trip is set to take place on April 7, 2025. The lobbying packet details the topics that will be discussed during meetings between the Council, City Leadership and state representatives, including the City's state appropriations requests as well as the Council's State Legislative Priorities.

Financial Impact:
N/A

Policy Impact:
N/A

Previous Council Decision or Community Discussion:
N/A

Options and Alternatives to Recommended Action:
Do not approve the state lobbying packet

Background and History:
N/A

Connection to PBB Priorities and Objectives:
N/A

Connection to Regional Plan:
N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Connection to Division Specific Plan:
N/A

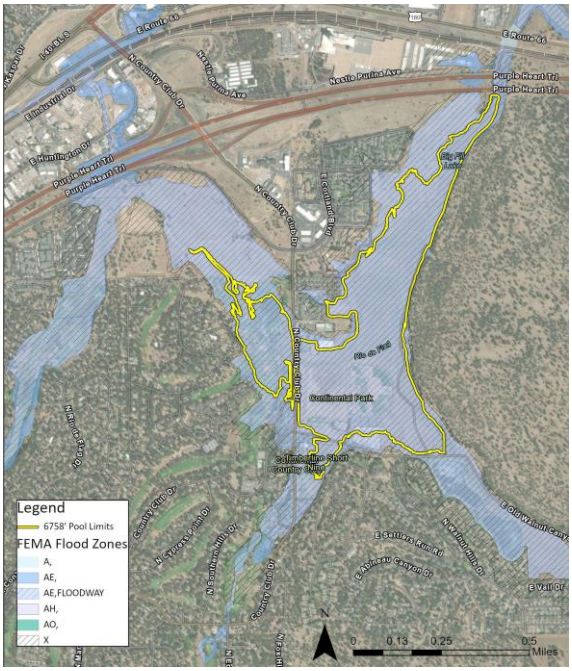
Attachments: Presentation

CITY OF
FLAGSTAFF

2025 State Lobbying Packet

Flagstaff Wildland Fire Training Facility

The City of Flagstaff's Wildland Fire Management team is in need of a training facility to train firefighters from around the region to hone their skills in combating wildfires in various terrains and conditions. Flagstaff's Wildland Fire Management team is a national leader in fuel reduction, education, and defensible space, and home hardening techniques. Currently, the City's Wildland Fire Management team is housed in a temporary facility at the Flagstaff Airport, but this facility is not designed to be a functional wildfire management station. **The estimated cost to design and build this facility is $3.95M.**



Flood Mitigation in Flagstaff – Big Fill Lake

The City of Flagstaff is working to leverage local, state and federal dollars to protect residents from flooding and remove homes from the FEMA floodway. On the City's east side, the Rio de Flag experiences a significant bottleneck near the railroad tracks and immediately downstream at historic Route 66. Due to this bottleneck, there are over 50 structures that are now mapped in a FEMA backwater floodway, a restrictive designation allowing no improvements for these homes. The City intends to partner with BNSF to rectify this drainage issue at Big Fill Lake. A new series of culverts under both BNSF rail line and Route 66 will remove the FEMA floodway designation for the 51 homes as well as open 200 acres to development.

The City will apply for a Federal PROTECT grant for the Big Fill Lake project for $14M and **is in need of a $3M match if awarded the grant.**

Police and Fire Vehicles

Updated police vehicles ensure that our officers have reliable, safe, and efficient transportation for responding to emergencies and patrolling neighborhoods. The Flagstaff Police Department anticipates needing to replace 14 vehicles within the upcoming fiscal year, including 3 Detective Metro Seizure Vehicles, 8 Patrol Vehicles and 3 Police Aid Vehicles. **The average cost per vehicle is $90,000, creating a total need of $1.26M.**

Up-to-date apparatus for the fire department would allow Flagstaff to have a safer and more dependable fleet to respond to all-risk incidents in our community. The Flagstaff Fire Department has a current need for 2 new Type 1 Engines (one of which is already on order and the City has paid a down payment for, but the remainder of the funding has not been identified). The City's current units are over 20 years old. **The cost for this request is approximately $2M.**

Airport Security & Access Upgrades

The Security and Access Control Upgrades project at Flagstaff Pulliam airport includes the replacement of the security camera and access control system at the airport, the installation of perimeter fence skirting, terminal vehicle hardening, the replacement of an airfield access gate, and the removal of obstructions near the airport perimeter fence. **The cost for this request is approximately $950,000.**

CITY OF
FLAGSTAFF

Oppose SB1444: Protect Arizona Groundwater

SB1444 (helium exploration; aquifer protection permit) would exempt helium exploration and production wells from Arizona's aquifer protection permit program even in the case of fracking (injecting chemicals into the subsurface). The City of Flagstaff opposes SB1444 because helium wells are being drilled in Northern Arizona within the same aquifer as municipal water wells, and where the surface casing may not protect the safe drinking water quality of the aquifers used by water providers. Current law allows ADEQ to require the installation of a monitor well to ensure that groundwater is being protected. **This is an important protection that needs to remain in place to ensure our aquifers in Coconino County remain free of pollutants and contamination**.

Support SB1368: Funding for Public Safety Equipment

SB1368 (appropriations; public safety equipment) would appropriate a total of $528,000 from the Peace Officer Training Equipment Fund for the Flagstaff Police Department for important public safety equipment. The funding would be used to purchase a public safety training simulator, which uses immersive technology to prepare officers for real-life scenarios, enhancing decision-making, de-escalation skills and improving overall safety. The funding would also be used to purchase non-lethal apparatus (pepper ball equipment), which are designed for de-escalation and threat deterrence.

CITY OF
FLAGSTAFF

2025 State Legislative Priorities

GUIDING PRIORITIES

Preserve Local Control - Support legislation that preserves or enhances the City's ability to govern locally and oppose legislation that reduces or restricts the City's local authority.

State Shared Revenues - Protect (and recover) state shared revenues to municipalities and oppose new legislation seeking to divert shared revenues away from municipalities.

TRANSPORTATION & INFRASTRUCTURE

Transportation - Advocate for additional funding to plan, build, preserve, modernize, and expand transportation and infrastructure projects that impact northern Arizona and our tribal partners. Support investments in clean transportation infrastructure, including public transit, electric vehicle charging, and bicycle/pedestrian infrastructure.

Resilience and Preparedness - Advocate for assistance to upgrade infrastructure to withstand catastrophic events such as flooding, storms, and forest fires.

Flagstaff Pulliam Airport – Protect the State Aviation Fund (similar to HURF) and emphasize the need to use funds for airport maintenance and operations. Discourage transfers out of the fund for non-aviation expenditures.

COMMUNITY INFRASTRUCTURE

Affordable Housing - Support legislation and seek funding in support of affordable housing, including the renewal of the Arizona Department of Housing (ADOH), renewal of the State Affordable Housing Tax Credit program, and funding for the Arizona Housing Trust Fund. Join cities across the state in prioritizing the creation of housing units while retaining local control in areas related to housing development.

Short-Term Rentals - Work with stakeholders supporting legislation to allow for local regulations over investor-owned residential properties used as short-term rentals and ensure equity with the hotel industry.

Rural Broadband - Support and encourage continuing state efforts to increase rural broadband access and capacity to encourage and develop economic activity, including allowing for remote education, business attraction, revenue creation, and the attraction of remote workers.

Fire Insurance – Support state level efforts to ensure affordable and accessible fire insurance coverage for Flagstaff residents, including efforts to reduce wildfire risk in both the natural and built environments that are aligned with the AZ Dept. of Insurance and Financial Institutions Resiliency and Mitigation Council.

ENVIRONMENT

Forest Health - Advocate for state and federal investments in wildfire risk reduction-based forest management across all lands in northern Arizona, complementing municipal efforts to protect our region. Invest state funding in important regional forest health projects across all lands while also reducing wildfire risk to the built environment. Advocate for collaborative prescribed fire policies that both increase acres treated and support the development of a technically skilled workforce.

Arizona Corporation Commission - Urge the Arizona Corporation Commission to preserve energy efficiency programs and renewable energy credits to protect critical resources that benefit Arizona households, businesses, workers, and ratepayers. Develop and strengthen relationships with Arizona Corporation Commissioners to increase awareness of these programs' economic and workforce development benefits.

Environmental Funding and Partnership - Support state funding and partnership opportunities to expand open space, parks, natural areas, trails, and wildlife corridor initiatives across northern Arizona. Support the restoration of funding to the Arizona State Parks Heritage Fund grant program for historic preservation. Promote the City’s dark skies program and strengthen relationships with regional partners such as the Arizona Department of Transportation to increase understanding of the City’s dark skies goals.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Scott Overton, Public Works Director

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

STAFF RECOMMENDED ACTION:

1. 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
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

The property located at 2230 E. Spruce Ave is a former fire station site located adjacent to the Joel Montalvo baseball complex. The former fire station was deemed to be at the end of public use and service and has sat empty and underutilized for many years. In early 2020, discussions about a Science, Technology, Engineering and Mathematics (STEM) Education Community Center Project occurred, leading to the development of a facility concept. Additional due diligence, involving building analysis by Public Works, Sustainability and an outside construction consultant resulted in concurrence of a complete demolition of the existing structure. Funding for this project comes from the General Fund resources which were made available through the American Rescue Plan act from the revenue replacement category. A preliminary concept and thorough review in Community Development has been completed using the site planning process. During that process, supporting infrastructure, site plan engineering, landscape planning and overall concept approvals were obtained.

Today's action is to consider and approve the First Amendment and GMP #1 for the design services scope resulting from the approval of the Design-Build Services Agreement with Loven Contracting, Inc., in an amount not to exceed $3,100,000 on March 18, 2025. Each GMP is unique to a scope and often bundled as the project progresses through delivery until final acceptance of the project by the city.

Financial Impact:

Project Name: Montalvo STEM Education Community Center Construction
Cost: $3,100,000.00 - GMP #1 in the amount of **$409,395.65**
Account Number Budgeted: 001-09-402-6321-1-4435 and 001-09-402-6321-1-4421
FY Budgeted Amount: $2,400,000.00 Construction and $335,011.00 Design Funding Source: American Rescue Plan Act (ARPA) Pub. L. No. 117-2 Additional Funding Sources: Mural structure and elements to be determined - BBB Beautification (051-07-212-3607-5-4425) - $100,000.00, Right of Way and Pedestrian infrastructure at intersection of Spruce and Second - Sidewalk Infill (048-10-120-3462-6) - $135,000.00, Infrastructure Reserve (001-09-402-1310-1-4405) - $300,000.

Policy Impact:

This action fulfills the initial commitment by the city to utilize a portion of the American Rescue Plan for the

delivery of an education community center project.

Previous Council Decision or Community Discussion:
Approval of the Design-Build Services Agreement with Loven Contracting, LLC occurred on March 18, 2025.

Options and Alternatives to Recommended Action:

1. Reject GMP #1 and refer the item back to staff for continued negations and scoping to fulfill a modified intent.
2. Do not proceed with the delivery of this project and provide staff with alternative direction or guidance on the site use or funding allocations.

Background and History:
The City of Flagstaff Procurement Department and Project Manager solicited a Request for Statement of Qualifications - Design Build on PlanetBids. This was published July 20th & August 3rd, 2024, in Arizona Daily Sun, open on PlanetBids from July 7th to August 16th, 2024. A group of evaluators from the City and one County staff member evaluated the submission and decided to move forward with a request to award Loven Contracting, Inc. Council approved the base Design-Build contract on March 18, 2025.

Connection to PBB Priorities and Objectives:

1. Ensure City facilities, services, and programs are accessible for all residents and representative of Flagstaff's diverse community.
2. Support the community's social infrastructure needs; assist those partner organizations that provide services the City does not.
3. Enhance relationships between the development community, the City, and Flagstaff residents.
4. Create a welcoming community through partnerships, resilient neighborhoods.
5. Provide amenities and activities that support a healthy lifestyle.
6. Work with regional partners that provide equitable and inclusive educational and cultural opportunities for Flagstaff residents of all ages.

Connection to Regional Plan:

1. Goal CC.5. Support and promote art, science, and education resources for all to experience.
2. Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.
3. Goal PF.2. Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.
4. Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.
5. Goal NH.6. Neighborhood conservation efforts of revitalization, redevelopment, and infill are compatible with and enhance our overall community character.

Connection to Carbon Neutrality Plan:

1. IR-3 Plan for changes to recreation, reduce emissions, and respond to the impacts of climate change on current Parks and Recreation facilities and operations.
2. FS-1 Reduce or remove natural gas usage in municipal buildings CE-2 Increase renewable energy installations and usage in new buildings.
3. IR-2 Ensure equity, accessibility, and inclusion across all City of Flagstaff Parks and Recreation facilities, helping all members of the Flagstaff community to meet their health and wellness needs.

Connection to 10-Year Housing Plan:

N/A

Connection to Division Specific Plan:

N/A

Attachments: Amendment One - GMP 1 Design Phase Services

FIRST AMENDMENT

CITY OF FLAGSTAFF
MONTALVO SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHMATICS EDUCATION COMMUNITY CENTER

Design-Build Services Agreement
GMP 1 – Design Phase Services

Project No. CL6321M
Agreement No. 2024-138

This First Amendment ("First Amendment") to the Design-Build Services Agreement No. 2024-138 approved by the City of Flagstaff City Council at the March, 18, 2025 City Council meeting (the "Agreement") for the City of Flagstaff Montalvo STEM Education Community Center Project (the "Project") is made and entered into this ____ day of _____, 2025, by and between the City of Flagstaff, an Arizona municipal corporation ("City"), and Loven Contracting, Inc, an Arizona corporation ("Design-Builder").

The Parties to the Agreement, hereby agree to the following First Amendment:

A. The *Table of Contents* and exhibits referenced in the Agreement are amended to include a document entitled "Exhibit D – Fee Schedule".

B. Pursuant to Article 5 – Contract Price, Section 5.3, Exhibit D – Fee Schedule is amended to include Design Build GMP #1 (Design Phase Services) dated March 17, 2025, 11 pages.

C. Design-Builder's GMP #1 (Design Phase Services) portion of the Project shall total **four hundred nine thousand, three hundred ninety-five dollars and sixty-five cents ($409,395.65).**

D. The total Contract Price for the complete performance of work under the Agreement and other subsequent amendments, as amended by this First Amendment, shall remain **three million, one hundred thousand dollars and zero cents ($3,100,000.00).**

E. All other provisions of the Agreement and other subsequent amendments shall remain unchanged in full force and effect.

(Signatures on Following Page)

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their duly authorized representatives as of the date first written above. This First Amendment will be in full force and effect only when it has been approved and executed by the duly authorized City officials.

City of Flagstaff

By:_____
Greg Clifton, City Manager

Dated:_____

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney

Loven Contracting, Inc.

By:_____

Title:_____

Dated:_____

EXHIBIT D – FEE SCHEDULE

March 17, 2025

Mr. Scott Overton
Director of Public Works
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001

RE: City of Flagstaff Montalvo STEM Center Design Build GMP #1 (Design Phase Services)

Dear Mr. Overton,

Loven Contracting, Inc is the Design-Builder for the City of Flagstaff's Montalvo Stem Center. The following is the Guaranteed Maximum Price (GMP) #1. This GMP is an amendment to the Design-Build Agreement between Loven Contracting, Inc and the City of Flagstaff (the agreement has not been executed as of the date of this GMP).

GMP #1 includes design (architecture and civil engineering) and preconstruction services (project coordination and cost estimating). Subsequent GMP (s) will include procurement, demolition and construction. In the following pages, please find the scope of services to be provided by Loven Contracting within GMP #1.

Basis of GMP:

COF has previously developed preliminary concept plans (dated January 23, 2024) for the Montalvo STEM project and including the following:

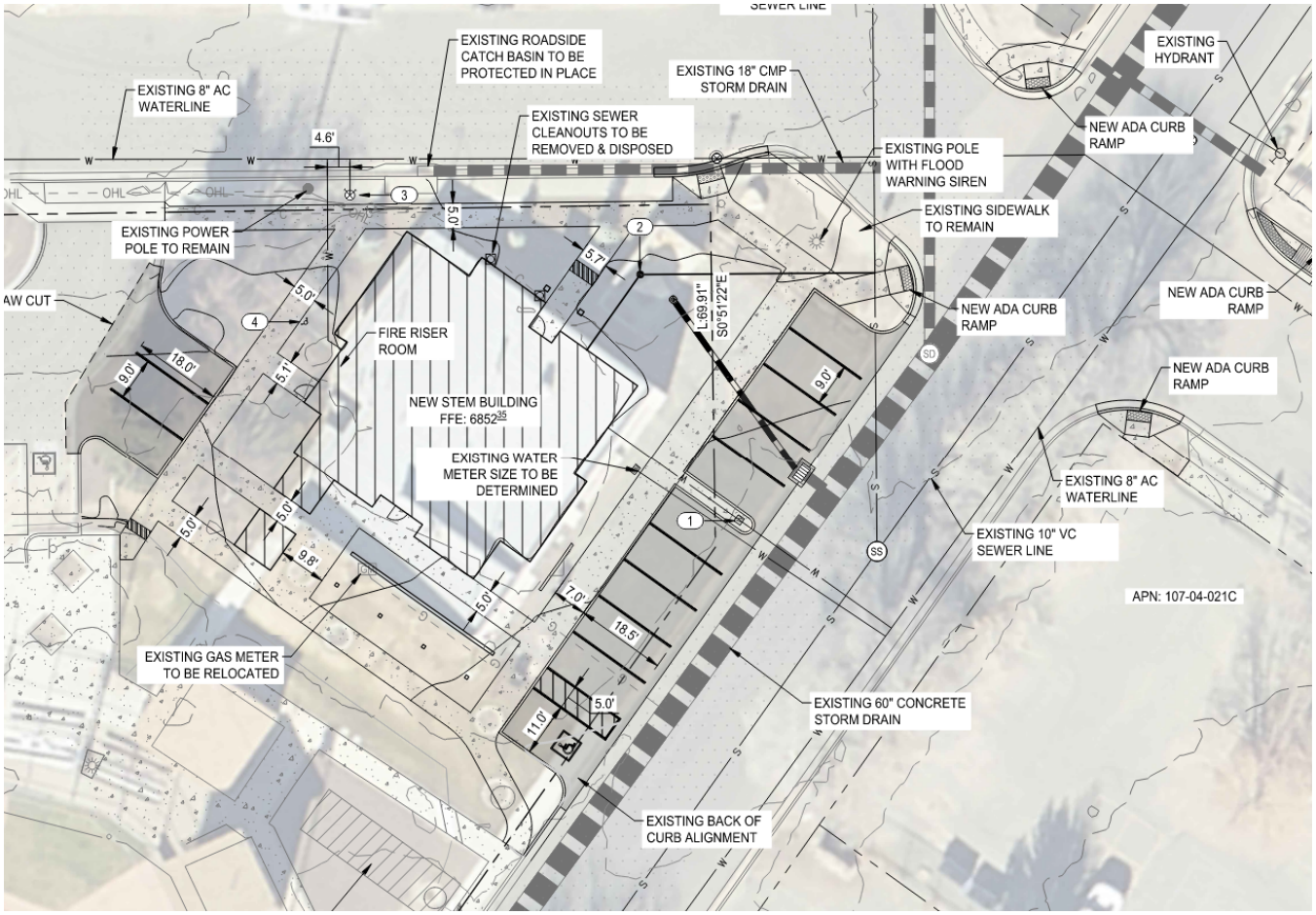
1. Concept Site Plan - Noted on page 2 of this proposal. Concept site plan approved by COF June 7,2024 (Project No. PZ-23-00162-02).

It is understood that these initial plans convey COF project intent, the COF has approved them, and they are to be used for progressing the design. It should be noted that the completed project, while potentially resembling these initial plans, may vary based on:

1. Building codes and zoning ordinances
2. Changes by COF during the programming efforts (i.e., changes in spatial relationships, services, etc.)
3. Budgetary and supply chain constraints

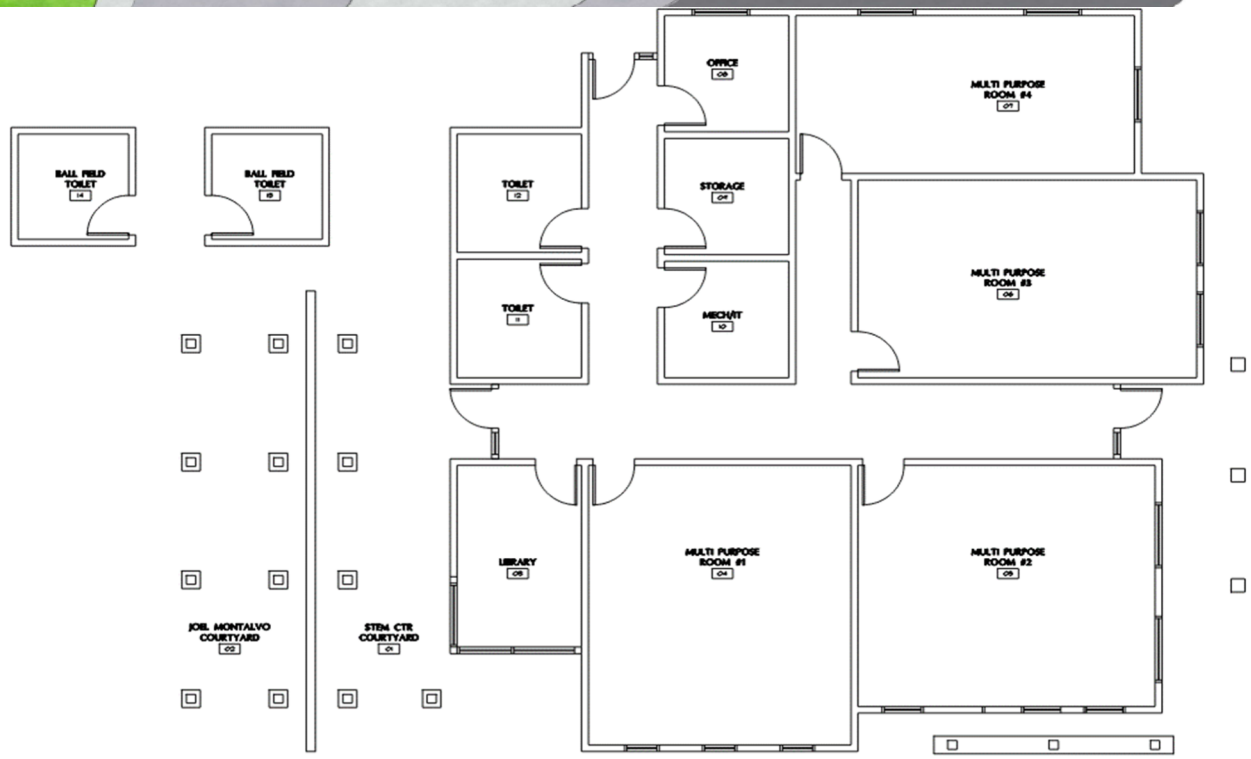
This scope of work, its cost, and the associated information included in this document are considered to be the property of and propriety information from Loven Contracting. Any dissemination to other parties requires prior approval by Loven Contracting.

Concept Site Plan:



This scope of work, its cost, and the associated information included in this document are considered to be the property of and propriety information from Loven Contracting. Any dissemination to other parties requires prior approval by Loven Contracting.

Concept Building Plan:



This scope of work, its cost, and the associated information included in this document are considered to be the property of and propriety information from Loven Contracting. Any dissemination to other parties requires prior approval by Loven Contracting.

Project Understanding:

The Owner (COF) intends to design and construct a STEM Educational Community Center in the Sunnyside neighborhood in Flagstaff. This project will replace an existing abandoned COF Fire Station, which will be demolished. The construction of the project will be a 1 story building of approximately 2,945 SF. It is the intention of COF will be to create a "flexible space" that will be adaptable to contemplated uses and uses that may change over time.

The proposed building will be Type II construction utilizing, wood, or steel framing, load bearing masonry or a combination thereof. The building will conform to the COF entitlement process (prior site plan approval granted) and all applicable codes. The proposed building is intended to provide and example of COF's commitment to STEM education and climate action. As such, the City's Sustainable Building resolution will provide a framework for the design of the building. By example, this will include "all electric, emissions-neutral operations and following Coconino County's Sustainable building guidelines, final accreditation, submission or fees are not included.

Design Process:

Further definition of the project understanding, scope and deliverables is as follows:

1. Loven Contracting and HDR Architects have partnered for a Design+Build (D+B) delivery method of the Montalvo STEM Design. The team will advance the design from the completed programming/planning phase and complete the next stages including Conceptual Design/Schematic Design (30%), Design Development (DD) 60%, and Construction Documents (CD) 100%. The Design/Build process will include finalizing the project scope including all supportive actions and infrastructure required to provide the requested completed plan sets for construction and permitting. Supporting requirements include mechanical, electrical, plumbing, structural, civil, landscaping, FFE coordination, equipment coordination, regulatory review, and logistics. Loven will also provide coordination of all franchise utilities. This phase is referred to as the 'Design Phase'.
2. The next step of the Design Phase process will include kickoff of the Schematic Design and will include constructability reviews and establishing the cost model. Upon completion of the CD plans, a final construction GMP will be provided, and the project will be submitted to the City of Flagstaff for permit review and approval. Including the following sequence and inclusions:
    a. **Schematic Design (30%)**
        i. Confirmation of the existing concept plan and verification to move to next steps of design.
        ii. Develop and review City of Flagstaff entitlements and submission process for submission of concept plans has been previously completed.
        iii. Include attendance of 4 biweekly stakeholder meetings with various focus groups to solicit staff input. Incorporate feedback into the design as directed.
        iv. Develop conceptual renderings of site and floor plans as well as building elevation have been previously completed and will be used for basis of design and programming.
        v. Prepare presentation material for City of Flagstaff stakeholder meetings.

This scope of work, its cost, and the associated information included in this document are considered to be the property of and propriety information from Loven Contracting. Any dissemination to other parties requires prior approval by Loven Contracting.

b. **Design Development (60%)**
    i. Develop design development documents and specifications based on approved schematic design plans and budget.
    ii. Develop and reconcile design development revisions with baseline project budget estimate and constructability review.
    iii. Develop drawings of mechanical, electrical, and plumbing systems, i.e., equipment sizing and locations, fixture locations, and panel diagram.
c. **Construction Document Development (100%)**
    i. Develop construction documents and specifications based on approved design development documents and budget.
    ii. Develop drawings of mechanical, electrical, and plumbing systems, i.e., equipment sizing and locations, fixture locations, and panel diagram.
    iii. Finalize and seal construction documents to submit to agencies having jurisdiction for approval and provide any revisions to plans for resubmission.
d. **Construction Administration-** will be included withing the project Part B Construction GMP and is not included within these current design services.

Design Services and Deliverables:
Loven Contracting + HDR Design Architects will include the following as part of our GMP1 Design Build package:

1. **Project Management:** Coordination with the Owner, User Groups, Design/Consultant team, Subcontractors, and COF support services to finalize the Owner's criteria, and execute GMP 1 Design services. Bi-weekly meetings with detailed meeting minutes. Includes a design schedule detailing milestones and delivery dates. Site plan and program coordination will include development and coordination with COF and users to ensure all goals and expectations are met. Includes coordination with COF and subconsultants to ensure City of Flagstaff requirements and expectations are met and accounted for.

   Project management will be inclusive of two site investigation visits to verify and confirm existing site conditions. The project team will coordinate all State of Arizona and local submittals as required.

   Utility coordination with City of Flagstaff water, sewer, reclaimed water, streetlights, and franchise utilities such as Lumen, Unisource Gas (verify infrastructure) and APS.

   Preferred vendors will be engaged for procurement planning and management and procurement conditions will be analyzed with the project schedule to identify any conflicts for which early procurement should be considered.

This scope of work, its cost, and the associated information included in this document are considered to be the property of and propriety information from Loven Contracting. Any dissemination to other parties requires prior approval by Loven Contracting.

2. **Architectural:** Coordination with the project team to develop the Owner's Criteria and scope for design development including virtual attendance to bi-weekly design meetings. Code review and integration before submitting to the City of Flagstaff. Reference to the attached proposal from HDR Architects for additional design scope detail. Includes one "minor" concept revision after submission to Client.
    a. **Design Site Visits:**
        i. 1 design meeting for final finish review-1 team member
        ii. No site visits for community engagement. Loven Contracting and City of Flagstaff will provide oversight for initial review of previously developed concept plan. If a subsequent meeting is required City of Flagstaff will conduct and report back to Design Team.

3. **Sustainability Verification:** Architect and MEP engineers will develop criteria for sustainable requirements. The final deliverable will include energy modeling, daylight analysis, water use analysis, product specifications and scorecard tracking to meet LEED Silver expectations. Does not include submitting documentation or certification of sustainability requirements. Final certifications or submission are not included.

4. **Structural:** Coordination with the project team to develop the Owner's criteria and preliminary scope, virtual attendance to bi-weekly meetings to review the existing conditions and provision of structural drawings for the project renovations and new equipment. Also includes structural review to verify options for salvaging the mural wall. The final deliverable will include building structure verification, calculations and layout plans.

5. **Civil:** Coordination with the project team to develop the Owner's criteria and preliminary scope to CDs. Includes virtual attendance at bi-weekly meetings. The final deliverable will include a building site plan, topographic survey, concept and boundary plan, drainage and landscape plan.

6. **Landscaping :** Includes completion by Morning Dew Landscaping to complete previous submitted landscape plan and provide to Civil engineer to incorporate into plans. Includes virtual attendance at bi-weekly meetings.

7. **Mechanical, Plumbing and Electrical Engineering:** Coordination with the project team to develop the Owner's criteria and verification of scope, includes virtual attendance to bi-weekly meetings. Includes review of the existing mechanical, plumbing and electrical systems and identifying revisions required for the renovation. Includes documents and coordination that will indicate calculations, locations, routing, equipment, infrastructure, and plan set specifications for incorporation to project. Deliverables will include SD, DD, and CD mechanical, plumbing, and electrical plans.

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8. **I.T. Design:** Coordination with COF preferred vendor for the design of voice, data, and cable TV with the project team to develop the Owner's criteria and scope. Deliverable will be IT locations noted on the plans and coordination with input from the COF IT department/team. It is assumed that the preferred vendor will provide input and equipment for the final design of such systems.

9. **Equipment Planning:** Not included within these services.

10. **Cost Estimating:**
    a. **Budgeting Services**
        i. **Cost Model** (30% Plan Milestone):
            1. Provide cost model based on Architect 30% milestone plans and narratives The final deliverable will be a conceptual estimate utilizing quantities, and unit costs with selective input from trade partners.

        ii. **Cost Estimate**(60% Plan Milestone):
            1. Provide cost estimate based on Architect 60% milestone plans and specifications. Cost estimate will utilize quantities, and unit costs with selective input from trade partners.

        ii. **Cost Estimate** (100% Plan Milestone):
            1. Provide cost estimate based on Architect 90% milestone plans and specifications. The cost estimate will utilize trade partner, supplier, and vendor input with selective quantity and unit cost.

        iii. **Deliverable:** Cost estimate including budget narrative and delineation of costs.

    b. **Construction GMP(s)**

        i. **GMP 1- Design Build Design Development Proposal**
            1. Items included within this proposal are considered GMP 1.

        ii. **GMP 2- Early Sitework Civil and Early Procurement (Abatement, Demolition, Electrical)**
            1. Upon approval of the 60% plans and cost model, provide GMP 2. GMP 2 will be based upon 100% final civil plans and 60% Architectural and MEP plans. GMP 2 will include site improvements, demolition, make safe and abatement, and MEP & Long Lead early procurement. GMP 2 will be inclusive of overall project cost with subsequent funding breakdowns for GMP 2 deliverable.

        iii. **GMP 3- Final Civil and Building**
            1. Upon approval of the final construction documents, provide GMP 3. GMP 3 will include the remaining construction scope and costs not included in GMP 2, including supplier and subcontractor solicitation and qualification.

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Includes budget verification incorporating comments received during the permitting process. GMP will be inclusive of overall project cost with subsequent funding breakdowns. Deliverable will include GMP 3 document.

*Upon development and Owner's approval of the Concept, DD, and CD Design documents, Loven Contracting will provide budget for COF review. Upon completion and approval of the CD budget, this will be utilized as a final GMP.

11. **Trade Partner Design Assist:** Not included within these services.

12. **Hazardous Materials Testing:** Complete hazardous materials testing for friable materials at interior and exterior of building with maximum sample count of 60. Final deliverable will be a complete report of friable materials identified.

13. **Offsite Utility Coordination:** Support owner with coordination of offsite utilities. Utility fees are not included, and contractor will provide documentation of coordination meetings with utility companies.

14. **Private Utility Locating:** Includes an allowance of $11,000.00 for private utilities locating and PDF markup of locations.

15. **Fire Flow Test:** will include verification of water flow at one fire hydrant to provide data for fire suppression system.

16. **Geotechnical Services:** Geotechnical Engineering services are included as an allowance for Potholing and boring two holes for the proposed project, utilize existing information provided as baseline of final report

17. **Permit Fees:** The City of Flagstaff Building Entitlement and Concept Review Fees shall be paid by owner.

18. **Design Schedule:** The design is scheduled for a duration of **47 weeks**. Please note this schedule could be affected by variables beyond the design teams' control, such as user input timeframes, approvals, sign off time frames, agency review time frames, etc., Schedule included as Attachment "C".

19. **Community Engagement:** Not included within these services, the City of Flagstaff will complete the engagement of community based on previously provided concept plans. Loven Contracting will partake in meeting and take meeting minutes. Reproductions or input from HDR Architects are not included. We have include $650.00 for any reproduction of concept renderings for the meeting.

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20. **Trade Partner Assistance:** is not included within these design services.

The following are assumptions and clarifications used in the development of this proposal. These services can be provided. If requested, Loven Contracting + HDR will provide a proposal:

1. Any work not specifically stated above.
2. Bonds are not included (design only).
3. Construction phase mock-ups are not included within these services.
4. Topographic survey, Aerial photography, offsite improvements, traffic impact analysis, natural resource protection plan,
5. Fire sprinkler design, assumed will be a deferred submittal by selected trade partner
6. Furniture design and signage and wayfinding to be furnished by Owner.
7. Fire Alarm, Access Control or Data and Communication Design Services. To be coordinated with COF preferred vendors.
8. Equipment Design, Cost Estimating or procurement services are not included.
9. Archeological survey and monitoring fees are not included.
10. Mock-up or elevation renderings are not included.
11. Acoustical design or analysis are not included.
12. Utility Infrastructure updates, design, or services fees are not included.
13. Commissioning services can be provided within final construction GMP if requested.
14. City of Flagstaff sales tax, not required for Pre-Construction services
15. Alta Surveys or NEPA requirements are not included, additional cost may be incurred if alternative requirements are needed.
16. Construction Administration or oversite, as it will be included within GMP 3.
17. 3rd party or trade partner BIM modeling.
18. Life cycle or maintenance cost development.
19. Dark Sky permits.
20. Photovoltaic Panel Design or BMS System Designs.
21. Exclusions included within the attached consultant proposal (Attachment B- includes Hubbard Merrell wall verification cost).
22. Terms of the design build agreement shall include revisions as agreed to by the City of Flagstaff and Loven Contracting, Inc.
23. Construction costs will be determined during the design/preconstruction phase. The adequacy of the City's budget to provide the scope of services will be determined during preconstruction. Loven Contracting, Inc and HDR will work with the City to deliver the project within their stated budget, but it is understood that cost reduction exercises may be required to align project costs and scope. Loven Contracting and HDR make no guarantee the stated budget matches the requested scope.

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Loven Contracting appreciates the opportunity to respectfully submit this Project Development Design Services-GMP1 proposal for review with proposed design development **cost of $409,392.65** as illustrated in Attachment "A".

We appreciate the opportunity to provide this proposal.

Thank you,

Adam Beauchamp
Project Manager
LOVEN CONTRACTING
BUILDING RELATIONSHIPS SINCE 1985

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Cost Breakdown (attachment A):

LOVEN CONTRACTING™
BUILDING RELATIONSHIPS SINCE 1985

PROJECT NAME:	Montalvo Stem Center
PROJECT NUMBER:	24-317-01
LAST UPDATED:	2025.03.03
OWNER(S):	City of Flagstaff

ATTACHMENT A Design Development Cost Breakdown.

DIVISION 00-PRE-CONSTRUCTION			
DIVISION PHASE CODE	**CATEGORY DESCRIPTION**	**NOTES/SCOPE**	**PART A- Design**
002300	Architectural and Engineering		$ 300,770.00
002301	Mural Wall Structural Verification		$ 3,500.00
002302	Civil and Landscape Design		
002303	Sustainability and Energy Modeling		$ -
002304	Geotech Testing		$ 5,900.00
002401	Pre-Con Project Executive		$ -
002402	Pre-Con Senior Project Manager		$ -
002403	Director of Preconstruction		$ 8,662.00
002404	Preconstruction Project Manager		$ 26,670.00
002405	Pre-Con Assitant Estimator		$ -
002406	Pre-Con Superintendent		$ 3,392.00
002500	Pre-Con Electronic Media		$ 1,500.00
003121	Reimbursibles		$ 2,500.00
003122	Permit Requirements (No Construction Permit)	By COF	$ -
003125	Utilities Locating		$ 11,000.00
003126	Trade Partner Assistance		$ -
003127	Fire Flow Test		$ 650.00
003132	Community Engagement		$ 650.00
	00-Pre-Construction Total		**$ 365,194.00**

DIVISION 02 - EXISTING CONDITIONS			
DIVISION PHASE CODE	**CATEGORY DESCRIPTION**	**NOTES/SCOPE**	**PART A- Design**
022623	Hazardous Materials Assessment		$ 2,400.00
	02-Existing Conditions Total		

ESTIMATE SUMMARY			
			PART A- Design
Subtotal			**$ 367,594.00**
Insurance	**1.50%**		**$ 5,513.91**
Overhead	**4.50%**		**$ 16,789.86**
CM Fee	**5.00%**		**$ 19,494.89**
PART A Design Development Total			**$ 409,392.65**

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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Haley Reynolds, Events and Marketing Manager

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

STAFF RECOMMENDED ACTION:

1. Approve the Service Contract in the amount of $95,000 with Open Sky Productions, LLC. ; and
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

Open Sky Productions, LLC will provide and produce a drone show 23-25 minutes in duration consisting of 300 drones in the air with full creative collaboration with City of Flagstaff staff in the amount of $95,000. The drone show will be visible from a variety of locations with the launch site near the McMillan Mesa area including the Sunnyside neighborhood, Buffalo Park, and McMillan Mesa Natural Area and will be a free viewing experience for the community.

Financial Impact:

Project Name: 4th of July Drone Show
Cost: $95,000
Account Number Budgeted: 001-11-156-0583-5-4273
FY Budgeted Amount: $205,000
Grant Funded: No
Funding Source: Tourism Transfer, one-time

Policy Impact:

There are no policy impacts.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Approve the Service Contract in the amount of $95,000 with Open Sky Productions, LLC.
2. Not approve the contract and direct staff toward a different direction.

Background and History:

The City of Flagstaff made the decision years ago to no longer provide fireworks on the 4th of July. This decision was due to increased fire danger, potential fire restrictions, and the need to continue to be a fire-safe community. Staff direction for 2025 is to provide a drone show for the community to enjoy, free of charge. The identified vendor, Open Sky Productions, LLC, was selected through a Request for Proposal procurement

process. The staff proposed launch site for the drone show is Coconino High School which allows visibility for the entire Sunnyside neighborhood as well as surrounding parks, FUTS and open spaces or natural areas. This event showcases our continued partnership with Flagstaff Unified School District for the use of their space, Economic Vitality and Discover Flagstaff for creative and marketing, and our continued goal to provide free events for the community and visitors.
On December 12, 2025, the City of Flagstaff published a Request for Proposals (RFP). Advertised in the Arizona Daily Sun on December 17th & 24th, 2024. Three applications were received by the closing date of January 15, 2025. Events staff of PROSE conducted an evaluation review of all three applications. The group met to discuss their scores and reached a final consensus score for the highest scoring firm to be brought forward for council-approved award. The scores are as follows:
Open Sky - 281
Sky Elements - 252
Skylights - 204

Connection to PBB Priorities and Objectives:
Robust Resilient Economy: Embrace and invest in responsible tourism opportunities to promote economic development.

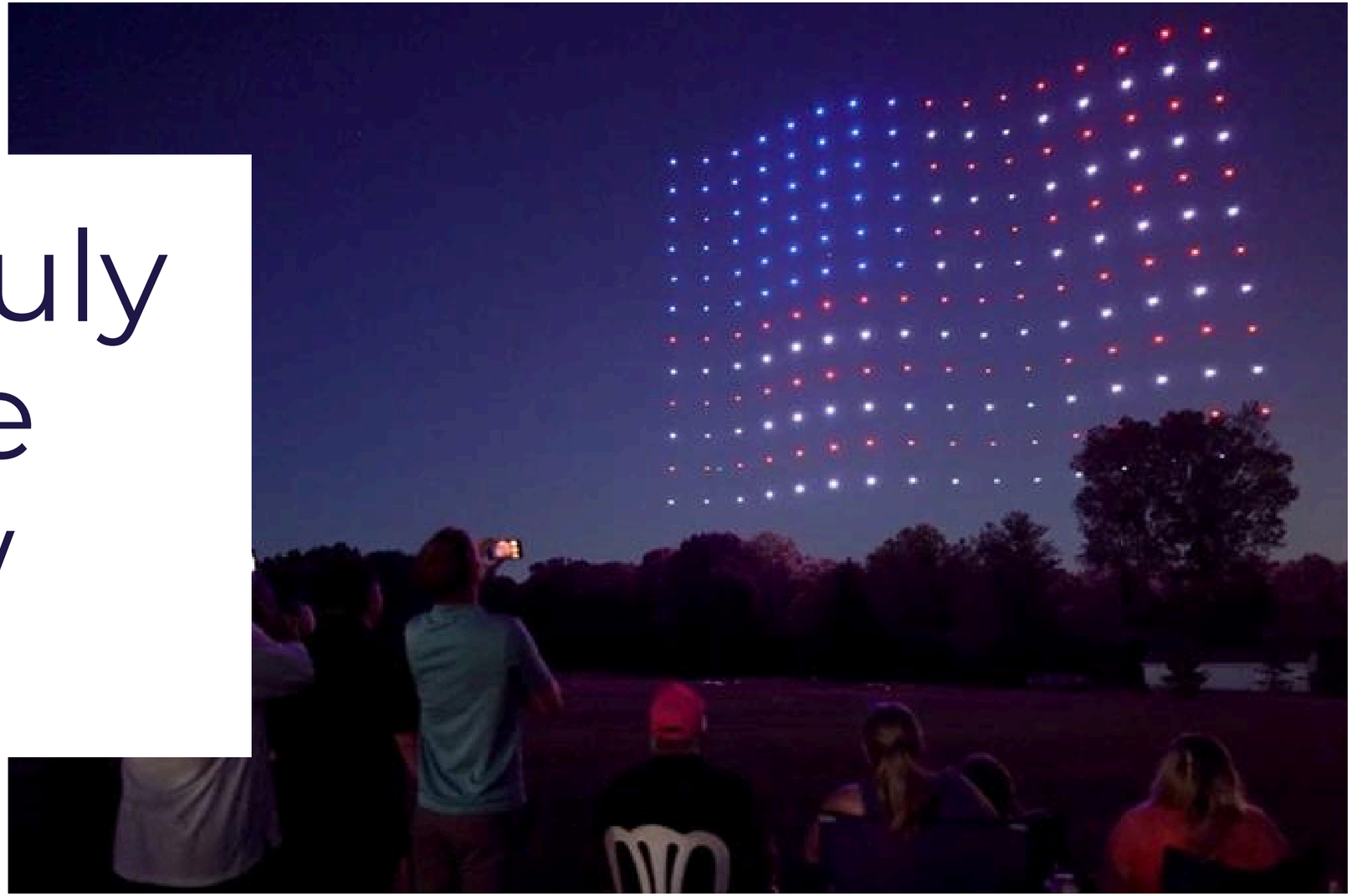
Connection to Regional Plan:
ED.6.1: Support and promote the diversification and specialization of the tourism sector; with heritage, eco-, and adventure tourism.

Connection to Carbon Neutrality Plan:
IR-3: Plan for changes to recreation, reduce emissions, and respond to the impacts of climate change on current Parks and Recreation facilities and operations.

Connection to 10-Year Housing Plan:
None.

Attachments: Presentation
Contract

4th of July Drone Show



2025 Direction

- Funding in FY 24/25 for the holiday event is for $205,000.00 through a transfer from Economic Vitality
- Collaborate with partners to provide a free and unique experience

Vendor/Contract Details

- Vendor selected through a Request for Proposal procurement process
- 300 Drones
- 23-25 minute show
- $95,000.00

OPEN SKY
DRONE LIGHT SHOWS

Partnerships and Collaboration

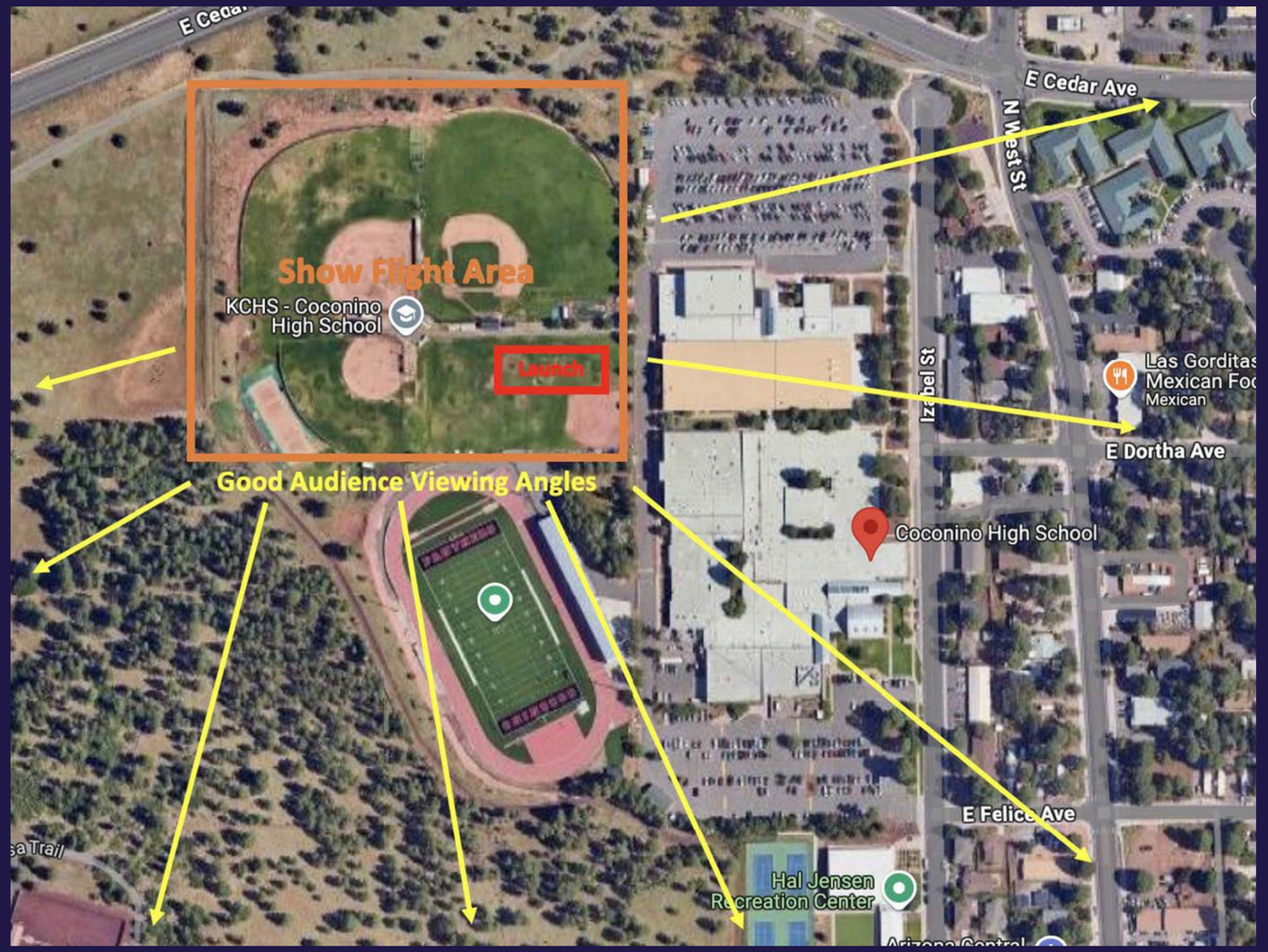
Flagstaff
discoverflagstaff.com
Arizona's destination for all seasons

FLAGSTAFF UNIFIED
School District

CITY OF FLAGSTAFF
PROSE

Event Highlights

- Free event for the community and visitors
- Visible for the entire Sunnyside neighborhood
- Visible from surrounding parks, FUTS, and open spaces and natural areas



Questions?

CONTRACT FOR SERVICES
Contract No.: 2025-114

This Contract is entered into this _____ day of _____, 20___ by and between the City of Flagstaff, a political subdivision of the State or Arizona ("City"), and **Open Sky Productions LLC, a Utah Limited Liability Company** ("Contractor").

WHEREAS, the City of Flagstaff desires to receive and Contractor is able to provide the professional services described in more detail below and in the Scope of Work.

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Contractor (the "Parties") agree as follows:

SERVICES

1. Scope of Work: Contractor shall provide the professional services generally described as follows:

   Fourth of July Drone Show

   and as more specifically described in the Scope of Work attached hereto as *Exhibit A.*

2. Schedule of Services: Contractor shall perform all work per the schedule set forth in *Exhibit A* and in accordance with the terms and conditions set forth in this Contract ("Services").

3. Show Date and Launch Time: The drone show will take place on July 4, 2025, at least twenty (20) minutes after sunset.

4. Overview of Contractor Services: Subject to the terms of this Agreement Contractor will provide the following Services:

   a. FAA flight authorization.

   b. Launch site check (as applicable).

   c. Full custom show design with 22-40 animations.

   d. Custom soundtrack synchronized to the show design.

   e. Standard media package (10 images, 60-90 second drone show highlight video).

   f. Show size: 300 drones.

   g. Duration of show: 23-25 minutes (extended show length).

   h. Staff travel and expenses.

   i. Equipment freight and logistics expenses.

   j. Set up, installation, dismantle of equipment.

5. Event Site: The Fourth of July Drone Show Services will be provided at the following location:

Coconino High School Ball Fields
2801 N. Izabel St.
Flagstaff, AZ 86004

6. Contractor Permits: Contractor will be responsible for providing the Special Flight Operations Certificate from the FAA and any other necessary flight authorizations, if required (the "Contractor Permits"). All permits licenses and authorizations other than the Contractor Permits will be the sole responsibility of the City.

7. FAA Approval: Drone shows are subject to the Contractor obtaining the Contractor Permits. In the event such Contractor Permits are not obtained for any reason (other than the failure of the City to provide any information reasonably requested by the Contractor to obtain such Contractor Permits), this Contract shall terminate, and the sole right and remedy of the City shall be a refund of any prepaid amounts.

8. Approval of Renderings: City will approve all show design renderings no later than five (5) days before the show, which approval is final and binding, and the Contractor will perform the show substantially as presented.

9. Performance. The City acknowledges that performance of the Services are subject to reasonable technical or other errors, and that the Services shall be deemed to be fully performed provided that at least 90% of the drones function substantially in the manner intended for the Services.

10. Limited Warranty. All Services to be provided hereunder will be provided in a good and professional manner and in accordance with applicable laws. The Contractor will not knowingly infringe upon the intellectual property rights of third parties.

11. Force Majeure. The Contractor shall not be liable for any modification of the Services or any failure to perform or delay in performance under this Contract if such modification, failure, or delay is due to any strike, lockout, riot, civil commotion, sabotage, embargo, epidemic, inclement weather, act of government, war, act of God or other cause beyond its reasonable control (each a "Force Majeure Event"). Without limiting the foregoing, the City acknowledges that the performance of the Services and the safety of all persons present is dependent upon suitable weather conditions on the day of the event. The Contractor will have the sole discretion to determine if weather conditions are suitable for performance of the Services, and may delay, modify, or cancel the Services in their sole discretion.

12. Cancellations. The City acknowledges that the Contractor will spend considerable time and resources in planning the Services, traveling to the event venue and in setting up to perform the Services. In the event of cancellation due to a Force Majeure Event or failure of City to fulfill its contractual obligations, the City will be issued a credit (the "Credit") equal to the amount of the Deposit less any expenses incurred prior to cancellation, including but not limited to labor costs, fees for Contractor Permits and other expenses. The Credit may be applied to a future event to be scheduled within one (1) year of the date of the original event date. Future event dates will be scheduled based on availability at the time of booking. Any unused credits will expire one (1) year following the original event date. The foregoing credit shall be the City's sole right in the case of any Force Majeure Event and in no case will the City be entitled to any refund of any amounts paid.

13. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as ***Exhibit B*** are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in ***Exhibit A.***

14. Key Personnel/Subcontractors: Firm's Key Personnel, Subcontractors (if any), and contact information are designated in *Exhibit A.* Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for completion of the services. The City Representative for this Contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

CITY RESPONSIBILITIES

15. City Representative: The City Representative is Amy Hagin, Assistant Parks and Recreation Director, or their designee. All communications to the City shall be through the City Representative. City Representative is responsible for bringing any request for a Contract amendment or price adjustment to the attention of the City Buyer.

16. City Cooperation: City will cooperate with Contractor by placing at its disposal all available information concerning the City, City property, or the City program reasonably necessary for Firm's performance of this Contract.

17. Launch and Flight Area: City agrees to provide, at its own expense, access and permission to use the location specified for the show, in such form as the Contractor may require, in order to obtain the Contractor Permits and for event coordination, which must be provided at least seven (7) days prior to the scheduled event date. Approval and confirmation of the Latitude and Longitude for the event site must be confirmed by the City in writing upon signing this Agreement, as the site location and characteristics may influence the design and performance of the Services.

18. Event Site Security: City will provide all necessary security services to ensure the safety of Contractor equipment and personnel.

CONTRACT TERM

19. Contract Term: The Contract shall be effective as of the date signed by both parties and shall terminate when all obligations under this Contract and the attached Scope of Work have been performed.

20. Termination: This Contract may be terminated pursuant to the Standard Terms and Conditions attached hereto as *Exhibit B.*

PAYMENT

21. Compensation: Contractor shall be paid **ninety-five thousand dollars and zero cents ($95,000.00)** for satisfactory performance of the services in accordance with the Scope of Work identified in *Exhibit A.* Fifty percent of the total compensation ($47,500) is due as a deposit upon execution of this Contract. The remaining fifty percent ($47,500) is due within seven (7) days of satisfactory completion of Contractor's Services.

22. Price Adjustment: Any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Manager or his/her designee (the Purchasing Director) may approve an amendment if the total amount of the Contract as amended is less than $100,000; otherwise, City Council approval is required.

INSURANCE

23. Insurance: Contractor shall meet the minimum insurance requirements of the City, as set forth in *Exhibit C.*

24. Indemnification: Contractor agrees to indemnify, defend, save, and hold harmless the City, its officers, officials, agents, and employees from and against any and all claims, demands, actions, liabilities, damages, losses, or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") that arise out of any actual or alleged bodily injury to any person (including death) or property damage caused or alleged to have been caused, in whole or in part, by the acts, errors, omissions, or negligence of the Contractor or any of Contractor's directors, officers, agents, employees, or volunteers in connection with or incident to this Contract. This indemnity provision shall survive the termination, cancellation, or revocation, whether in whole or in part, of this Contract.

MISCELLANEOUS

25. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:
Emily Markel
Purchasing Manager
City of Flagstaff
211 W. Aspen
Flagstaff, Arizona 86001
emarkel@flagstaffaz.gov

To Contractor:
Nathan Mortensen
CEO
Open Sky Productions, LLC
922 S 500 W
Salt Lake City, UT 84101
nate@openskypro.com

With a copy to:
Amy Hagin
Assistant Park and Recreation Director
City of Flagstaff
211 W. Aspen
Flagstaff, AZ 86001
AHagin@flagstaffaz.gov

With a copy to:
Haley Reynolds
Recreation Supervisor
City of Flagstaff
211 W. Aspen
Flagstaff, AZ 86001
Haley.Reynolds@flagstaffaz.gov

26. Authority: Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

(Remainder of Page Intentionally Left Blank)

OPEN SKY PRODUCTIONS, LLC.

_____

Print name:_____

Title:_____

CITY OF FLAGSTAFF

_____

Print name:_____

Title:_____

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney's Office

Notice to Proceed issued:_____, 2025

OPEN SKY
DRONE LIGHT SHOWS

Show Contract

Open Sky Productions, LLC (the “Company”)
922 S 500 W STE F
Salt Lake City, UT 84101
801-996-4857

Date: March 12, 2025

Project Reference: Drone Shows for City of Flagstaff July 4th, 2025
To: Haley Reynolds, City of Flagstaff (the “Client”)
Address: 2323 N Walgreen Blvd, Flagstaff, AZ 86004

Show Date(s): July 4th, 2025
Launch Time: At least 20 min after sunset
Show Size: 300 drones
Venue Name & Address: Coconino High School Ball Fields - 2801 N Izabel St, Flagstaff, AZ 86004

---

1) Company Services:
   a) Subject to the terms of this Agreement the Company will provide the following services (the “**Services**”):
      i) FAA flight authorization
      ii) Launch site check (as applicable)
      iii) Full custom show design with 22-40 animations
      iv) Custom soundtrack synchronized to the show design
      v) Standard media package (10 images, 60-90 second drone show highlight video)
      vi) Duration of show: 23-25 minutes (extended show length)
      vii) Staff travel and expenses
      viii) Equipment freight and logistics expenses
      ix) Set up, installation, dismantle of equipment
   b) The Company will be responsible for providing the Special Flight Operations Certificate from the FAA and any other necessary flight authorizations, if required (the “**Company Permits**”). All permits licenses and authorizations other than the Company Permits will be the sole responsibility of the Client.

2) Client Responsibilities:
   a) Access and permission to use the location specified for the show, in such form as the Company may require, in order to obtain the Company Permits and for event coordination, which must be provided at least seven (7) days prior to the scheduled event date
   b) An appropriate site for the Services to be performed. Approval and confirmation of the Latitude and Longitude for the event site must be confirmed by the Client in writing upon signing this Agreement, as the site location and characteristics may influence the design and performance of the Services
   c) All necessary security services to ensure the safety of Company equipment and personnel
   d) All permits, licenses, and authorizations necessary for the event and Services, save and except for the Company Permits.

3) Price Includes:
   a) The Services described above
   b) The Company Permits

c) Company travel to and from the event location
a) General Aviation Liability Insurance and Workers Comp coverage

4) Price and Payment Terms:
   a) Price for Services: $95,000 (Final Price)
      i) 50% due as deposit upon signing of contract
      ii) 50% due upon completion of Company Services

5) Additional Provisions:
   a) The Client will approve all renderings no later than 5 days before the show, which approval is final, and binding and the Company will perform the show substantially as presented
   b) Company shall provide evidence to the Client of workers' compensation coverage of at least $1,000,000
   c) Company shall provide evidence to the Client of owned automotive liability insurance of at least $2,000,000
   d) Company shall provide evidence to the Client of general liability insurance of at least $5,000,000
   e) Company shall provide evidence to the Client of aviation liability insurance of at least $5,000,000

6) General:
   a) The Terms and Conditions attached as Schedule "A" form part of this Agreement. By signing below the parties each acknowledge that they have had an opportunity to review such terms and conditions and the parties accept and agree to such terms.
   b) This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. This Agreement may be executed by electronic signature and/or transmitted in electronic form and the parties to this Agreement consent thereto.

THE PARTIES have entered into this Agreement as of.

For and on Behalf of
Open Sky Productions, LLC

_____
Authorized Signature

Name: Nathan Mortensen
Title: CEO
Date: 3/12/2025

The above quotation is accepted by:

_____
Authorized Signature

Name:
Title:
Date:

Schedule “A” - Terms and Conditions

1. ***Deposits.*** A non-refundable deposit equal to fifty percent (50%) of the total price (the “Deposit”) is required upon execution of this Agreement to secure your booking. If a show is booked within two weeks (14 days) of the required date, then full payment is required upon booking.
2. ***Payment.*** All payments shall be made by way of a money transfer, wire transfer, or other form of immediately available funds. Any amounts not paid when due hereunder shall accrue interest at the rate of 12% per annum, compounding monthly.
3. ***FAA Approval.*** Drone shows are subject to the Company obtaining the Company Permits. In the event such Company Permits are not obtained for any reason (other than the failure of the Client to provide any information reasonably requested by the Company to obtain such Company Permits), this Agreement shall terminate, and the sole right and remedy of the Client shall be a refund of any prepaid amounts. In the event such Company Permits are not obtained due to the failure of the Client to provide any information reasonably requested by the Company, this Agreement shall terminate, without liability of the Company to the Client, and the Company shall be entitled to retain the Deposit as liquidated damages, which amount the parties agree is a reasonable estimate of the Company’s damages in such circumstance.
4. ***Performance.*** The Client acknowledges that performance of the Services are subject to reasonable technical or other errors, and that the Services shall be deemed to be fully performed provided that at least 90% of the drones function substantially in the manner intended for the Services.
5. ***Limited Warranty.*** All Services to be provided hereunder will be provided in a good and professional manner and in accordance with applicable laws. The Company will not knowingly infringe upon the intellectual property rights of third parties.
6. ***Disclaimer of Warranties.*** The Company makes no representation or warranty whatsoever either expressed or implied, statutory, or otherwise other than as expressly set forth herein and the Client hereby waives the benefit of any such expressed or implied, statutory or other representations or warranties.
7. ***Force Majeure.*** The Company shall not be liable for any modification of the Services or any failure to perform or delay in performance under this Agreement if such modification, failure, or delay is due to any strike, lockout, riot, civil commotion, sabotage, embargo, epidemic, inclement weather, act of government, war, act of God or other cause beyond its reasonable control (each a “**Force Majeure Event**”). Without limiting the foregoing, the Client acknowledges that the performance of the Services and the safety of all persons present is dependent upon suitable weather conditions on the day of the event. The Company will have the sole discretion to determine if weather conditions are suitable for performance of the Services, and may delay, modify, or cancel the Services in their sole discretion.
8. ***Cancellations.*** The Client acknowledges that the Company will spend considerable time and resources in planning the Services, traveling to the event venue and in setting up to perform the Services. In the event of cancellation due to a Force Majeure Event or failure of client to fulfill their contractual obligations, the Client will be issued a credit (the “Credit”) equal to the amount of the Deposit less any expenses incurred prior to cancellation, including but not limited to labor costs, fees for Company Permits and other expenses. The Credit may be applied to a future event to be scheduled within one (1) year of the date of the original event date. Future event dates will be scheduled based on availability at the time of booking. Any unused credits will expire one (1) year following the date of the original event. The foregoing credit shall be the Client’s sole right in the case of any Force Majeure Event and in no case will the Client be entitled to any refund of any amounts paid.
9. ***Insurance.*** The parties will each maintain and keep in force during the term of this Agreement general or aviation liability insurance including coverage for personal injury, products liability, and contractual liability, in the amount equivalent to at least USD $2,000,000.00
10. ***Limitation of Liability.*** Limitation of Liability. The aggregate liability of the respective parties, and their officers, directors, employees, agents, and consultants (who shall collectively be included in the definition of the “Company” or “Client” for purposes of this section), whether arising under this agreement, contract, tort, negligence, statutory liability or other legal theory, shall be limited to the direct and actual money damages effectively incurred by the indemnified party.
11. ***Mutual Indemnity.*** Mutual Indemnity. The Company agrees to defend, indemnify and hold harmless the Client, its’ employees, agents, invitees and/or volunteers from any claims, demands, causes of action, liability, loss, property damage or any type of damage and/or injury (to property or person, including without limitation wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state or local government body or agency, arising out the services provided by the Company. The Client agrees to defend, indemnify and hold harmless the Company, its’ employees, agents, invitees and/or volunteers from any claims, demands, causes of action, liability, loss, property damage or any type of damage and/or injury (to property or person, including without limitation wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state or local government body or agency, arising out of or incident to any acts, omissions, negligence, or conduct of the Client, its personnel, employees, agents, contractors, or volunteers in connection with or arising out of the Client’s negligence, or intentional acts or failure to act, arising out of this Agreement.
12. ***Termination.*** Without limiting any other rights or remedies available at law or in equity or otherwise, the Company may terminate this Agreement if:
    (a) the Client is in breach or default of any of its obligations under this Agreement and such breach or default continues unrectified for fifteen (15) days following the provision of written notice of such breach or default.
    (b) the Client enters into proceedings in bankruptcy or insolvency, makes an assignment for the benefit of its creditors, is adjudged to be bankrupt or insolvent, a petition is filed against the Client under a bankruptcy law, corporate reorganization law, or any other law for the relief of debtors or similar law or a receiver, trustee or similar person is appointed with respect to the Consultant’s assets; or
    (c) the Client ceases to carry on its business.
13. ***Assignment.*** Neither the Company nor the Client shall have the right to transfer or assign this Agreement or any rights, remedies, obligations or benefits hereunder without the prior written permission from the other party.
14. ***Waiver.*** The waiver of one breach or default shall not constitute the waiver of any subsequent breach or default and shall not act to amend or negate the rights of any party.
15. ***Severability.*** Any provision of this Agreement prohibited by or unlawful or unenforceable under any applicable law shall, at the sole option of the Company, be ineffective without invalidating the remaining provisions of this Agreement; provided, however, that to the extent that the provisions of any such applicable law can be waived, they are hereby waived by the Client.
16. ***Relationship.*** The relationship between the Company and the Client will, at all times be one of independent contractors and nothing herein shall be construed as implying a partnership or joint venture relationship.
17. ***Headings.*** The inclusion in this Agreement of headings and subheadings is for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
18. ***Applicable Laws.*** This Agreement shall be governed by the laws of the State of Utah. Jurisdiction and venue shall be the courts of Utah in and for Salt Lake County.
19. ***Entire Agreement.*** This Agreement contains the entire understanding between the parties and other than as expressly set forth herein there are no other terms, conditions, representations, or warranties of any kind. This Agreement may not be modified except by another agreement, in writing, signed by both parties to this agreement.

EXHIBIT B

STANDARD TERMS AND CONDITIONS

(Last Updated January 19, 2023)

*The term “Contractor” may substitute for the term “vendors,” “consultants,” or “firms,” depending on the purpose of the underlying Contract.

IN GENERAL

1. **PARTIES:** The City of Flagstaff (“City”) and the contractor identified in the Contract (“Contractor”) may be referred to individually as “Party” or collectively as “Parties”.

2. **NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.

3. **LICENSES AND PERMITS:** Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract and provide copies to City upon request.

4. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of the Contract.

5. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive and the City reserves the right to contract with others for materials or services.

6. **SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

MATERIALS

7. **PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.

8. **QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City’s inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.

9. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.

10. **MANUFACTURER’S WARRANTIES:** Contractor shall deliver all Manufacturer’s Warranties to the City upon the City’s acceptance of the materials.

11. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.

12. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.

13. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.

14. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.

15. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.

16. **LIENS:** All materials and other deliverables supplied to the City shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.

17. **CHANGES IN ORDERS:** The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

PAYMENT

18. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.

19. **LATE INVOICES:** The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, the City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

20. TAXES: Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

21. FEDERAL EXCISE TAXES: The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.

22. FUEL CHARGES: Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City.

23. DISCOUNTS: If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by the City.

24. AMOUNTS DUE TO THE CITY: Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City under the Contract.

25. OFAC: No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

SERVICES

26. INDEPENDENT CONTRACTOR: Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.

27. CONTROL: Contractor shall be responsible for the control of the work.

28. WORK SITE: Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.

29. SAFEGUARDING PROPERTY: Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.

30. QUALITY: All work shall be of good quality and free of defects, performed in a diligent and professional manner.

31. ACCEPTANCE: If the City rejects Contractor's work due to noncompliance with the Contract, the City, after notifying Contractor in writing, may require Contractor to correct the

deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.

32. WARRANTY: Contractor warrants all work for a period of one year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one year warranty is in addition to and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

33. RECORDS: The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five years after completion of the Contract.

34. RIGHT TO INSPECT BUSINESS: The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.

35. PUBLIC RECORDS: The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.

36. CONTRACT ADMINISTRATION: Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION

37. GENERAL INDEMNIFICATION: Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects, and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

38. INTELLECTUAL PROPERTY INDEMNIFICATION: Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of the alleged infringement of any patent, trademark or copyright or other proprietary rights of any third-parties arising out of Contract performance

or use by the City of materials furnished or work performed under the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

39. RESERVED.

CONTRACT CHANGES

40. PRICE INCREASES: Except as expressly provided for in the Contract, no price increases will be approved.

41. COMPLETE AGREEMENT: The Contract is intended to be the complete and final agreement of the Parties.

42. AMENDMENTS: The Contract may be amended by written agreement of the Parties.

43. SEVERABILITY: If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted and the remainder of the Contract shall remain in full force and effect.

44. NO WAIVER: Both Parties have the right insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.

45. ASSIGNMENT: Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. Any

assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City. The Purchasing Director shall have authority to consent to an assignment on behalf of the City.

46. BINDING EFFECT: The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

47. SUBCONTRACTING: Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. The City reserves the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.

48. NONDISCRIMINATION: Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal, state and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation, or gender identity or expression.

49. DRUG FREE WORKPLACE: The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.

50. IMMIGRATION LAWS: Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

51. TERMINATION FOR DEFAULT: Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured,

or in the event of a series of repeated breaches the non-defaulting Party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein.

52. CITY REMEDIES: In the event of Contractor's default, the City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. The City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.

53. CONTRACTOR REMEDIES: In the event of the City's default, Contractor may pursue all remedies available at law, except as provided for herein.

54. TERMINATION FOR NONAPPROPRIATION OF FUNDS: The City may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.

55. TERMINATION FOR CONVENIENCE: Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If the Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by the City before the effective date of termination.

56. TERMINATION DUE TO INSOLVENCY: If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate the Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.

57. PAYMENT UPON TERMINATION: Upon termination of the Contract, the City will pay Contractor for satisfactory performance up until the effective date of termination. The City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

58. CANCELLATION FOR GRATUITIES: The City may cancel the Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.

59. CANCELLATION FOR CONFLICT OF INTEREST: Pursuant to A.R.S. § 38-511, if the City identifies a conflict of interest in the award or performance of the Contract, the City may cancel the Contract within three years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

60. COOPERATIVE PURCHASE CONTRACTS: Presuming that Contractor agreed to such during the procurement process, Contractor will enter into cooperative purchase arrangements, as sanctioned by state and federal law, to allow Contractor to sell materials and services to any member of a cooperative group under the same pricing, terms and conditions of the contract awarded to the Contractor by the public procurement unit, following a competitive procurement process.

61. ADVERTISING: Contractor shall not advertise or publish information concerning its Contract with the City without the prior written consent of the City.

62. NOTICES: All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.

63. THIRD PARTY BENEFICIARIES: The Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.

64. GOVERNING LAW: The Contract shall be construed in accordance with the laws of Arizona.

65. FORUM: In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.

66. ATTORNEYS' FEES: If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, professional fees and expenses.

67. FORCE MAJUERE:

a. There may be events that occur during the term of the Contract that are beyond the control of both the City and Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of the Contract.

b. There shall be no claims arising from a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables caused by the Events and the City shall not pay additional costs incurred by Contractor as a result of such Events.

c. The Parties shall act in good faith to extend the Contract completion date without any penalty to Contractor and that the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.

68. NO BOYCOTT OF ISRAEL: Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees and the Contract is worth at least one-hundred thousand dollars and no cents ($100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.

69. CHANGES TO CONTRACT: The Contract shall not be modified within the first year after Contract award where: (a) an amendment may result in a competitive advantage that was not made available to other proposers/bidders; or (b) requests for changes may delay commencement of performance.

70. FORCED LABOR OF ETHNIC UYGHURS: If Contractor engages in for-profit activity and has ten (10) or more employees, pursuant to A.R.S. §35-394, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of the contract that the company is not in compliance with the written certification, the Contractor shall notify the City within five (5) business days after becoming aware of the noncompliance. If the Contractor does not provide the City with a written certification that the Contractor has remedied the noncompliance within 180 days after notifying the City of the noncompliance, this Contract terminates, except that if the contract termination date occurs before the end of the remedy period the Contract terminations on the Contract termination date.

EXHIBIT C

SPECIAL INSURANCE REQUIREMENTS

(Open Sky Productions, LLC)

(Last Updated January 19, 2023)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

1. **IN GENERAL:** Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.

2. **REQUIREMENT TO PROCURE AND MAINTAIN:** Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor's obligations under the Contract have been met, including any warranty periods. Contractor's failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.

3. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City does not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

   Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

   a. Commercial General Liability - Occurrence Form

General Aggregate	$5,000,000
Each Occurrence	$5,000,000
Personal & Advertising Injury	$3,000,000
Errors & Omissions/Professional	$1,000,000

   b. Automobile Liability

Any Automobile Owned	$2,000,000
Hired, and Non-owned Vehicles Combined Single Limit Per Accident for Bodily Injury & Property Damage	$1,000,000

   c. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	$1,000,000
Disease - Each Employee	$1,000,000
Disease - Policy Limit	$1,000,000

   d. Aviation Liability $5,000,000

4. RESERVED NOT REQUIRED

5. SELF-INSURED RETENTION: Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that Contractor reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

6. OTHER INSURANCE REQUIREMENTS: The insurance policies shall contain, or be endorsed to contain, the following provisions:

a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.

b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.

c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.

d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.

f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City.

7. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.

8. ACCEPTABILITY OF INSURERS: Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

9. CERTIFICATES OF INSURANCE: Contractor shall furnish the City with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City Contract number shall be noted on the certificates of insurance. If requested by the City, all certificates of insurance and endorsements must be received and approved by the City before the Contractor commences work.

10. POLICIES: The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under the Contract.

11. MODIFICATIONS: Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Christopher Phair, Transportation Planner

Co-Submitter: Martin Ince

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-13 by title only
2. City Clerk reads Resolution No. 2025-13 by title only (if approved above)
3. Adopt Resolution No. 2025-13

Executive Summary:

In 2024, MetroPlan of Greater Flagstaff and the City of Flagstaff applied for a Safe Streets and Roads for All supplemental planning grant for funding to procure a Safe Streets Master Plan, which will become the City's transportation master planning document. The grant award of $2,140,000, provided by the Federal Highways Administration, covers 80% of the project's total cost. The City of Flagstaff has committed $500,000 in matching funds, and Mountain Line and Coconino County have committed a combined $35,000 in matching funds, which together cover the local share of project costs at $535,000 or 20% of the project's total cost. MetroPlan shall provide grant administration, contract for Third-Party Consultant services to complete the project, and coordinate closely with the City of Flagstaff on project direction. The City will co-direct the work of the Third-Party Consultant with MetroPlan and has final authority to review and accept deliverables from the Third Party Consultant limited to those items directly affecting City facilities or policy and regulatory documents.

Financial Impact:

Project Name: Safe Streets and Roads for All Safe Streets Master Plan
Cost: City Share $500,000
Account Number Budgeted: Vision Zero Action Plan - 048-10-120-3563-6-4433 | Transportation Master Plan - 048-10-119-3355-6-4421
FY Budgeted Amount: Vision Zero Action Plan - $250,000 | Transportation Master Plan - $250,000
Funding Source: Transportation Taxes will fund the city share of the match. The federal grant is Federal Highways Administration Safe Streets and Roads for All Program

Policy Impact:

The products of this project may generate new or supplement existing transportation policies.

Previous Council Decision or Community Discussion:

There have been no previous council decisions or community discussions on this topic.

Options and Alternatives to Recommended Action:

- Approve the IGA with MetroPlan
- Not approve the IGA with MetroPlan which would prevent $2,140,000 of financial benefit to the City of Flagstaff for improving multimodal transportation planning in Flagstaff

Background and History:
This project will procure several deliverables for transportation planning in the Greater Flagstaff region. The grant application commits the City and MetroPlan to procure a comprehensive set of Complete Street Guidelines, a Master Plan for City transportation, a review of City engineering standards to streamline the development process, and an interactive online mapping tool of Flagstaff's transportation networks with connections to applicable guidance.

Connection to PBB Priorities and Objectives:
Safe & Healthy Community: Promote physical and mental well-being through providing recreational opportunities, parks, open space, and active transportation options
Sustainable and Innovative Infrastructure: Provide, manage, and maintain effective infrastructure for multimodal and active transportation
Livable Community: Provide amenities and activities that support a healthy lifestyle

Connection to Regional Plan:
Policy T.1.1. Integrate a balanced, multimodal, regional transportation system.
Policy T.1.2. Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects.
Policy T.1.6. Provide and promote strategies that increase alternate modes of travel and demand for vehicular travel to reduce peak period traffic.
Policy T.2.1. Design infrastructure to provide safe and efficient movement of vehicles, bicycles, and pedestrians.
Policy T.3.2. Promote transportation systems that reduce the use of fossil fuels and eventually replace with carbon neutral alternatives.

Connection to Carbon Neutrality Plan:
DD-2: Create inclusive networks for walking and biking that are continuous, attractive, safe, comprehensive, and convenient for people of all ages.
DD-3: Encourage Flagstaff residents and visitors to walk, bike, roll and take the bus.

Connection to 10-Year Housing Plan:
5.8 Prioritize Capital Improvement Projects that facilitate affordable housing.

Connection to Division Specific Plan:
Active Transportation Master Plan Policies:
1.1 Implement networks for walking and biking that are continuous, attractive, safe, comprehensive, and convenient.
1.2 Provide frequent and comfortable crossings to eliminate barriers and avoid breaks in pedestrian and bicycle networks.
1.7 Identify and take advantage of opportunities to fund and implement the pedestrian and bicycle network.
4.5 Verify that walking and biking facilities allow and encourage safe behavior for all users.

Attachments: Res. 2025-13
Safe Streets Master Plan IGA with MetroPlan
SSMP IGA Resolution Presentation

RESOLUTION NO. 2025-13

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

RECITALS:

WHEREAS, MetroPlan and City of Flagstaff desire to enter into an intergovernmental agreement for the Safe Streets and Roads for All Safe Streets Master Plan grant award; and

WHEREAS, the Infrastructure Investment and Jobs Act established the Federal Highways Administration Safe Streets and Roads for All discretionary program with $5,000,000,000 in appropriated funds over 5 years, from 2022-2026, to fund regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries; and

WHEREAS, MetroPlan has applied for and received a U.S. Department of Transportation, Federal Highway Administration Safe Streets and Roads for All grant award in the amount of $2,140,000; and

WHEREAS, The City of Flagstaff has committed to providing $500,000 in matching funds for the Safe Streets and Roads for All Safe Streets Master Plan project; and

WHEREAS, MetroPlan and City of Flagstaff desire to enter into an intergovernmental agreement to establish each party's obligations and responsibilities related to the Safe Streets and Roads for All award for the Safe Streets Master Plan project.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the Mayor to execute the Intergovernmental Agreement between MetroPlan and the City of Flagstaff, Arizona, attached hereto as Exhibit A.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of April 2025.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
IGA

After recording, return to:

City Clerk
Flagstaff City Hall
211 W. Aspen Avenue
Flagstaff, AZ 86001

INTERGOVERNMENTAL AGREEMENT
for Safe Streets and Roads for All Safe Streets Master Plan Award
by and between
City of Flagstaff
and
Flagstaff Metropolitan Planning Organization d/b/a MetroPlan

This Intergovernmental Agreement (hereafter "Agreement") is entered into this first day of April, 2025 by and between the City of Flagstaff, an Arizona municipal corporation, with offices at 211 West Aspen Avenue, Flagstaff, Arizona 86001 (hereafter the "City"), and Flagstaff Metropolitan Planning Organization, a metropolitan planning organization formed as an Arizona nonprofit corporation with offices at 3773 North Kaspar Drive, Flagstaff, Arizona 86004, (hereafter "MetroPlan"). City and MetroPlan may be referred to individually as a Party or collectively as the Parties in this Agreement.

RECITALS

WHEREAS:

A. MetroPlan has secured Federal Highway Administration ("FHWA") Safe Streets and Roads for All Supplemental Planning grant funding ("Grant") for up to eighty percent (80%) funding to conduct a Safe Streets Master Plan including Complete Streets Guidelines, Layered Networks and Implementation Actions ("Project"). See Attachment A: Grant Agreement for more information;

B. The City and MetroPlan both benefit from the use of these funds in service of the Project;

C. City desires to coordinate with MetroPlan for the purposes of completing the Project utilizing the Safe Streets and Roads for All Supplemental Planning funding including providing match funds;

D. City and MetroPlan now wish to enter into this Agreement to set out the roles and responsibilities of the Parties as related to the funding, design, construction, and completion of the Project; and

E. The Parties are authorized to enter into this Agreement by the provisions of the Amended Master IGA, and by A.R.S. § 11-952 et seq.

NOW, THEREFORE, in consideration of the mutual covenants herein and other consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **Purpose and Scope.** The Purpose of this Agreement is to set out the roles and responsibilities of the Parties as related to Safe Streets and Roads for All Supplemental Planning ("SS4A") grant funds MetroPlan received to conduct a Safe Streets Master Plan.

2. **Funding.** The SS4A awarded Grant funds to be used for the Project total $2,140,000.00 (80% of total Project cost), and the City's match requirement totals $261,250.00 cash (9.8% of Total Project cost) plus $238,750.00 in-kind (8.9% of Total Project cost). Mountain Line and Coconino County have committed to contributing separate match funds totaling $35,000.00 for a total Project budget of $2,675,000.00.

These budgeted figures are preliminary and may be subject to change. Any budget changes needed for the completion of the Project shall be agreed to by the Parties. In the event MetroPlan secures additional funding for the Project, an amendment to this Agreement documenting the additional funding and Project components shall be executed by both Parties. Parties shall reach agreement on Project priorities within and across tasks, identifying Project subtask priorities as essential, highly desirable, and desirable. A contingency of fifteen percent (15%) will be held in reserve for the highly desirable and desirable Project subtasks and will not be utilized until Parties agree that the essential Project subtasks have been or are reasonably expected to be completed.

3. **Term.** This Agreement shall be in effect from the date of the last signature below to the date of completion of the Project and closure of the Project budget in the Grant. SS4A Grant funds expire five (5) years from the date of the Grant Agreement.

4. **Project Roles and Responsibilities.**

4.1. MetroPlan Roles and Responsibilities

4.1.1. MetroPlan shall provide grant administration in accordance with the Grant Agreement.

4.1.2. MetroPlan shall designate a point of contact who will coordinate all aspects of the Project with a point of contact designated by City to manage, administer, and oversee completion of Project deliverables.

4.1.3. MetroPlan shall be responsible for procurements in compliance with federal requirements following a mutually agreed upon procurement plan.

4.1.4. MetroPlan shall contract for services with third-party vendors required to complete the Project. MetroPlan shall be responsible for procurement and will coordinate with City on scoping and evaluating responses. MetroPlan shall provide contract oversight and MetroPlan will include all federal terms, requirements, and certifications in contracts in compliance with federal, state, or local requirements.

4.1.5. MetroPlan's point of contact shall meet monthly with City's point of contact to track progress on grant milestones and grant budget. MetroPlan shall submit monthly reports related to those topics to FHWA and meetings shall be timely to accommodate on-time reporting.

4.1.6. MetroPlan shall monitor and provide oversite of any requirements for the National Environmental Policy Act ("NEPA").

4.1.7. MetroPlan shall be responsible for overall contract management, administration, project controls, and coordination.

4.1.8. MetroPlan shall provide monthly expense reports to City to communicate expenditures and balance details pertaining to the Grant funds.

4.1.9. MetroPlan is responsible for payment of all invoices received within thirty (30) days of receipt and MetroPlan will pay 100% of invoice totals.

4.1.10. MetroPlan is responsible for submitting reimbursement requests to FHWA for eighty percent (80.0%) of total Project cost no less than quarterly.

4.1.11. MetroPlan will bill City for City's match (9.8% up to $261,250.00) as required for the total Project as reported to FHWA on a quarterly basis

4.1.12. City will provide proof of in-kind match (8.9% up to $238,750.00) to MetroPlan on a quarterly basis.

4.1.13. MetroPlan will co-direct the work of the Third Party Consultant with the City and consult on deliverables with the City which has final authority to review and accept deliverables from the Third Party Consultant limited to those items directly affecting City facilities or policy and regulatory documents .

4.2. City Roles and Responsibilities

4.2.1. City shall designate a Project Manager responsible for coordinating and providing direction on behalf of City.

4.2.2. City will assist MetroPlan with the procurement process by developing the Project scope, assisting with scoring criteria, and contributing scoring committee information to MetroPlan and shall recommend procurements to conduct.

4.2.3. City will review invoices from any Third Party Consultant and recommend to MetroPlan approval or denial of payment.

4.2.4. City is responsible for paying invoices submitted by MetroPlan pursuant to section 4.1.11 within thirty (30) days of receipt of invoice.

4.2.5. City is responsible for providing in-kind in section 4.1.12. If City is unable to provide $238,750.00 of in-kind value of time on the Project, the City shall pay any remaining balance in cash.

4.2.6. In the event the Project exceeds federal budget, City shall be responsible to cover 100% of the overruns and change orders.

4.2.7. The City will co-direct the work of the Third Party Consultant with MetroPlan and has final authority to review and accept deliverables from the Third Party Consultant limited to those items directly affecting City facilities or policy and regulatory documents.

4.3. Shared Roles and Responsibilities

4.3.1. Each Party shall have a representative to be the main point of contact and shall be responsible for coordinating all Project specific information with their individual teams.

4.3.2. City and MetroPlan, along with consulting engineers, and other vendors as applicable, shall comply with NEPA regulations in accordance with the Grant requirements for the Project. Partners shall mutually agree upon projects to ensure compliance with NEPA.

4.3.3. Both Parties shall be responsible for developing and tracking Project budget to ensure Project does not exceed federal funding.

5. **Indemnification.** To the extent permitted by Arizona law, each Party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person, including death, or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6. **ADA.** Each Party shall comply with applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 United States Code. 12101-12213) and all applicable federal regulations under the Act, including 28 Code of Federal Regulation Parts 35 and 36.

7. **Non-Discrimination.** The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration (Executive Order 13465 – Employment Eligibility Verification, E-Verify; 73 FR 67704), nondiscrimination (Executive Order 11246), and affirmative action. The Parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

8. **Compliance with Laws.** Each Party shall comply with all federal and state laws, rules, regulations, standards and Executive Orders, as applicable, without limitation to those designated within this Agreement. Any changes in the governing laws, rules and regulations during the terms of this Compact shall apply but do not require an amendment.

9. **Modification.** This Agreement may be modified or amended only by written agreement signed by or for both Parties, and any such modification or amendment shall become effective on the date so specified.

10. **Agents, Employees, And Contractors.** Agents, employees and contractors hired by a Party to provide services under this Agreement shall be and remain the agents, employees, and contractors of the hiring Party solely, and shall not be considered agents, employees, or contractors of the other Party.

11. **Workers' Compensation.** Each Party herein shall comply with the provisions of A.R.S §23-1022(E) by posting the public notice required., Each Party shall maintain Workers' Compensation insurance coverage on all of its own employees providing services pursuant to this Agreement.

12. **Insurance.** Each Party shall bear the risk of its own actions, as it does with all its operations, and shall determine for itself an appropriate level of insurance coverage and maintain such coverage. Nothing in this Agreement shall be construed as a waiver of any limitation on liability that may apply to a Party.

13. **Non-appropriation.** Every payment obligation of the Parties under this Agreement is conditioned upon the availability of funds appropriated and allocated for the payment of such obligation. If funds are not appropriated, allocated and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by the Parties at the end of the period for which funds are available. No liability shall accrue to the Parties in the event this provision is exercised, and the Parties shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

14. **No Third-Party Beneficiaries.** Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affect the legal liability of any Party to the Agreement by imposing any standard of care different from the standard of care imposed by law.

15. **Severability.** In the event that a court of competent jurisdiction shall hold any part or provision of this Agreement void or of no effect, the remaining provisions of this Agreement shall remain in full force and effect.

16. **Jurisdiction.** Nothing in this Agreement shall be construed as otherwise limiting or extending the legal Jurisdiction of any Party. Nothing in this Agreement is intended to confer any rights or remedies to any person or entity that is not a Party.

17. **Conflict of Interest.** The requirements of A.R.S. §38-511 apply to this Agreement. The Parties may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of a Party with respect to the subject matter of this Agreement.

18. **Dispute Resolution.** The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518 except as may be required by other applicable statutes.

19. **Construction.** This Agreement shall be construed and in accordance with its fair meaning and shall not be construed for or against either Party.

20. **Headings.** The headings used in this Agreement are for convenience only and are not intended to alter or affect the meaning of any provision of this Agreement.

21. **Entire Agreement.** This document constitutes the entire Agreement between the Parties pertaining to the subject matter hereof. This Agreement shall not be modified, amended, altered or extended except through a written amendment signed by the Parties.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date herein before indicated.

City of Flagstaff	**Flagstaff Metropolitan Planning Organization d/b/a MetroPlan**
_____	_____
Becky Daggett	Name: _____
Mayor	Title: _____
Dated: _____	Dated: _____

Attest:

_____
City Clerk

Dated: _____

REPRESENTING CITY OF FLAGSTAFF:
The undersigned counsel for the City of Flagstaff has reviewed the Agreement and determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency or public procurement unit.

Signature:_____
Name: Sterling Solomon
Title: City Attorney
Date:_____

REPRESENTING MetroPlan

The undersigned counsel for MetroPlan has reviewed the Agreement and determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency or public procurement unit.

Signature:_____
Name: Mangum Wall Stoops & Warden, PLLC
Title: General Counsel
Date:_____

Attachment A:

Grant Agreement – Safe Streets and Roads For All
Safe Streets Master Plan

MetroPlan and Federal Highways Administration

Resolution – IGA for the Safe Streets Master Plan

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

City Engineering – 4/1/2025

Safe Streets Master Plan - IGA

- In 2024, MetroPlan applied to the Federal Highways Administration Safe Streets and Roads for All Program for supplemental grant funding to procure a Safe Streets Master Plan
- The City has previously allocated $250,000 to create a Vision Zero Action Plan and $250,000 to create a Transportation Master Plan
- This project will fund a consultant to develop the City's Transportation Master Plan and several supplemental materials

Safe Streets Master Plan - IGA

Project Costs

- Grant Award: $2,140,000 (80% of project)
- Local Match: $535,000 (20% of project)
  - City of Flagstaff - $500,000
  - Mountain Line - $25,000
  - Coconino County - $10,000
- **Total Project Cost: $2,675,000**

Safe Streets Master Plan - IGA

MetroPlan Role

- Provide grant administration
- Contract for third-party consultant services
- Coordinate closely with City of Flagstaff on project direction

City Role

- Co-direct the work of the third-party consultant
- Review and accept deliverables from the third-party consultant relating to City facilities or policy and regulatory documents

Safe Streets Master Plan - IGA

Committed Project Components

- Complete Street Guidelines
- Master Plan
- Review and revisions of engineering standards
- Interactive web-based mapping tool

Safe Streets Master Plan - IGA

Project Status

- Conducted 30+ stakeholder interviews to work towards scope development
- Ongoing meetings with City staff, MetroPlan, Mountain Line, and Coconino County to develop scope
- Procurement of a third-party consultant anticipated to open in late Spring 2025

Safe Streets Master Plan - IGA

Questions?

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Lee Williams, Interim Water Services Director

Co-Submitter: Edward Schenk

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-18 by title only
2. City Clerk reads Resolution No. 2025-18 by title only (if approved above)
3. Adopt Resolution No. 2025-18

Executive Summary:

The sediment basins have been constructed by the Coconino County Flood Control District (CCFCD) and were funded in part by the Natural Resources Conservation Service as part of an Emergency Watershed Protection (EWP) grant. The basins are constructed within the Spruce Wash floodplain with a primary purpose to capture sediment flowing from post-fire runoff following the 2019 Museum Fire. That fire burned over 1,900 acres, including 52 percent of the watershed of the Spruce Wash. This IGA will allow the Water Services Stormwater team to provide ongoing inspections and maintenance to the basins and service road as recommended by Natural Channel Design Engineering Co.
Tasks include:

- Inspect sediment accumulation in the basins after significant runoff events or annually at a minimum.
- Remove sediment to restore original storage volume
- Inspect rip rap and repair as necessary
- Inspect channel both upstream and downstream of the basins and remove large woody debris

Financial Impact:

Minimal budget impact. Existing staff will inspect and maintain the Park Way basins similar to other maintained regional detention basins.

Policy Impact:

This IGA transfers responsibility of inspection and maintenance tasks of the Park Way basins from the CCFCD to the City.

Previous Council Decision or Community Discussion:

No previous decisions, however; the Park Way basins were constructed by CCFCD in support of the City's Spruce Wash flood mitigation efforts approved as part of Prop 441 in November 2022.

Options and Alternatives to Recommended Action:
1. Approve the IGA to maintain the Park Way basins
2. Reject the IGA to maintain the Park Way basins, lack of maintenance reduces the ability of the detention basins to serve their intended purpose of flood control.

Connection to PBB Priorities and Objectives:

- High Performing Governance: Serve the public by providing high quality customer service
- Safe and Healthy Community: Provide public safety services with resources, staff,and training responsive to the community's needs
- Sustainable and Innovative Infrastructure: Deliver outstanding services to residents through a healthy well-maintained infrastructure system
- Environmental Stewardship: Strengthen Flagstaff's resilience to to climate change impacts on the built, natural, economic, health and social systems

Connection to Regional Plan:
Goal E&C.3.

- Policy E&C 3.1 Increase the region's preparedness for extreme climate events.

Goal WR.5.

- Policy WR.5.1. Preserve and restore existing natural watercourse corridors, including the 100-year floodplain, escarpments, wildlife corridors, natural vegetation, and other natural features using methods that result in a clear legal obligation to preserve corridors in perpetuity, where feasible.
- Policy WR.5.4. Develop any necessary stormwater infrastructure improvements consistent with City of Flagstaff stormwater master plans or studies as adopted by the City.
- Policy WR.5.5. Give preference to regional detention facilities that are designed in conjunction with smaller low-impact development features, rather than numerous smaller dispersed basins. Encourage regional detention basins to incorporate natural watershed characteristics as well as offering recreational components.

Goal PF.1.

- Policy PF.1.2. Allocate available public resources necessary for the City and County to prepare and adapt for natural and human-caused hazards so that all government operations support community resiliency.
- Policy PF.1.4. Build, sustain, and leverage partnerships with local and regional stakeholders for collective investment, efficient action, and shared responsibility in the building of local resiliency.

Connection to Carbon Neutrality Plan:
CR-2 Strengthen existing community systems to create resilience to both short-term shocks and long-term change

Connection to 10-Year Housing Plan:
None

Connection to Division Specific Plan:
Stormwater Manual

Attachments: Res. 2025-18
IGA
Exhibit A-Pt 1
Exhibit A-Pt 2

Exhibit A-Pt 3
Exhibit B
Exhibit C

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

RECITALS:

WHEREAS, as a post-wildfire flood mitigation project following the 2019 Museum Fire, the Coconino County Flood Control District ("District") and the City of Flagstaff (the "City") previously agreed the District would: (i) construct three sediment basins and related structures along Spruce Wash; and (ii) re-established a previously-existing City trail (collectively, the "Improvements"); and

WHEREAS, flooding in the Summer of 2024 damaged certain of the Improvements; and

WHEREAS, the District agrees to repair the damaged Improvements, which may include: removal of the rock and sediment that has washed into the bottom of the basin and then using that material to reconstruct the rock chute and damaged slope of the basin to the final design grades as was previously constructed (collectively, the "Repairs"); and

WHEREAS, the City and District desire to enter into an Intergovernmental Agreement to provide for (i) a process by which the District will cause the Repairs to be completed and (ii) the transfer of (a) any right, title or interest of the District in the Improvements to the City, and (b) responsibilities for ongoing maintenance of the Improvements to the City.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the Mayor to execute the Intergovernmental Agreement between Coconino County Flood Control District and the City of Flagstaff, Arizona, attached hereto as Exhibit A.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of April 2025.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
IGA

INTERGOVERNMENTAL AGREEMENT
Related to Park Way Sediment Basins

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter "**Agreement**") is entered into _____, 2025 (the "**Effective Date**"), by and between the COCONINO COUNTY FLOOD CONTROL DISTRICT, a special taxing district and political subdivision of the State of Arizona formed and existing by virtue of A.R.S. § 48-3601 *et seq*. ("**District**") and the CITY OF FLAGSTAFF, a municipal corporation of the State of Arizona ("**City**").

RECITALS:

WHEREAS, as a post-wildfire flood mitigation project following the 2019 Museum Fire the District and the City previously agreed the District would: (i) construct three sediment basins and related structures along Spruce Wash designed to collectively detain approximately 5,327 Cubic Yards of sediment; and (ii) re-established a previously-existing City trail (collectively, the "**Improvements**"), as more particularly described and depicted in the (a) Park Site Basins Design Memorandum – FINAL, prepared by Natural Channel Design, Inc. (the "**Final Design Memorandum**"), (b) Museum Fire NRCS Emergency Watershed Protection Project – Park Site Basins, prepared by Natural Channel Design, Inc., dated December 19, 2022 (the "**Phase 1 Improvement Plans**"), as revised on March 10, 2023, and September 22, 2023 (the "**Phase 2 Improvement Plans**"), and (c) the document entitled As-Built Survey Exhibit – Museum Fire NRCS Emergency Watershed – Park Site Basins, prepared by Northland Exploration Surveys, Inc., dated May 22, 2024 (the "**As-Builts**" and together with the Final Design Memorandum, the Phase 1 Improvements and the Phase 2 Improvements, the "**Improvement Plans**"), which are attached hereto as Exhibit A and incorporated herein by reference, on real property owned by the City (the "**City Property**"), as legally described and depicted in Exhibit B, attached hereto and incorporated herein by reference; and

WHEREAS, the District and the City previously agreed that, upon completion of the Improvements according to the Improvement Plans, the District would transfer all right, title and interest in the Improvements to the City, and the City would formally accept and thereafter maintain the Improvements; and

WHEREAS, since construction of the Improvements, flooding in the Summer of 2024 damaged certain of the Improvements; and

WHEREAS, the District agrees to repair the damaged Improvements to conform with the Improvement Plans, which may include: (i) removal of the rock and sediment that has washed into the bottom of the basin and then using that material to reconstruct the rock chute and damaged slope of the basin to the final design grades as was previously constructed; and (ii) upon acceptance of the rock chute repairs by Natural Channel Design Engineering (on behalf of the District) and the City, restoration and cleaning of all access points and staging areas and seeding of disturbed areas with the original design seed mix (collectively, the "**Repairs**"); and

WHEREAS, the District has authority to enter into this Agreement pursuant to A.R.S. §§ 11-952 and 48-3603; and

WHEREAS, the City has authority to enter into this Agreement pursuant to A.R.S. §§ 11-952 and the Flagstaff City Charter, Article I, Section 3.

AGREEMENT:

NOW, THEREFORE, in consideration of foregoing introduction and recitals, which are incorporated herein by reference, the mutual promises and obligations set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. PURPOSE. The purpose of this Agreement is to provide for (a) a process by which the District will cause the Repairs to be completed and (b) the transfer of (i) any right, title or interest of the District in the Improvements to the City, and (ii) responsibilities for ongoing maintenance of the Improvements to the City.

2. TERM. This Agreement shall commence on the Effective Date and continue in effect at all times while the Improvements are on the Property.

3. REPAIRS TO THE IMPROVEMENTS

(a) Following the Effective Date, the District will cause the Repairs to be completed to conform with the Improvement Plans and in a manner acceptable to the District and the City prior to July 1, 2025.

(b) The Repairs will be inspected during construction by Natural Channel Design Engineering (on behalf of the District) and the City to ensure that geotextile and rock are placed according to the Improvement Plans.

(c) Not later than 30 days after notice to the District by Natural Channel Design Engineering that the Repairs have been completed as set forth above, the City and the District shall execute a written confirmation of acceptance, in a form acceptable to the City Attorney and the District's attorneys (the "**Confirmation**").

4. ACCEPTANCE AND MAINTENANCE OF IMPROVEMENTS

(a) Upon execution of the Confirmation by the City and the District as set forth above, the District shall be deemed to have dedicated the Improvements to the City, and the City shall be deemed to have formally accepted the Improvements from District. The Confirmation shall also serve as the District's assurance that the Improvements have been completed per construction drawings, in accordance with applicable codes, and are free and clear of all liens.

(b) The City agrees to maintain the Improvements in good condition, including

removal of sediment from the basins as needed for flood control purposes in accordance with the Memorandum prepared by Michael Kearly, PE CFM, dated July 25, 2024 (the "**O&M Memo**"), attached hereto as Exhibit C and incorporated herein by reference. Nothing herein shall be construed to prohibit public use of the underlying City Property for public park purposes compatible with the Improvements.

5. FINANCING AND BUDGETING

The District has financed design and construction of the Improvements, and warrants they are free and clear of all liens or encumbrances. As part of its annual budget, the City will establish and maintain a budget for ongoing maintenance of the Improvements in accordance with the O&M Manual.

6. INDEMNIFICATION

Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of performance of this Agreement but only to the extent that such claims are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officer, officials, agents, employees, or volunteers.

7. INSURANCE

Each party shall maintain adequate insurance, which may include a bona fide self-insurance program, to cover any liability arising from the performance of this Agreement, and the acts and omissions of the party's employees or agents.

8. THIRD PARTY BENEFICIARIES

This Agreement is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.

9. CONFLICT OF INTEREST

This Agreement may be cancelled for conflict of interest in accordance with A.R.S. § 38-511.

10. AMENDMENTS AND RELATED AGREEMENTS

This Agreement constitutes the entire agreement of the parties relating to the subject matter hereof as of the date of execution. This Agreement is conceptual in nature. All amendments or modifications of the Agreement shall be in writing and approved by the parties.

[Signatures on following pages.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives.

COCONINO COUNTY FLOOD CONTROL DISTRICT,
a special taxing district and political subdivision of the State of Arizona

_____
Judy Begay, Chair of the Board of Directors

Attest:

_____
Lindsay Daley, Clerk of the Board of Directors

Attorney Determination

I have reviewed this Agreement and have determined that it is in property form and is within the powers and authority granted to the District under the laws of this state.

_____
Andrew J. McGuire, District Attorney

[Signatures continue on following page.]

CITY OF FLAGSTAFF,
an Arizona municipal corporation

_____
Becky Daggett, Mayor

Attest:

_____
Stacy Saltzburg, City Clerk

Attorney Determination

I have reviewed this Agreement and have determined that it is in property form and is within the powers and authority granted to the City under the laws of this state.

_____
Sterling Solomon, City Attorney

Attachments:

Exhibit A - Improvement Plans
Exhibit B - Legal Description of City Property
Exhibit C - O&M Memo

Natural Channel Design, Inc.

2900 N. West Street, Suite #5
Flagstaff, AZ 86004
928-774-2336

Park Site Basins Design Memorandum - FINAL

DATE: November 29, 2022

TO: Lucinda Andreani
Coconino County Flood Control District Service
5600 E Commerce Ave
Flagstaff, Arizona 86004

FROM: Allen Haden, Project Manager
Michael Kearly, P. E., CFM
Natural Channel Design, Inc

RE: Museum Fire NRCS Emergency Watershed Protection Project
Park Site Basins
Flagstaff, Arizona APN 109-03-015

Project Description

The Park Site Basins project is part of the Museum Fire NRCS Emergency Watershed Protection Project to provide immediate and long-term sediment reduction as part of flood mitigation following the August 2019 Museum Fire. This project is being designed in conjunction with work on the upstream Coconino National Forest and within the City of Flagstaff with similar goals. This project will include three sediment basins within the Spruce Wash floodplain and include a maintenance access road, rock armoring, and fill placement to provide for sediment reduction, erosion protection and stormwater conveyance.

Project Location & Access

The project is located within the City of Flagstaff corporate limits in the Paradise Hills neighborhood between Linda Vista Drive to the south and USFS land to the north. Construction access will primarily be via Paradise Road and Park Way.

Construction will include a 16-foot wide, rock stabilized access road along the south/west side of the basins for future maintenance. The majority of the project will be constructed on City owned land (APN 109-03-015). Additional grading within an adjacent, downstream privately held parcel (APN 109-04-060 - Wolff) will also be performed as part of this project to provide flood protection for residence there. Additional minor grading on a few adjacent private properties, within an existing drainage and utility easement will be necessary in some locations along Spruce Wash to complete the project and provide for expanded channel capacity downstream of the sediment basins.

Sediment Basin Design

LiDAR data dating from 2019 and obtained from Coconino County, along with ground-based topographic mapping provided by Northland Exploration Surveys were used to create an existing Digital Terrain Model (DTM) for which to form a design and estimate sediment storage provided by the three basins. Maximizing sediment storage within the City-owned parcel (APN 109-03-015), providing access for future maintenance while minimizing disturbance to the adjacent private properties were key considerations in sizing and placement of the basins.

The total constructed storage volume of all three basins will be 5,327 cy. The northernmost, upstream Basin 1 intercepts flow from the Spruce Wash and provides a storage volume of 1,926 cubic yard (cy). Basin 1 has a bottom elevation of 6986 and a maximum ponding depth of four feet before overflowing to Basin 2. Basin 2 has a bottom elevation of 6981, an estimated storage volume of 2,088 cy and maximum ponding depth of three feet. Basin 3 has a bottom elevation of 6971, an estimated storage volume of 1,313 cy and maximum ponding depth of three feet before discharging to the open channel to Linda Vista. Side slopes are set at 4h:1v up to four feet above basin floor elevation. At four feet above basin floor, the side slope grade breaks to 3h:1v and ties to existing ground elevations.

An unpaved, aggregate road will be constructed on the west/south side of the basins and serve as maintenance access and stormwater conveyance between Basins 1 & 2 and 2 & 3 during overflow. The access road is 16-foot wide with a 3% cross-slope east/north toward the retention basins and 4h:1v tie slopes. The road alignment generally follows the existing Spruce Avenue Wash, positioned just east of the existing thalweg, allowing access the basins from Park Way. An attempt to limit construction to within City-owned land requires the access road alignment to deviate from exactly following the wash thalweg as the flow line meanders in and out of the boundaries of private property. The access road will be constructed with the same 48-inch thick (D50=24") rock riprap as the slope protection which likely won't be suitable for standard vehicles but will serve to allow construction equipment access. The east/north slope down into the basins and along the proposed access road will be armored from the top to bottom using similar thickness and size rock. All rock rip rap will be completely underlain with nonwoven geotextile fabric.

Rock Chute Design

Rock Chute Design for Sediment Basins: Each sediment basin will include a rock chute on its upstream end to direct the majority of incoming flow down into it. The NRCS rock chute analyzer was used to design the thickness and size diameter of rock based on the peak flow produced by a 2-inch/45 minute design storm on the entire upstream watershed in the immediate post-burn condition. Though the site configuration is not exactly what the rock chute calculator was intended for, the calculator provides a good estimate of the expected shear stresses under the configuration and provides a reasonable estimation of the appropriate riprap thickness and D50 required to withstand the flow.

Per a hydrologic model by JE Fuller Hydrology & Geomorphology, the 2-inch/45 minute storm event produces a peak flow rate of 1423 cubic feet-per-second (cfs). At Basin 1, a rock chute having dimensions of 50-feet wide, 36-feet long, 25% longitudinal slope, 3:1 side slopes, one-foot local depression with a 24-inch deep splash pool requires a minimum rock riprap section of 50-inches with D_{50}=25 inch rock. Calculations include a 1.2 factor of safety. Rock of equivalent thickness and diameter will be used to construct chutes for Basins 2 & 3 as well as for the outlet of Basin 3 to the downstream channel.

Because of the dynamics in the system, high shear stresses anticipated during large flow events and the criticality of the basins to downstream infrastructure, the remainder of the armored slope and access road bed will be constructed using the same rock size as that calculated for the rock chutes.

Rock Chute Design for Flows from Appalachian Road & Adrianne Way: Basins 2 and 3 intercept concentrated flows from the neighborhoods to the east. Basin 2 intercepts side drainage from Appalachian Road and Basin 3 intercepts drainage from Adrianne Way at two locations. To help stabilize the cut slopes of the new basins, rock chutes will be inset into the eastern slopes of those basins and extend to the bottom. Though shown on the plans, the chutes have not yet been formally designed at the 60% submittal, but will be included with subsequent submittals.

Wolff Property Flood Protection (APN 109-04-060)

Runoff events during the 2021 monsoon season resulted in multiple inundations of the parcel with flood waters reaching the north side of the residence. Proposed protection of the property included the placement of fill material within the north, undeveloped areas of the parcel to block inundating flow from that area and thereby reduce impact to the structure. The proposed grading will also require fill placement on adjacent parcel to the east (APN 109-18-013) to prevent bypass flows from reaching the structure on that side. NCD prepared a two-dimensional hydraulic model (HEC-RAS) to internally assess the effectiveness of the grading design to protecting the Wolff parcel. A screen capture of that model result for maximum flood depth is included in Figure 1 below.

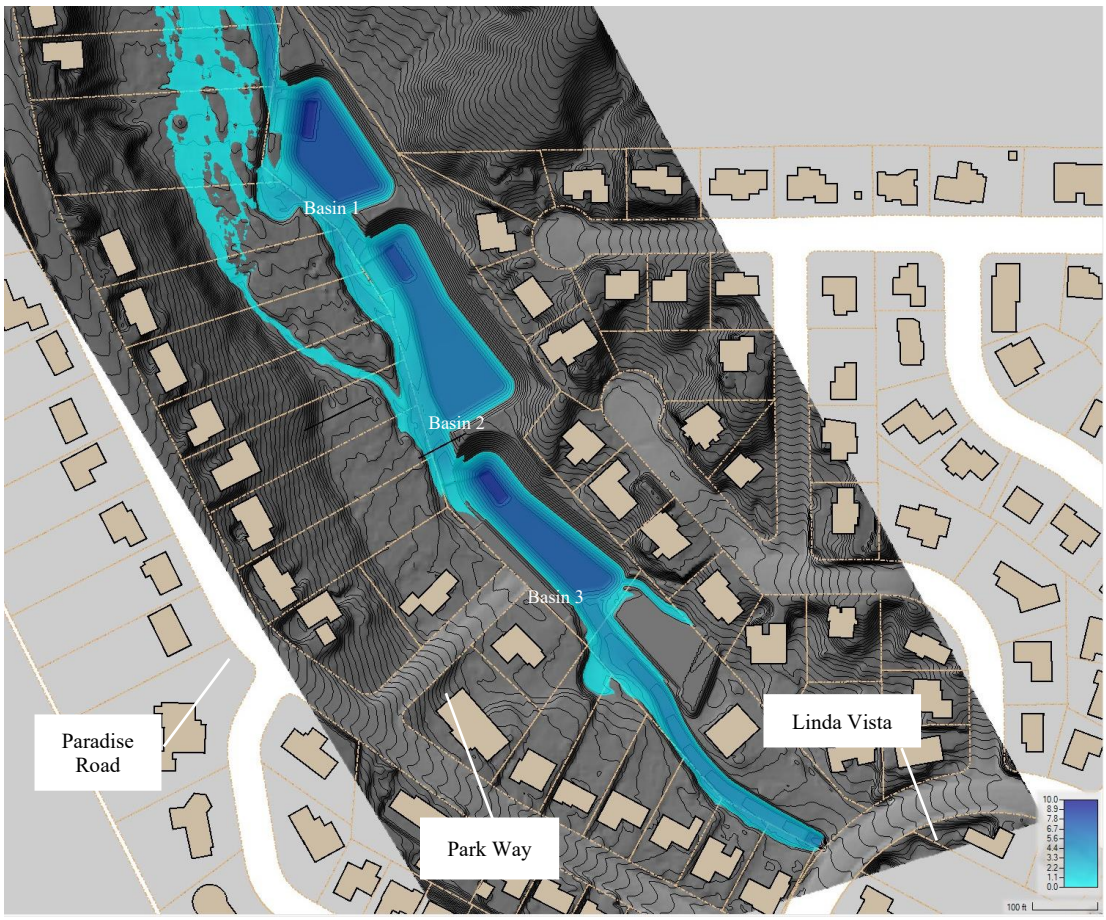


Figure 1 - Flooding Limits/Depths During 1423cfs Design Storm

Based upon this model, the Wolff residence can effectively be protected up to the 2-inch/45 minute, 1423 cfs flow. Larger storm events may result in overwhelming the fill placement and flood mitigation. Minor adjustments to the design will be completed following the 60% submittal to elevate the proposed fill pad approximately 6 inches as the 60% 2D model run did show some flow bypassing the elevated area on its east side.

Rock Cross Vane Weirs

Three cross vane weir channel structures placed downstream of Basin 3 will serve to act as grade control and help stabilize channel thalweg and prevent possible future headcutting and bank erosion. Cross vane weirs are channel-spanning structures that can provide grade control, reduce bank stress and deflect stream flow to the center of the channel.

Details of the sizing of the rock cross vane weirs will be provided in subsequent submittals.

Adjacent Properties Impacted

Minor grading may need to occur on some properties adjacent to the channel to provide for fine grading and better connections to existing grades. It would likely help the hydraulic function of the finished project if some fill could be placed within the to-be-abandoned existing channel that meanders in and out of the City owned parcel. Prior to completing 90% design, those property owners adjacent to the project on the west side should be approached to determine if they would be amenable to having fill placed in these locations. Previous contact with some of these property owners by NCD gave indication that they may approve of such grading.

No Adverse Impact Analysis

Following the 2019 Museum Fire, JE Fuller has been providing two-dimensional hydrologic and hydraulic modelling for the Coconino County Flood Control District (CCFCD) to determine existing-condition flood risks and impacts from all proposed and emergency flood mitigation measures. One analysis that they have been providing is a No Adverse Impact ("difference plot") analysis between the existing conditions and post-project conditions for the ongoing flood mitigation. Such a model allows the designers and floodplain regulators to determine where flooding depths increase and decrease and determine what impacts may require additional mitigation. A two-dimensional hydraulic analysis of the final design was performed by JE Fuller for the CCFCD to verify the No Adverse Impact condition

Screen captures of JE Fuller's model results which incorporate NCD's final design surface show results for the 2-inch/45 minute storm event and are shown in Figure 1 below. The figure shows the results as the difference between pre-project water depths and post-project water depth

Figure 2: 2-inch/45 minute difference plot from JE Fuller 2-D model.
1421 cfs peak flow applied at the upstream end of the model. Model results indicate That for this storm magnitude and for areas outside of the new sediment basins and the channel itself, post-project flood depths decrease. By comparison, the effective 100year FEMA flood flows are 260 cfs.

FEMA Floodplain Mapping

The project will be constructed partly within an existing FEMA Zone AE regulatory floodplain. NCD has not prepared documentation for modifications to the FEMA floodplain. Ongoing emergency flood mitigation efforts in this and other upstream and downstream reaches of the Spruce Avenue Wash will require eventual remapping of the floodplain by the participating Community (City of Flagstaff). NCD has deferred to the local floodplain regulators for addressing any required FEMA remapping requirements prior to or following the construction.

Jurisdictional Waters of the US – 404 Permitting

NCD and the CCFCD submitted and obtained a Nationwide-37 404 permit for all channel modifications extending from Linda Vista, downstream of the project, to the upstream USFS lands.

The scope of this project is covered under that permit and no additional approvals are anticipated to be necessary, other than ensuring compliance with that existing permit.

Utilities Impacted

Unisource Gas, APS electric and telephone/cable tv facilities are present in the work area, running north-south within the existing variable width drainage and utility easement. This project will impact gas, electric and communication lines beginning at the proposed access road station 48+00 and south at Linda Vista (see Sheet 4). APS and LUMEN jointly use the same power poles.

APS – Impacts to APS assets will include a required relocation of 2 power poles and associated overhead electric lines near the east end of Park Way. Additionally, an underground electric line that extends east, across Spruce Wash from Park Way will require lower and/or relocation. NCD met with representatives from both APS & LUMEN on 9/1/2022 to discuss relocating facilities. It was determined that relocating two conflicting power poles approximately 50-60+/- feet upline/downline from their existing location would be feasible. Relocation of the underground electric line will consist of installing new 2-inch conduit from the new location of the southern pole at Park Way and across Basin 3. APS trenching standards require a 4-inch thick concrete cap be placed over conduit located in drainage areas (beneath Basin 3). A new concrete pull box will be placed at the east top of slope of Basin 3 for which the new conduit will run to. A preliminary relocation map was provided to APS on 9/6/2022 with request for cost estimate.

Unisource Gas – Approximately 350 to 400 feet of a 2-inch gas main that approximately parallels the Spruce wash will require relocation approximately 10' west of its existing alignment near the east end of Park Way and in the same general location as the power poles needing adjustment.
Coordination with APS, Unisource and LUMEN prior to finalizing the plans to prepare for utility relocation. Ideally, the utilities should start adjusting their lines prior to the excavation portion of the contract starting.

Anticipated Excavation Conditions

Five test pits were excavated in the area of the three proposed basins in advance of this design by a contractor hired by the CCFCD to determine if bedrock is likely to be encountered during construction. NCD observed the excavations and prepared test pit logs based upon that excavation.

The test pits were excavated to depths of 13 to 14 feet below existing grades and no bedrock was encountered. Soils encountered were stratified deposits of alluvium primarily consisting of silty sands and gravels and occasional cobbles and boulders. Excavation for the basins is anticipated to be able to be completed with large, track mounted excavators or other similar standard equipment. The test pit logs are included as an attachment with this submittal. The locations of the test pits are noted on Sheet 3 of the plans (which is the Plan Overview Map that is also included as an attachment to this memo.

Downstream Impacts

It is understood that the City of Flagstaff is coordinating in design and installation of additional downstream flood mitigation measures. This project is one of many sediment reduction measures that have been or are being constructed along the Spruce Avenue Wash Corridor. Downstream impacts from this project are anticipated to be positive in that the basins will allow for reduction of sediment loading to downstream culverts, detention basins and other public infrastructure.

Attachments

Attached hereto are the following supporting data/output relative to the hydrology and hydraulic modelling.

- Overview Map (Sheet 3 of the plans)
- NRCS Rock Chute Design Data worksheet
- NCD Test Pit Logs

Conclusion

The basins proposed of this project will serve to capture and store up to 5,327 cubic yards of sediment delivered to the site by runoff from the upstream Museum Fire scar. An equipment access road included with the design will allow for machinery and dump trucks to access the basins to periodically remove accumulated sediment. The frequency of needed maintenance and sediment removal will depend on the frequency and magnitude of the storm events that impact the burn scar.

This sediment reduction project is being implemented in conjunction with 5 other upstream projects that include two NRCS-funded projects on private lands and three USFS-funded on the Coconino National Forest. Acting together, these projects will greatly reduce sediment delivery from the fire scar to the downstream infrastructure within the City of Flagstaff.

The project will also include grading on an adjacent, downstream private property that provides needed flood risk reduction for the residential structure on that property.

This submittal reflects the final design delivery for this project. We look forward to the input from the project from Natural Channel Design. Addendums to the plans will be provided by NCD, if necessary.

Action items needed prior to the start of construction include:

- Obtain a TCE for fill placement from property owner of APN 109-18-013 (adjacent to and east of Wolff property). The City of Flagstaff is currently working to obtain this.
- The City of Flagstaff requires two new drainage easements across the Wolff parcel. NCD is working with Northland Exploration Surveys to develop those legal descriptions and will provide those to the City of Flagstaff when complete.
- Franchise utilities (Unisource, APS, Centurylink and Optimum) will be required to relocate of their lines that are in conflict with the project grading. Each utility has been contacted by NCD and initial coordination of the relocation needs have been identified. The City of Flagstaff is working to ensure those utilities are relocated prior to the start of construction.
- The City of Flagstaff will coordinate any community relations with the neighboring community to inform adjacent property owners of the project elements and educate the public on the project's need and anticipated benefits.

Appendix Attachments

Calculation Sheets – NRCS Rock Chute Calculator

Basin 1 Chute – Along Spruce Wash (4 pages)

Note: This spreadsheet was used only as a tool to determine appropriate size rock riprap stabilization along the west side of basins and along access road. Though the geometries of the riprap chutes provided within the plans are not an exact analog for the calculations of this spreadsheet, we believe it provides an appropriate sizing of the rock, for this application.

Chute for Appalachian Road Flows (4 pages)
Chute 1 for Adrianne Way Flows (4 pages)
Chute 2 for Adrianne Way Flows (4 pages)

Geotechnical Exploration Test Pit Logs (7 Pages)

Rock Chute Design Data

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Sediment Basins - Basin 1 **County:** Coconino
Designer: DM **Checked by:** MK
Date: September 21, 2022 **Date:** 09/21/22

Input Geometry:

Upstream Channel	Chute		Downstream Channel
Bw = 80.0 ft.	Bw = 50.0 ft.		Bw = 70.0 ft.
Side slopes = 3.0 (m:1)	Factor of safety = 1.20 (F_s)	1.2 Min	Side slopes = 4.0 (m:1)
Velocity n-value = 0.060	Side slopes = 2.0 (m:1) →	2.0:1 max.	Velocity n-value = 0.040
Bed slope = 0.0400 ft./ft.	Bed slope (4:1) = 0.250 ft./ft →	3.0:1 max.	Bed slope = 0.0010 ft./ft.
Note: n value = a) velocity n from waterway program	Freeboard = 1.0 ft. →		
or b) computed mannings n for channel	Outlet apron depth, d = 2.0 ft.		Base flow = 0.0 cfs

Design Storm Data (Table 2, FOTG, WI-NRCS Grade Stabilization Structure No. 410):

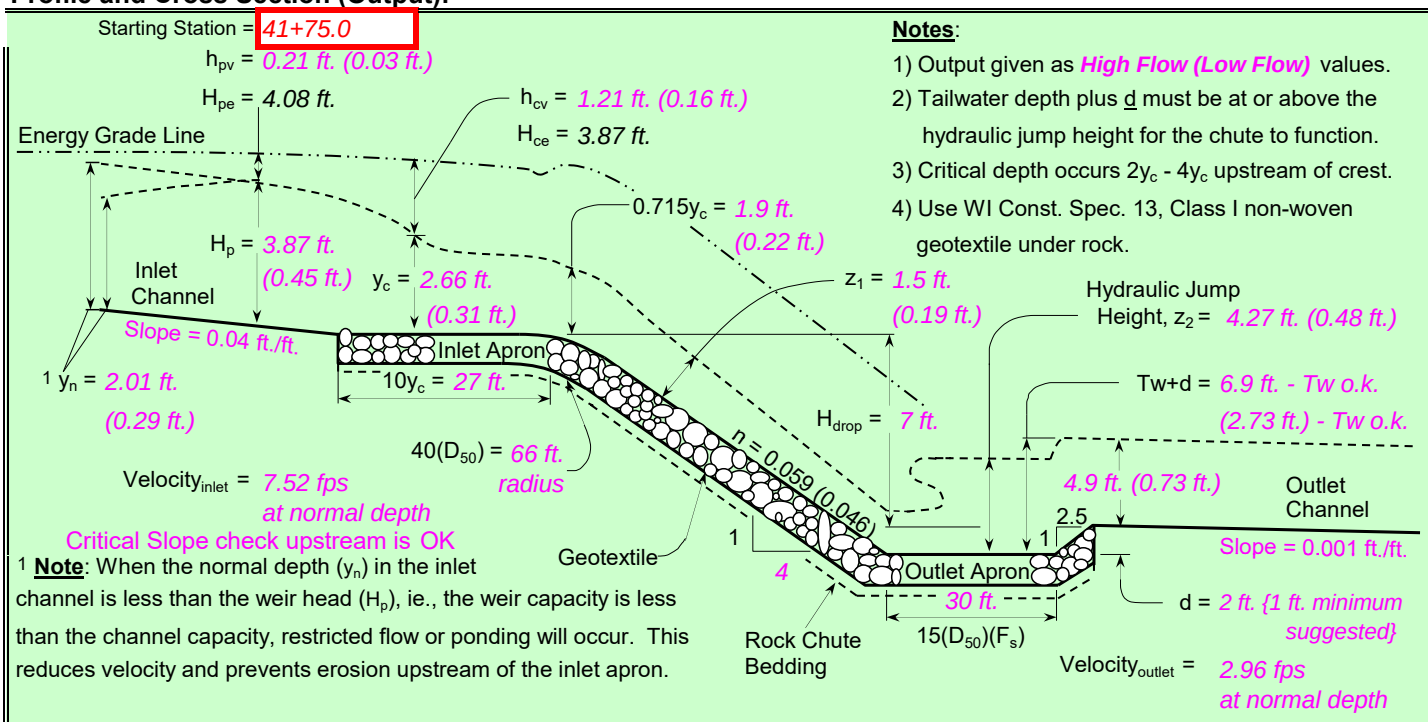
Apron elev. --- Inlet = 6993.0 ft. ------ Outlet 6984.0 ft. --- (H_{drop} = 7 ft.)

Q_{high} = Runoff from design storm capacity from Table 2, FOTG Standard 410
Q_5 = Runofff from a 5-year,24-hour storm.

Q_{high} = 1300.0 cfs High flow storm through chute → Tw (ft.) = Program
Q_5 = 50.0 cfs Low flow storm through chute → Tw (ft.) = Program

Note: The total required capacity is routed through the chute (principal spillway) or in combination with an auxiliary spillway.
Input tailwater (Tw): 0.25 1.20

Profile and Cross Section (Output):

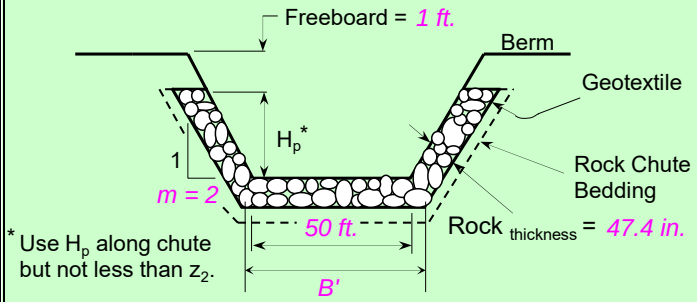


Notes:
1) Output given as ***High Flow (Low Flow)*** values.
2) Tailwater depth plus d must be at or above the hydraulic jump height for the chute to function.
3) Critical depth occurs 2y_c - 4y_c upstream of crest.
4) Use WI Const. Spec. 13, Class I non-woven geotextile under rock.

[1] **Note**: When the normal depth (y_n) in the inlet channel is less than the weir head (H_p), ie., the weir capacity is less than the channel capacity, restricted flow or ponding will occur. This reduces velocity and prevents erosion upstream of the inlet apron.

Profile Along Centerline of Chute

Typical Cross Section



* Use H_p along chute but not less than z_2.

	24.6 cfs/ft.	Equivalent unit discharge
F_S =	1.20	Factor of safety (multiplier)
z_1 =	1.5 ft.	Normal depth in chute
n-value =	0.059	Manning's roughness coefficient
$D_{50}(F_s)$ =	23.7 in.	Minimum Design D50*
$2(D_{50})(F_s)$ =	47.4 in.	Rock chute thickness
Tw + d =	6.9 ft.	Tailwater above outlet apron
z_2 =	4.27 ft.	Hydraulic jump height
*** The outlet	will	function adequately

High Flow Storm Information

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Sediment Basins - Basin 1 **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

I. Calculate the normal depth in the inlet channel

	High Flow		*Low Flow*		
y_n =	**2.01** **ft.**	**y_n =**	**0.29** **ft.**	(Normal depth)
Area =	172.8 ft^2	Area =	23.3 ft^2	(Flow area in channel)
Q_{high} =	1300.0 cfs	Q_{low} =	50.0 cfs	(Capacity in channel)
Scupstreamchannel =	0.043 ft/ft			

II. Calculate the critical depth in the chute

	High Flow		*Low Flow*		
y_c =	**2.66** **ft.**	**y_c =**	**0.31** **ft.**	(Critical depth in chute)
Area =	147.1 ft^2	Area =	15.8 ft^2	(Flow area in channel)
Q_{high} =	1300.0 cfs	Q_{low} =	50.0 cfs	(Capacity in channel)
H_{ce} =	3.87 ft.	H_{ce} =	0.47 ft.	(Total minimum specific energy head)
h_{cv} =	1.21 ft.	h_{cv} =	0.16 ft.	(Velocity head corresponding to y_c)
$10y_c$ =	**26.59** **ft.**	---	---	(Required inlet apron length)
$0.715y_c$ =	**1.90** **ft.**	**$0.715y_c$ =**	**0.22** **ft.**	(Depth of flow over the weir crest or brink)

III. Calculate the tailwater depth in the outlet channel

	High Flow		*Low Flow*	
Tw =	**4.90** **ft.**	**Tw =**	**0.73** **ft.**	(Tailwater depth)
Area =	439.5 ft^2	Area =	53.6 ft^2	(Flow area in channel)
Q_{high} =	1300.0 cfs	Q_{low} =	50.0 cfs	(Capacity in channel)
H_2 =	0.00 ft.	H_2 =	0.00 ft.	(Downstream head above weir crest, $H_2 = 0$, if $H_2 < 0.715*y_c$)

IV. Calculate the head for a trapezoidal shaped broadcrested weir

Cd = 1.00 (Coefficient of discharge for broadcrested weirs)

	High Flow		*Low Flow*	
H_p =	4.03 ft.	**3.87** **ft.**	(Weir head)
Area =	371.2 ft^2	354.2 ft^2	(Flow area in channel)
V_o =	0.00 fps	**3.67** **fps**	(Approach velocity)
h_{pv} =	0.00 ft.	0.21 ft.	(Velocity head corresponding to H_p)
Q_{high} =	1300.0 cfs	1300.0 cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

	Low Flow		
H_p =	0.47 ft.	**0.45** **ft.**	(Weir head)
Area =	38.3 ft^2	36.2 ft^2	(Flow area in channel)
V_o =	0.00 fps	**1.38** **fps**	(Approach velocity)
h_{pv} =	0.00 ft.	0.03 ft.	(Velocity head corresponding to H_p)
Q_{low} =	50.0 cfs	50.0 cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Sediment Basins - Basin 1 **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

V. Calculate the rock chute parameters (w/o a factor of safety applied)

	High Flow		*Low Flow*		
q_t =	2.29 cms/m		0.09 cms/m		(Equivalent unit discharge)
D_{50} (mm) =	501.17 → ***(19.73 in.)***		D_{50} =	91.74 mm	(Median ***angular*** rock size)
n =	0.059		n =	0.046	(Manning's roughness coefficient)
z_1 =	1.50 ft.		z_1 =	0.19 ft.	(Normal depth in the chute)
A_1 =	79.5 ft^2		A_1 =	9.5 ft^2	(Area associated with normal depth)
Velocity =	16.34 fps		Velocity =	5.27 fps	(Velocity in chute slope)
z_{mean} =	1.42 ft.		z_{mean} =	0.19 ft.	(Mean depth)
F_1 =	2.42		F_1 =	2.15	(Froude number)
$L_{rock\ apron}$ =	24.66 ft.		----	----	(Length of rock outlet apron = 15*D_{50})

VI. Calculate the height of hydraulic jump height (conjugate depth)

	High Flow		*Low Flow*		
z_2 =	**4.27 ft.**		**z_2 =**	**0.48 ft.**	(Hydraulic jump height)
Q_{high} =	1300.0 cfs		Q_{high} =	50.0 cfs	(Capacity in channel)
A_2 =	250.2 ft^2		A_2 =	24.7 ft^2	(Flow area in channel)

VII. Calculate the energy lost through the jump (absorbed by the rock)

	High Flow		*Low Flow*		
E_1 =	5.65 ft.		E_1 =	0.62 ft.	(Total energy before the jump)
E_2 =	4.69 ft.		E_2 =	0.55 ft.	(Total energy after the jump)
R_E =	16.92 %		R_E =	11.61 %	(Relative loss of energy)

Calculate Quantities for Rock Chute

-------Rock Riprap Volume-------

Area Calculations	Length @ Rock CL
h = 4.27	Inlet = 26.75
x_1 = 8.94	Outlet = 30.63
L = 9.55	Slope = 37.11
A_s = 38.19	2.5:1 Lip = 4.97
x_2 = 8.00	**Total = 99.46 ft.**
A_b = 239.55	**Rock Volume**
A_b+2*A_s = 315.94 ft^2	**1163.86 yd^3**

-------Bedding Volume-------

Area Calculations	
h = 8.27	**Bedding Thickness**
x_1 = 0.00	t_1, t_2 = ***0.00*** in.
L = 18.49	
A_s = 0.00	**Length @ Bed CL**
x_2 = 0.00	**Total = 99.43 ft.**
A_b = 0.00	**Bedding Volume**
A_b+2*A_s = 0.00 ft^2	**0.00 yd^3**

-------Geotextile Quantity-------

Width	Length @ Bot. Rock
2*Slope = 36.98	**Total = 99.43 ft.**
Bottom = 51.89	**Geotextile Area**
Total = 88.87 ft.	**981.89 yd^2**

Note: 1) The radius is not considered when calculating quantities of riprap, bedding, or geotextile.
2) The geotextile quantity does not include over-overlapping (18-in. min.) or anchoring material (18-in. min. along sides, 24-in. min. on ends).

Rock Chute Design - Plan Sheet

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Sediment Basins - Basin 1 **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

Minimum Design Values		Enter Plan Values
23.7 in.	D_{50} dia. =	24.00 in.
47.4 in.	$Rock_{chute}$ thickness =	48.00 in.
27 ft.	Inlet apron length =	27.00 ft.
30 ft.	Outlet apron length =	30.00 ft.
66 ft.	Radius =	67 ft.

Will bedding be used? No

Rock Gradation Envelope

% Passing	Diameter, in. (weight, lbs.)
D_{100}	36 - 48 (3302 - 7827)
D_{85}	31 - 43 (2150 - 5706)
D_{50}	24 - 36 (978 - 3302)
D_{10}	19 - 31 (501 - 2150)

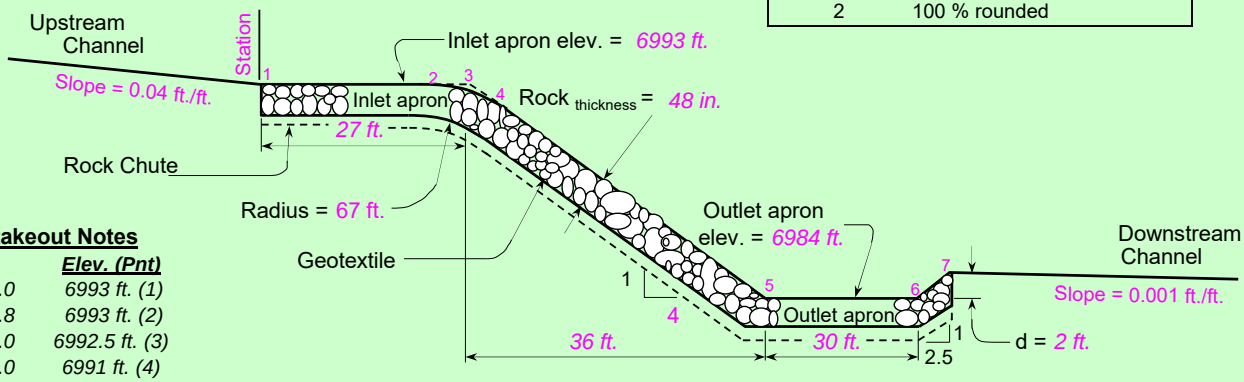
Quantities [a]

Rock =	1164 yd^3
Geotextile (WCS-13)[b] =	982 yd^2
Bedding =	0 yd^3
Excavation =	0 yd^3
Earthfill =	0 yd^3
Seeding =	0.0 acres

Notes: [a] Rock, bedding, and geotextile quantities are determined from the x-section below (neglect radius).
[b] Geotextile Class I (non-woven) shall be overlapped and anchored (18-in. min. along sides and 24-in. min. on the ends).

Degree of angularity = 1

1	50% angular, 50% rounded
2	100 % rounded



Profile Along Centerline of Rock Chute

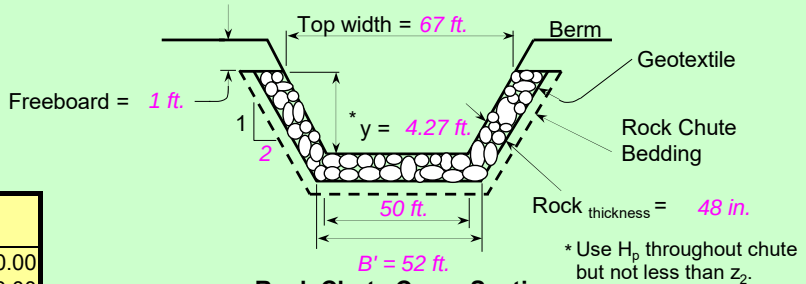
** **Note**: ***The outlet will function adequately***

Stakeout Notes

Sta.	Elev. (Pnt)
41+75.0	6993 ft. (1)
41+93.8	6993 ft. (2)
42+02.0	6992.5 ft. (3)
42+10.0	6991 ft. (4)
42+38.0	6984 ft. (5)
42+68.0	6984 ft. (6)
42+73.0	6986 ft. (7)

Class I non-woven

Rock gradation envelope can be met with Gradation printed



Rock Chute Cross Section

Rock Chute Cost Estimate

Unit	Unit Cost		Cost
Rock	$0.00	/yd^3	$0.00
Geotextile	$0.00	/yd^2	$0.00
Bedding	$0.00	/yd^3	$0.00
Excavation	$0.00	/yd^3	$0.00
Earthfill	$0.00	/yd^3	$0.00
Seeding	$0.00	/ac.	$0.00
		Total	**$0.00**

Profile, Cross Sections, and Quantities

NRCS Natural Resources Conservation Service United States Department of Agriculture

Park Site Sediment Basins - Basin 1

Coconino County

	Date	
Designed	DM	
Drawn		
Checked		
Approved		

File Name

Drawing Name

Sheet ___ of ___

Rock Chute Design Data

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Appalachian Rd. **County:** Coconino
Designer: DM **Checked by:** MK
Date: September 21, 2022 **Date:** 09/21/22

Input Geometry:

→ Upstream Channel	→ Chute	→ Downstream Channel
Bw = 5.0 ft.	Bw = 10.0 ft.	Bw = 10.0 ft.
Side slopes = 2.0 (m:1)	Factor of safety = 1.20 (F_s) 1.2 Min	Side slopes = 4.0 (m:1)
Velocity n-value = 0.030	Side slopes = 3.0 (m:1) → 2.0:1 max.	Velocity n-value = 0.040
Bed slope = 0.0010 ft./ft.	Bed slope (3:1) = 0.333 ft./ft → 3.0:1 max.	Bed slope = 0.0010 ft./ft.
Note: n value = a) velocity n from waterway program	Freeboard = 1.0 ft. →	
or b) computed mannings n for channel	Outlet apron depth, d = 2.0 ft.	Base flow = 0.0 cfs

Design Storm Data (Table 2, FOTG, WI-NRCS Grade Stabilization Structure No. 410):

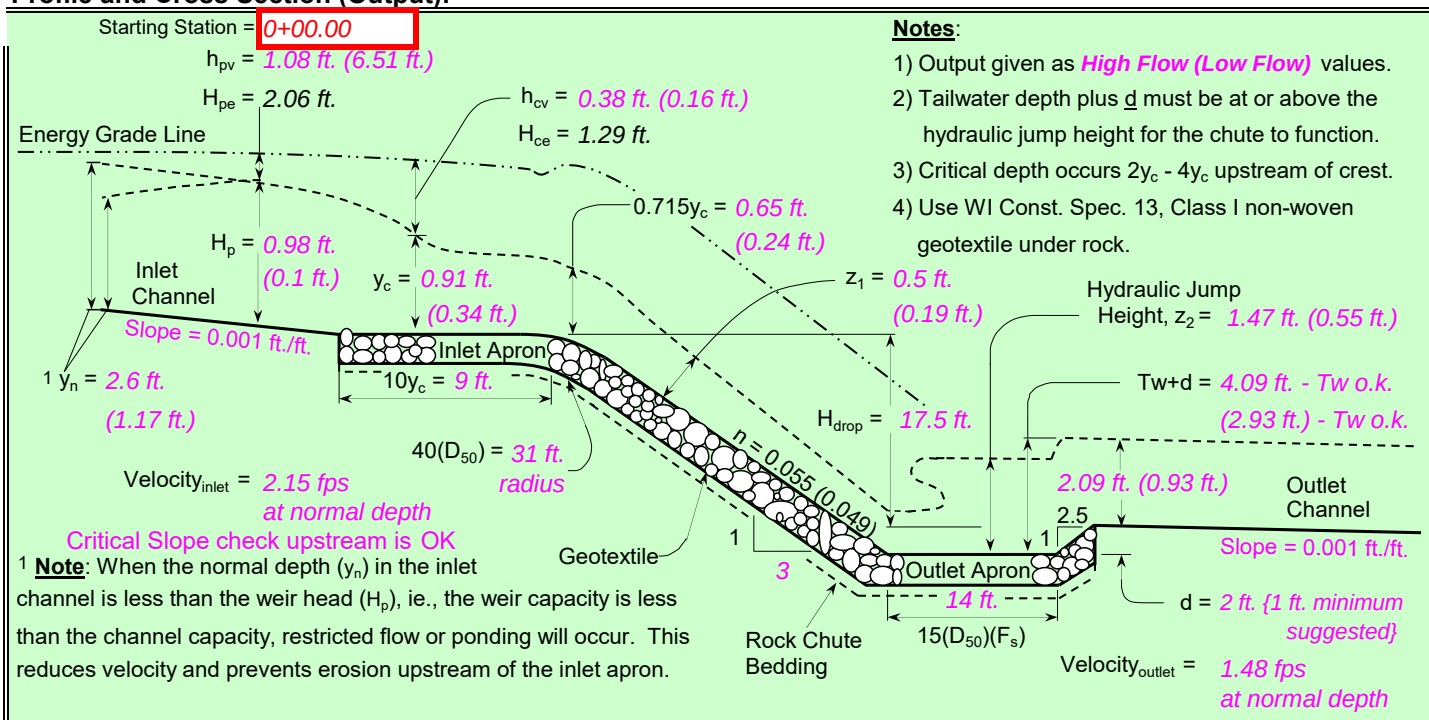
Apron elev. --- Inlet = 6998.5 ft. ------ Outlet 6979.0 ft. --- (H_{drop} = 17.5 ft.)

Q_{high} = Runoff from design storm capacity from Table 2, FOTG Standard 410
Q_5 = Runofff from a 5-year,24-hour storm.

Q_{high} = 57.0 cfs High flow storm through chute → Tw (ft.) = Program
Q_5 = 12.0 cfs Low flow storm through chute → Tw (ft.) = Program

***Note**: The total required capacity is routed through the chute (principal spillway) or in combination with an auxiliary spillway.*
***Input tailwater (Tw)**:* 0.33 1.20

Profile and Cross Section (Output):

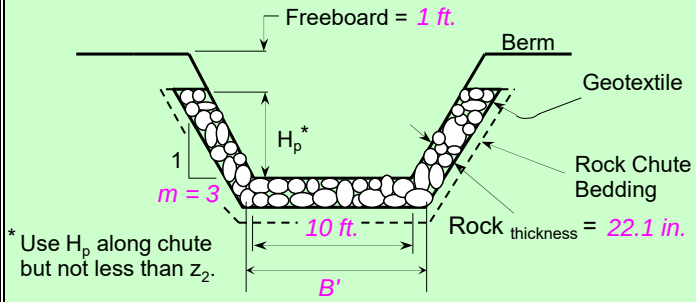


Notes:
1) Output given as ***High Flow (Low Flow)*** values.
2) Tailwater depth plus d must be at or above the hydraulic jump height for the chute to function.
3) Critical depth occurs 2y_c - 4y_c upstream of crest.
4) Use WI Const. Spec. 13, Class I non-woven geotextile under rock.

[1] **Note**: When the normal depth (y_n) in the inlet channel is less than the weir head (H_p), ie., the weir capacity is less than the channel capacity, restricted flow or ponding will occur. This reduces velocity and prevents erosion upstream of the inlet apron.

Profile Along Centerline of Chute

Typical Cross Section



* Use H_p along chute but not less than z_2.

	4.93 cfs/ft.	Equivalent unit discharge
F_S =	1.20	Factor of safety (multiplier)
z_1 =	0.5 ft.	Normal depth in chute
n-value =	0.055	Manning's roughness coefficient
D_{50}(F_s) =	11 in.	Minimum Design D50*
2(D_{50})(F_s) =	22.1 in.	Rock chute thickness
Tw + d =	4.09 ft.	Tailwater above outlet apron
z_2 =	1.47 ft.	Hydraulic jump height
*** ***The outlet***	***will***	***function adequately***

High Flow Storm Information

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Appalachian Rd. **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

I. Calculate the normal depth in the inlet channel

	High Flow		*Low Flow*		
y_n =	**2.60**	**ft.**	**1.17**	**ft.**	(Normal depth)
Area =	26.6	ft^2	8.6	ft^2	(Flow area in channel)
Q_{high} =	57.0	cfs	Q_{low} = 12.0	cfs	(Capacity in channel)
Scupstreamchannel =	0.012	ft/ft			

II. Calculate the critical depth in the chute

	High Flow		*Low Flow*		
y_c =	**0.91**	**ft.**	**0.34**	**ft.**	(Critical depth in chute)
Area =	11.6	ft^2	3.8	ft^2	(Flow area in channel)
Q_{high} =	57.0	cfs	Q_{low} = 12.0	cfs	(Capacity in channel)
H_{ce} =	1.29	ft.	0.50	ft.	(Total minimum specific energy head)
h_{cv} =	0.38	ft.	0.16	ft.	(Velocity head corresponding to y_c)
$10y_c$ =	**9.11**	**ft.**	---	---	(Required inlet apron length)
$0.715y_c$ =	**0.65**	**ft.**	**$0.715y_c$ =** **0.24**	**ft.**	(Depth of flow over the weir crest or brink)

III. Calculate the tailwater depth in the outlet channel

	High Flow		*Low Flow*		
Tw =	**2.09**	**ft.**	**0.93**	**ft.**	(Tailwater depth)
Area =	38.5	ft^2	12.7	ft^2	(Flow area in channel)
Q_{high} =	57.0	cfs	Q_{low} = 12.0	cfs	(Capacity in channel)
H_2 =	0.00	ft.	0.00	ft.	(Downstream head above weir crest, $H_2 = 0$, if $H_2 < 0.715*y_c$)

IV. Calculate the head for a trapezoidal shaped broadcrested weir

Cd = 1.00 (Coefficient of discharge for broadcrested weirs)

	High Flow				
H_p =	1.47	ft.	**0.98**	**ft.**	(Weir head)
Area =	11.6	ft^2	6.8	ft^2	(Flow area in channel)
V_o =	0.00	fps	**8.35**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	1.08	ft.	(Velocity head corresponding to H_p)
Q_{high} =	57.0	cfs	57.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

	Low Flow				
H_p =	0.53	ft.	**0.14**	**ft.**	(Weir head)
Area =	3.2	ft^2	0.7	ft^2	(Flow area in channel)
V_o =	0.00	fps	**15.12**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	3.55	ft.	(Velocity head corresponding to H_p)
Q_{low} =	12.0	cfs	12.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Appalachian Rd. **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

V. Calculate the rock chute parameters (w/o a factor of safety applied)

	High Flow		*Low Flow*		
q_t =	0.46 cms/m		0.11 cms/m		(Equivalent unit discharge)
D_{50} (mm) =	233.87 → ***(9.21 in.)***		D_{50} =	107.61 mm	(Median ***angular*** rock size)
n =	0.055		n =	0.049	(Manning's roughness coefficient)
z_1 =	0.50 ft.		z_1 =	0.19 ft.	(Normal depth in the chute)
A_1 =	5.8 ft^2		A_1 =	2.1 ft^2	(Area associated with normal depth)
Velocity =	9.83 fps		Velocity =	5.81 fps	(Velocity in chute slope)
z_{mean} =	0.45 ft.		z_{mean} =	0.18 ft.	(Mean depth)
F_1 =	2.60		F_1 =	2.38	(Froude number)
$L_{rock\ apron}$ =	11.51 ft.		----	----	(Length of rock outlet apron = 15*D_{50})

VI. Calculate the height of hydraulic jump height (conjugate depth)

	High Flow		*Low Flow*		
z_2 =	**1.47 ft.**		**z_2 =**	**0.55 ft.**	(Hydraulic jump height)
Q_{high} =	57.0 cfs		Q_{high} =	12.0 cfs	(Capacity in channel)
A_2 =	21.2 ft^2		A_2 =	6.4 ft^2	(Flow area in channel)

VII. Calculate the energy lost through the jump (absorbed by the rock)

	High Flow		*Low Flow*		
E_1 =	2.01 ft.		E_1 =	0.72 ft.	(Total energy before the jump)
E_2 =	1.59 ft.		E_2 =	0.60 ft.	(Total energy after the jump)
R_E =	20.95 %		R_E =	16.30 %	(Relative loss of energy)

Calculate Quantities for Rock Chute

-------Rock Riprap Volume-------

Area Calculations	**Length @ Rock CL**
h = 1.47	Inlet = 9.85
x_1 = 5.80	Outlet = 14.33
L = 4.65	Slope = 61.72
A_s = 8.52	2.5:1 Lip = 5.20
x_2 = 5.50	**Total = 91.09 ft.**
A_b = 29.51	**Rock Volume**
A_b+2*A_s = 46.55 ft^2	**157.06 yd^3**

-------Bedding Volume-------

Area Calculations	
h = 3.30	**Bedding Thickness**
x_1 = 0.00	t_1, t_2 = ***0.00*** in.
L = 10.44	
A_s = 0.00	**Length @ Bed CL**
x_2 = 0.00	**Total = 91.08 ft.**
A_b = 0.00	**Bedding Volume**
A_b+2*A_s = 0.00 ft^2	**0.00 yd^3**

-------Geotextile Quantity-------

Width	**Length @ Bot. Rock**
2*Slope = 20.87	**Total = 91.08 ft.**
Bottom = 10.60	**Geotextile Area**
Total = 31.47 ft.	**318.43 yd^2**

Note: 1) The radius is not considered when calculating quantities of riprap, bedding, or geotextile.
2) The geotextile quantity does not include over-overlapping (18-in. min.) or anchoring material (18-in. min. along sides, 24-in. min. on ends).

Rock Chute Design - Plan Sheet

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Appalachian Rd. **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

Minimum Design Values		Enter Plan Values
11.0 in.	D_{50} dia. =	11.00 in.
22.1 in.	$Rock_{chute}$ thickness =	22.00 in.
9 ft.	Inlet apron length =	10.00 ft.
14 ft.	Outlet apron length =	14.00 ft.
31 ft.	Radius =	31 ft.

Will bedding be used? No

Rock Gradation Envelope

% Passing	Diameter, in. (weight, lbs.)
D_{100} ---------	17 - 22 (318 - 754)
D_{85} ---------	14 - 20 (207 - 549)
D_{50} ---------	11 - 17 (94 - 318)
D_{10} ---------	9 - 14 (48 - 207)

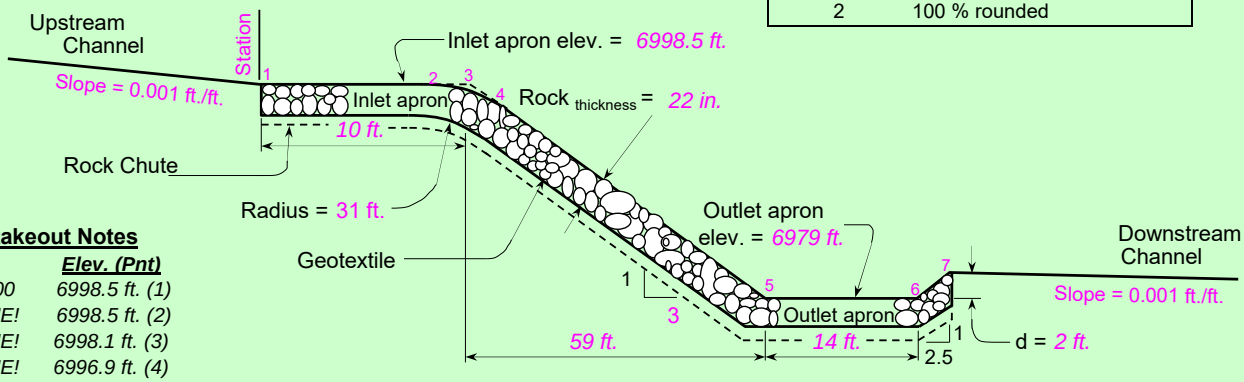
Quantities [a]

Rock =	158	yd^3
Geotextile (WCS-13)[b] =	319	yd^2
Bedding =	0	yd^3
Excavation =	0	yd^3
Earthfill =	0	yd^3
Seeding =	0.0	acres

Notes: [a] *Rock, bedding, and geotextile quantities are determined from the x-section below (neglect radius).*
[b] *Geotextile Class I (non-woven) shall be overlapped and anchored (18-in. min. along sides and 24-in. min. on the ends).*

Degree of angularity = 1

1	50% angular, 50% rounded
2	100 % rounded



Profile Along Centerline of Rock Chute

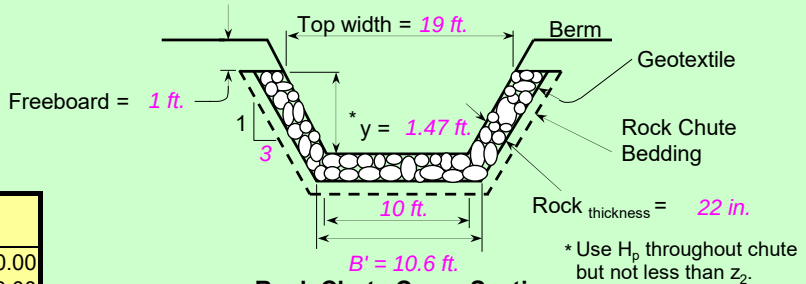
Note**: **The outlet will function adequately

Stakeout Notes

Sta.	Elev. (Pnt)
0+00.00	6998.5 ft. (1)
#VALUE!	6998.5 ft. (2)
#VALUE!	6998.1 ft. (3)
#VALUE!	6996.9 ft. (4)
#VALUE!	6979 ft. (5)
#VALUE!	6979 ft. (6)
#VALUE!	6981 ft. (7)

Class I non-woven

Rock gradation envelope can be met with DOT Medium riprap Gradation



* Use H_p throughout chute but not less than z_2.

Rock Chute Cross Section

Rock Chute Cost Estimate

Unit	Unit Cost		Cost
Rock	$0.00	/yd^3	$0.00
Geotextile	$0.00	/yd^2	$0.00
Bedding	$0.00	/yd^3	$0.00
Excavation	$0.00	/yd^3	$0.00
Earthfill	$0.00	/yd^3	$0.00
Seeding	$0.00	/ac.	$0.00
		Total	**$0.00**

Profile, Cross Sections, and Quantities

NRCS Natural Resources Conservation Service United States Department of Agriculture

Park Site Basins - Appalachian Rd.

Coconino County

	Date
Designed	DM
Drawn	
Checked	
Approved	

File Name

Drawing Name

Sheet ___ of ___

Rock Chute Design Data

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 1 (north) **County:** Coconino
Designer: DM **Checked by:** MK
Date: September 21, 2022 **Date:** 09/21/22

Input Geometry:

Upstream Channel	Chute		Downstream Channel
Bw = 5.0 ft.	Bw = 5.0 ft.		Bw = 5.0 ft.
Side slopes = 2.0 (m:1)	Factor of safety = 1.20 (F_s)	1.2 Min	Side slopes = 4.0 (m:1)
Velocity n-value = 0.010	Side slopes = 3.0 (m:1) →	2.0:1 max.	Velocity n-value = 0.040
Bed slope = 0.0010 ft./ft.	Bed slope (3:1) = 0.333 ft./ft →	3.0:1 max.	Bed slope = 0.0010 ft./ft.
Note: n value = a) velocity n from waterway program	Freeboard = 1.0 ft. →		
or b) computed mannings n for channel	Outlet apron depth, d = 2.0 ft.		Base flow = 0.0 cfs

Design Storm Data (Table 2, FOTG, WI-NRCS Grade Stabilization Structure No. 410):

Apron elev. --- Inlet = 6984.0 ft. ------ Outlet 6969.0 ft. --- (H_{drop} = 13 ft.)

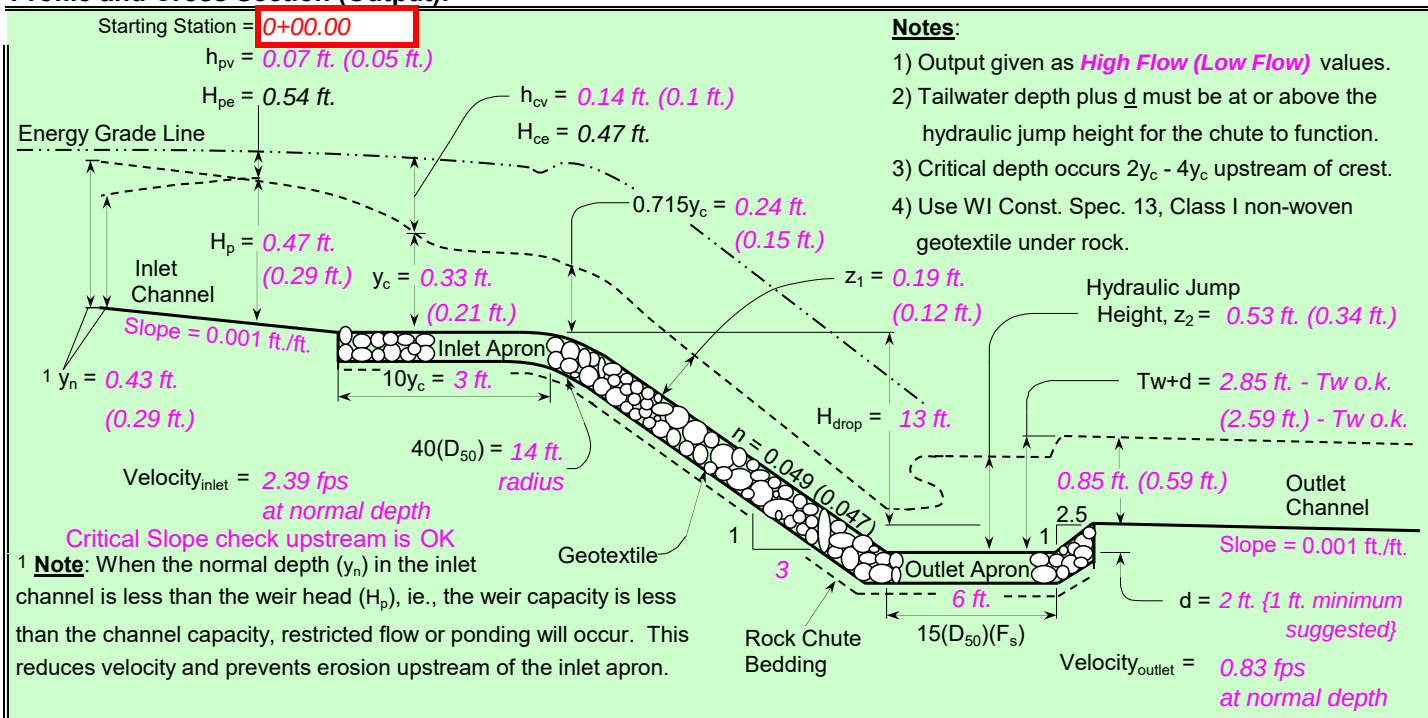
Q_{high} = Runoff from design storm capacity from Table 2, FOTG Standard 410
Q_5 = Runofff from a 5-year,24-hour storm.

Q_{high} = 6.0 cfs High flow storm through chute → Tw (ft.) = Program
Q_5 = 3.0 cfs Low flow storm through chute → Tw (ft.) = Program

Note: The total required capacity is routed through the chute (principal spillway) or in combination with an auxiliary spillway.
Input tailwater (Tw): 0.33 1.20

Profile and Cross Section (Output):

Starting Station = 0+00.00

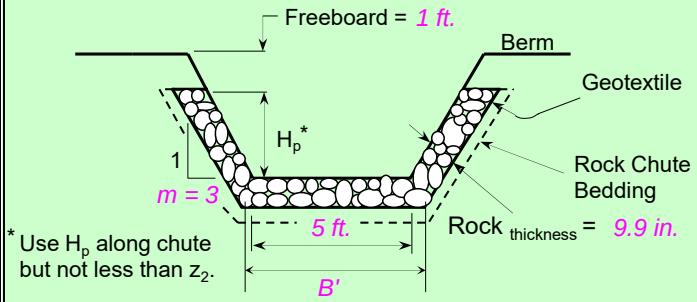


Notes:
1) Output given as ***High Flow (Low Flow)*** values.
2) Tailwater depth plus d must be at or above the hydraulic jump height for the chute to function.
3) Critical depth occurs 2y_c - 4y_c upstream of crest.
4) Use WI Const. Spec. 13, Class I non-woven geotextile under rock.

[1] **Note**: When the normal depth (y_n) in the inlet channel is less than the weir head (H_p), ie., the weir capacity is less than the channel capacity, restricted flow or ponding will occur. This reduces velocity and prevents erosion upstream of the inlet apron.

Profile Along Centerline of Chute

Typical Cross Section



* Use H_p along chute but not less than z_2.

	1.08 cfs/ft.	Equivalent unit discharge
F_S =	1.20	Factor of safety (multiplier)
z_1 =	0.19 ft.	Normal depth in chute
n-value =	0.049	Manning's roughness coefficient
$D_{50}(F_s)$ =	4.9 in.	Minimum Design D50*
$2(D_{50})(F_s)$ =	9.9 in.	Rock chute thickness
Tw + d =	2.85 ft.	Tailwater above outlet apron
z_2 =	0.53 ft.	Hydraulic jump height
*** The outlet	will	function adequately

High Flow Storm Information

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 1 (north) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

I. Calculate the normal depth in the inlet channel

	High Flow		*Low Flow*		
y_n =	**0.43**	**ft.**	**0.29**	**ft.**	(Normal depth)
Area =	2.5	ft^2	1.6	ft^2	(Flow area in channel)
Q_{high} =	6.0	cfs	Q_{low} = 3.0	cfs	(Capacity in channel)
Scupstreamchannel =	0.002	ft/ft			

II. Calculate the critical depth in the chute

	High Flow		*Low Flow*		
y_c =	**0.33**	**ft.**	**0.21**	**ft.**	(Critical depth in chute)
Area =	2.0	ft^2	1.2	ft^2	(Flow area in channel)
Q_{high} =	6.0	cfs	Q_{low} = 3.0	cfs	(Capacity in channel)
H_{ce} =	0.47	ft.	0.31	ft.	(Total minimum specific energy head)
h_{cv} =	0.14	ft.	0.10	ft.	(Velocity head corresponding to y_c)
$10y_c$ =	**3.31**	**ft.**	---	---	(Required inlet apron length)
$0.715y_c$ =	**0.24**	**ft.**	**$0.715y_c$ =** **0.15**	**ft.**	(Depth of flow over the weir crest or brink)

III. Calculate the tailwater depth in the outlet channel

	High Flow		*Low Flow*		
Tw =	**0.85**	**ft.**	**0.59**	**ft.**	(Tailwater depth)
Area =	7.2	ft^2	4.4	ft^2	(Flow area in channel)
Q_{high} =	6.0	cfs	Q_{low} = 3.0	cfs	(Capacity in channel)
H_2 =	0.00	ft.	0.00	ft.	(Downstream head above weir crest, $H_2 = 0$, if $H_2 < 0.715*y_c$)

IV. Calculate the head for a trapezoidal shaped broadcrested weir

Cd = 1.00 (Coefficient of discharge for broadcrested weirs)

	High Flow				
H_p =	0.52	ft.	**0.47**	**ft.**	(Weir head)
Area =	3.2	ft^2	2.8	ft^2	(Flow area in channel)
V_o =	0.00	fps	**2.14**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	0.07	ft.	(Velocity head corresponding to H_p)
Q_{high} =	6.0	cfs	6.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

	Low Flow				
H_p =	0.33	ft.	**0.29**	**ft.**	(Weir head)
Area =	1.9	ft^2	1.6	ft^2	(Flow area in channel)
V_o =	0.00	fps	**1.82**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	0.05	ft.	(Velocity head corresponding to H_p)
Q_{low} =	3.0	cfs	3.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 1 (north) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

V. Calculate the rock chute parameters (w/o a factor of safety applied)

	High Flow		*Low Flow*		
q_t =	0.10	cms/m	0.05	cms/m	(Equivalent unit discharge)
D_{50} (mm) =	104.73 → *(4.12 in.)*		74.04	mm	(Median ***angular*** rock size)
n =	0.049		0.047		(Manning's roughness coefficient)
z_1 =	0.19	ft.	0.12	ft.	(Normal depth in the chute)
A_1 =	1.0	ft^2	0.7	ft^2	(Area associated with normal depth)
Velocity =	5.71	fps	4.52	fps	(Velocity in chute slope)
z_{mean} =	0.17	ft.	0.12	ft.	(Mean depth)
F_1 =	2.43		2.35		(Froude number)
$L_{rock\ apron}$ =	5.15	ft.	----	----	(Length of rock outlet apron = 15*D_{50})

VI. Calculate the height of hydraulic jump height (conjugate depth)

	High Flow		*Low Flow*		
z_2 =	**0.53**	**ft.**	**0.34**	**ft.**	(Hydraulic jump height)
Q_{high} =	6.0	cfs	3.0	cfs	(Capacity in channel)
A_2 =	3.5	ft^2	2.0	ft^2	(Flow area in channel)

VII. Calculate the energy lost through the jump (absorbed by the rock)

	High Flow		*Low Flow*		
E_1 =	0.70	ft.	0.44	ft.	(Total energy before the jump)
E_2 =	0.57	ft.	0.37	ft.	(Total energy after the jump)
R_E =	17.68	%	15.78	%	(Relative loss of energy)

Calculate Quantities for Rock Chute

-------Rock Riprap Volume-------

Area Calculations

h = 0.53
x_1 = 3.16
L = 1.68
A_s = 1.68
x_2 = 3.00
A_b = 8.32
A_b+2*A_s = 11.68 ft^2

Length @ Rock CL

Inlet = 9.92
Outlet = 10.18
Slope = 47.48
2.5:1 Lip = 5.28
Total = 72.85 ft.

Rock Volume
31.51 yd^3

-------Bedding Volume-------

Area Calculations

h = 1.53
x_1 = 0.00
L = 4.84
A_s = 0.00
x_2 = 0.00
A_b = 0.00
A_b+2*A_s = 0.00 ft^2

Bedding Thickness
t_1, t_2 = ***0.00*** in.

Length @ Bed CL
Total = 72.85 ft.

Bedding Volume
0.00 yd^3

-------Geotextile Quantity-------

Width

2*Slope = 9.68
Bottom = 5.32
Total = 15.00 ft.

Length @ Bot. Rock
Total = 72.85 ft.

Geotextile Area
121.42 yd^2

Note: 1) The radius is not considered when calculating quantities of riprap, bedding, or geotextile.
2) The geotextile quantity does not include over-overlapping (18-in. min.) or anchoring material (18-in. min. along sides, 24-in. min. on ends).

Rock Chute Design - Plan Sheet

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 1 (north) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

Minimum Design Values			Enter Plan Values
4.9 in.	D_{50} dia. =		6.00 in.
9.9 in.	$Rock_{chute}$ thickness =		12.00 in.
3 ft.	Inlet apron length =		10.00 ft.
6 ft.	Outlet apron length =		10.00 ft.
14 ft.	Radius =		17 ft.

Will bedding be used? No

Rock Gradation Envelope

% Passing	Diameter, in. (weight, lbs.)
D_{100} ---------	9 - 12 (52 - 122)
D_{85} ---------	8 - 11 (34 - 89)
D_{50} ---------	6 - 9 (15 - 52)
D_{10} ---------	5 - 8 (8 - 34)

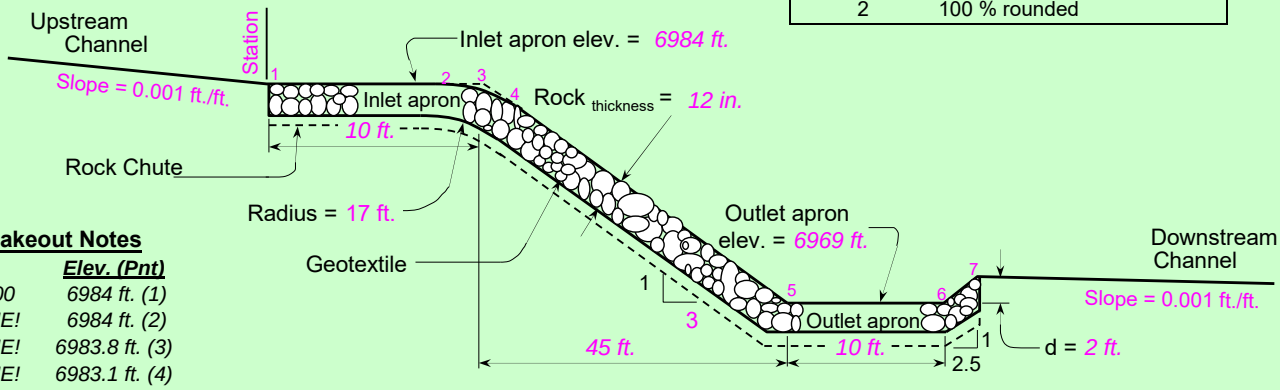
Quantities [a]

Rock =	32	yd^3
Geotextile (WCS-13)[b] =	122	yd^2
Bedding =	0	yd^3
Excavation =	0	yd^3
Earthfill =	0	yd^3
Seeding =	0.0	acres

Notes: [a] Rock, bedding, and geotextile quantities are determined from the x-section below (neglect radius).
[b] Geotextile Class I (non-woven) shall be overlapped and anchored (18-in. min. along sides and 24-in. min. on the ends).

Degree of angularity = 1

1	50% angular, 50% rounded
2	100 % rounded



Profile Along Centerline of Rock Chute

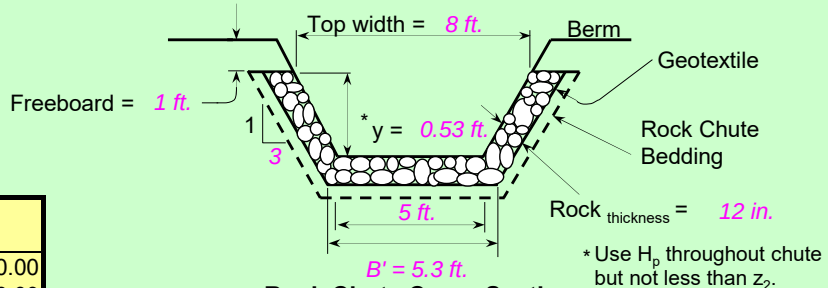
** **Note**: ***The outlet will function adequately***

Stakeout Notes

Sta.	Elev. (Pnt)
0+00.00	6984 ft. (1)
#VALUE!	6984 ft. (2)
#VALUE!	6983.8 ft. (3)
#VALUE!	6983.1 ft. (4)
#VALUE!	6969 ft. (5)
#VALUE!	6969 ft. (6)
#VALUE!	6971 ft. (7)

Class I non-woven

Rock gradation envelope can be met with DOT Light riprap Gradation



Rock Chute Cross Section

Rock Chute Cost Estimate

Unit	Unit Cost	Cost
Rock	$0.00 /$yd^3$	$0.00
Geotextile	$0.00 /$yd^2$	$0.00
Bedding	$0.00 /$yd^3$	$0.00
Excavation	$0.00 /$yd^3$	$0.00
Earthfill	$0.00 /$yd^3$	$0.00
Seeding	$0.00 /ac.	$0.00
	Total	**$0.00**

Profile, Cross Sections, and Quantities

NRCS Natural Resources Conservation Service United States Department of Agriculture

Park Site Basins - Adrianne Way 1 (north)

Coconino County

	Date	File Name
Designed	DM	
Drawn		Drawing Name
Checked		
Approved		Sheet ___ of ___

Rock Chute Design Data

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 2 (south) **County:** Coconino
Designer: DM **Checked by:** MK
Date: September 21, 2022 **Date:** 09/21/22

Input Geometry:

Upstream Channel	Chute		Downstream Channel
Bw = 3.0 ft.	Bw = 5.0 ft.		Bw = 5.0 ft.
Side slopes = 2.5 (m:1)	Factor of safety = 1.20 (F_s)	1.2 Min	Side slopes = 4.0 (m:1)
Velocity n-value = 0.010	Side slopes = 2.5 (m:1)	→ 2.0:1 max.	Velocity n-value = 0.040
Bed slope = 0.0010 ft./ft.	Bed slope (4:1) = 0.250 ft./ft	→ 3.0:1 max.	Bed slope = 0.0010 ft./ft.
Note: n value = a) velocity n from waterway program or b) computed mannings n for channel	Freeboard = 1.0 ft. →		
	Outlet apron depth, d = 2.0 ft.		Base flow = 0.0 cfs

Design Storm Data (Table 2, FOTG, WI-NRCS Grade Stabilization Structure No. 410):

Apron elev. --- Inlet = 6976.0 ft. ------ Outlet 6969.0 ft. --- (H_{drop} = 5 ft.)

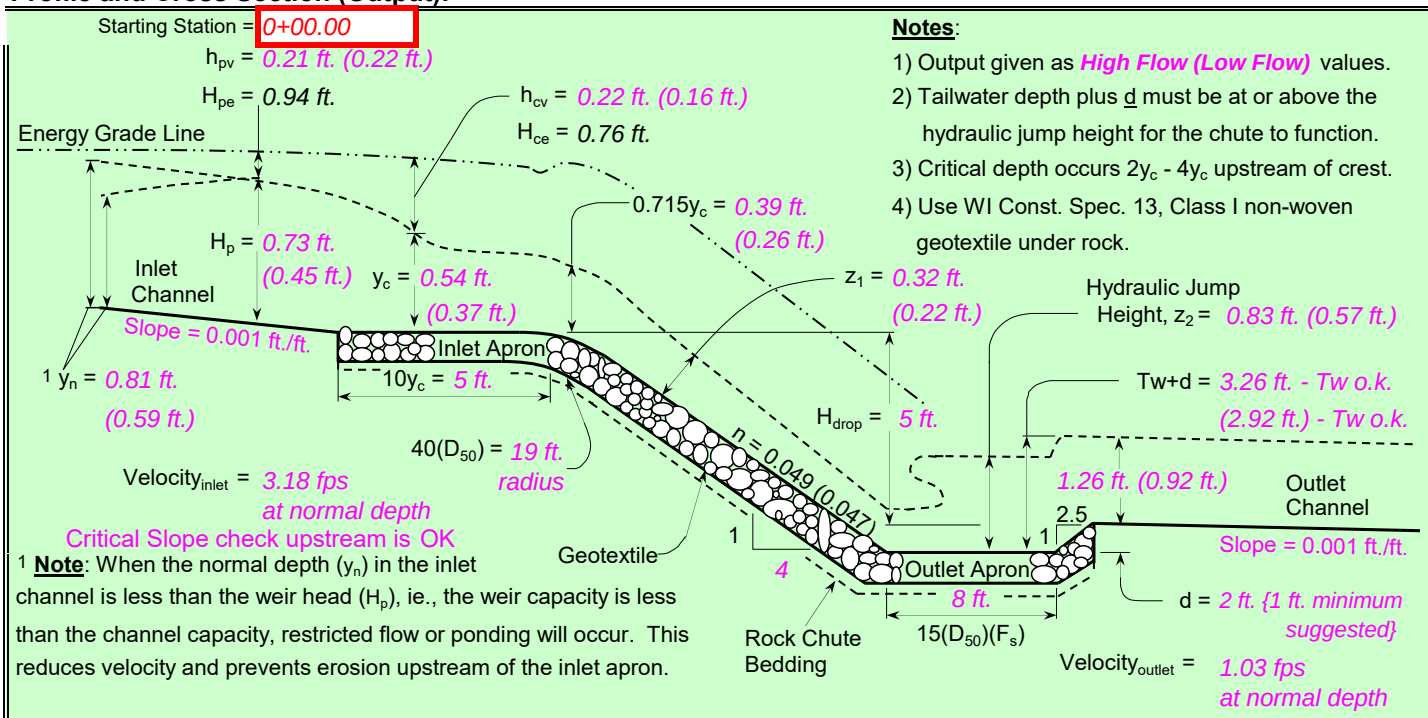
Q_{high} = Runoff from design storm capacity from Table 2, FOTG Standard 410
Q_5 = Runofff from a 5-year,24-hour storm.

Q_{high} = 13.0 cfs High flow storm through chute → Tw (ft.) = Program
Q_5 = 7.0 cfs Low flow storm through chute → Tw (ft.) = Program

Note: The total required capacity is routed through the chute (principal spillway) or in combination with an auxiliary spillway.
Input tailwater (Tw): 0.25 1.20

Profile and Cross Section (Output):

Starting Station = 0+00.00



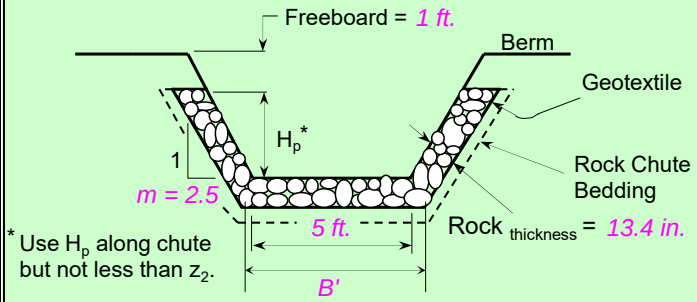
Critical Slope check upstream is OK

[1] **Note**: When the normal depth (y_n) in the inlet channel is less than the weir head (H_p), ie., the weir capacity is less than the channel capacity, restricted flow or ponding will occur. This reduces velocity and prevents erosion upstream of the inlet apron.

Notes:
1) Output given as ***High Flow (Low Flow)*** values.
2) Tailwater depth plus d must be at or above the hydraulic jump height for the chute to function.
3) Critical depth occurs 2y_c - 4y_c upstream of crest.
4) Use WI Const. Spec. 13, Class I non-woven geotextile under rock.

Profile Along Centerline of Chute

Typical Cross Section



* Use H_p along chute but not less than z_2.

	2.25 cfs/ft.	Equivalent unit discharge
F_S =	1.20	Factor of safety (multiplier)
z_1 =	0.32 ft.	Normal depth in chute
n-value =	0.049	Manning's roughness coefficient
$D_{50}(F_s)$ =	6.7 in.	Minimum Design D50*
$2(D_{50})(F_s)$ =	13.4 in.	Rock chute thickness
Tw + d =	3.26 ft.	Tailwater above outlet apron
z_2 =	0.83 ft.	Hydraulic jump height
*** The outlet	will	function adequately

High Flow Storm Information

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 2 (south) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

I. Calculate the normal depth in the inlet channel

	High Flow		*Low Flow*		
y_n =	**0.81**	**ft.**	**0.59**	**ft.**	(Normal depth)
Area =	4.1	ft^2	2.6	ft^2	(Flow area in channel)
Q_{high} =	13.0	cfs	Q_{low} = 7.0	cfs	(Capacity in channel)
Scupstreamchannel =	0.002	ft/ft			

II. Calculate the critical depth in the chute

	High Flow		*Low Flow*		
y_c =	**0.54**	**ft.**	**0.37**	**ft.**	(Critical depth in chute)
Area =	3.4	ft^2	2.2	ft^2	(Flow area in channel)
Q_{high} =	13.0	cfs	Q_{low} = 7.0	cfs	(Capacity in channel)
H_{ce} =	0.76	ft.	0.53	ft.	(Total minimum specific energy head)
h_{cv} =	0.22	ft.	0.16	ft.	(Velocity head corresponding to y_c)
$10y_c$ =	**5.40**	**ft.**	---	---	(Required inlet apron length)
$0.715y_c$ =	**0.39**	**ft.**	**$0.715y_c$ =** **0.26**	**ft.**	(Depth of flow over the weir crest or brink)

III. Calculate the tailwater depth in the outlet channel

	High Flow		*Low Flow*		
Tw =	**1.26**	**ft.**	**0.92**	**ft.**	(Tailwater depth)
Area =	12.6	ft^2	8.0	ft^2	(Flow area in channel)
Q_{high} =	13.0	cfs	Q_{low} = 7.0	cfs	(Capacity in channel)
H_2 =	0.00	ft.	0.00	ft.	(Downstream head above weir crest, $H_2 = 0$, if $H_2 < 0.715*y_c$)

IV. Calculate the head for a trapezoidal shaped broadcrested weir

Cd = 1.00 (Coefficient of discharge for broadcrested weirs)

	High Flow				
H_p =	0.86	ft.	**0.73**	**ft.**	(Weir head)
Area =	4.4	ft^2	3.5	ft^2	(Flow area in channel)
V_o =	0.00	fps	**3.70**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	0.21	ft.	(Velocity head corresponding to H_p)
Q_{high} =	13.0	cfs	13.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

	Low Flow				
H_p =	0.57	ft.	**0.45**	**ft.**	(Weir head)
Area =	2.5	ft^2	1.9	ft^2	(Flow area in channel)
V_o =	0.00	fps	**3.76**	**fps**	(Approach velocity)
h_{pv} =	0.00	ft.	0.22	ft.	(Velocity head corresponding to H_p)
Q_{low} =	7.0	cfs	7.0	cfs	(Capacity in channel)

Trial and error procedure solving simultaneously for velocity and head

Rock Chute Design Calculations

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 2 (south) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

V. Calculate the rock chute parameters (w/o a factor of safety applied)

	High Flow		*Low Flow*		
q_t =	0.21 cms/m		0.12 cms/m		(Equivalent unit discharge)
D_{50} (mm) =	141.51 → ***(5.57 in.)***		D_{50} =	104.49 mm	(Median ***angular*** rock size)
n =	0.049		n =	0.047	(Manning's roughness coefficient)
z_1 =	0.32 ft.		z_1 =	0.22 ft.	(Normal depth in the chute)
A_1 =	1.9 ft^2		A_1 =	1.2 ft^2	(Area associated with normal depth)
Velocity =	7.01 fps		Velocity =	5.71 fps	(Velocity in chute slope)
z_{mean} =	0.28 ft.		z_{mean} =	0.20 ft.	(Mean depth)
F_1 =	2.33		F_1 =	2.24	(Froude number)
$L_{rock\ apron}$ =	6.96 ft.		----	----	(Length of rock outlet apron = 15*D_{50})

VI. Calculate the height of hydraulic jump height (conjugate depth)

	High Flow		*Low Flow*		
z_2 =	**0.83 ft.**		**z_2 =**	**0.57 ft.**	(Hydraulic jump height)
Q_{high} =	13.0 cfs		Q_{high} =	7.0 cfs	(Capacity in channel)
A_2 =	5.9 ft^2		A_2 =	3.6 ft^2	(Flow area in channel)

VII. Calculate the energy lost through the jump (absorbed by the rock)

	High Flow		*Low Flow*		
E_1 =	1.08 ft.		E_1 =	0.73 ft.	(Total energy before the jump)
E_2 =	0.91 ft.		E_2 =	0.62 ft.	(Total energy after the jump)
R_E =	15.96 %		R_E =	14.17 %	(Relative loss of energy)

Calculate Quantities for Rock Chute

-------Rock Riprap Volume-------

Area Calculations		**Length @ Rock CL**	
h = 0.83		Inlet = 9.92	
x_1 = 3.59		Outlet = 10.21	
L = 2.23		Slope = 28.86	
A_s = 2.98		2.5:1 Lip = 5.25	
x_2 = 3.33		**Total = 54.24**	**ft.**
A_b = 11.80		**Rock Volume**	
A_b+2*A_s = 17.76	**ft^2**	**35.67**	**yd^3**

-------Bedding Volume-------

Area Calculations		**Bedding Thickness**	
h = 2.16		t_1, t_2 = ***0.00***	in.
x_1 = 0.00			
L = 5.82			
A_s = 0.00		**Length @ Bed CL**	
x_2 = 0.00		**Total = 54.23**	**ft.**
A_b = 0.00		**Bedding Volume**	
A_b+2*A_s = 0.00	**ft^2**	**0.00**	**yd^3**

-------Geotextile Quantity-------

Width		**Length @ Bot. Rock**	
2*Slope = 11.63		**Total = 54.23**	**ft.**
Bottom = 5.51		**Geotextile Area**	
Total = 17.15	**ft.**	**103.31**	**yd^2**

Note: 1) The radius is not considered when calculating quantities of riprap, bedding, or geotextile.
2) The geotextile quantity does not include over-overlapping (18-in. min.) or anchoring material (18-in. min. along sides, 24-in. min. on ends).

Rock Chute Design - Plan Sheet

(Version WI-Nov. 2017, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Park Site Basins - Adrianne Way 2 (south) **County:** Coconino
Designer: DM **Checked by:**
Date: 9/21/2022 **Date:**

Minimum Design Values		Enter Plan Values
6.7 in.	D_{50} dia. =	8.00 in.
13.4 in.	$Rock_{chute}$ thickness =	16.00 in.
5 ft.	Inlet apron length =	10.00 ft.
8 ft.	Outlet apron length =	10.00 ft.
19 ft.	Radius =	22 ft.

Will bedding be used? No

Rock Gradation Envelope

% Passing	Diameter, in. (weight, lbs.)
D_{100} ---------	12 - 16 (122 - 290)
D_{85} ---------	10 - 14 (80 - 211)
D_{50} ---------	8 - 12 (36 - 122)
D_{10} ---------	6 - 10 (19 - 80)

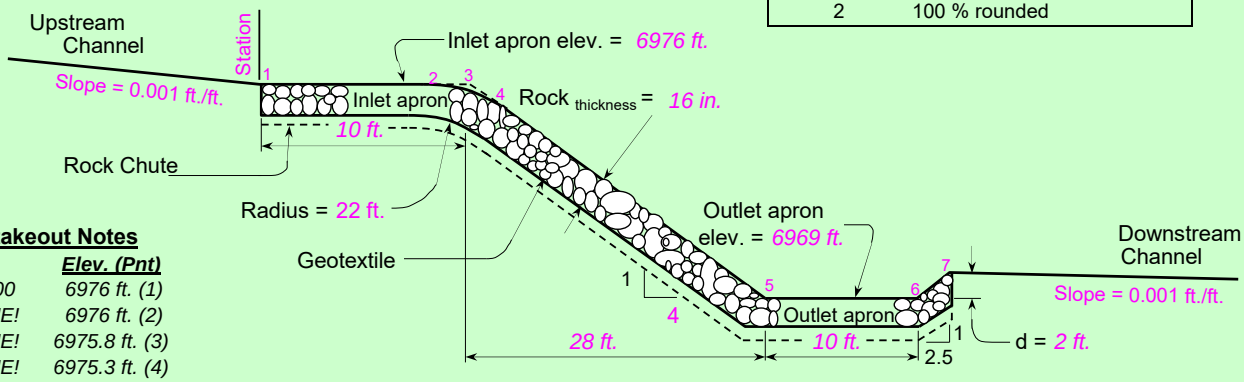
Quantities [a]

Rock =	36	yd^3
Geotextile (WCS-13)[b] =	104	yd^2
Bedding =	0	yd^3
Excavation =	0	yd^3
Earthfill =	0	yd^3
Seeding =	0.0	acres

Notes: [a] Rock, bedding, and geotextile quantities are determined from the x-section below (neglect radius).
[b] Geotextile Class I (non-woven) shall be overlapped and anchored (18-in. min. along sides and 24-in. min. on the ends).

Degree of angularity = 1

1	50% angular, 50% rounded
2	100 % rounded



Profile Along Centerline of Rock Chute

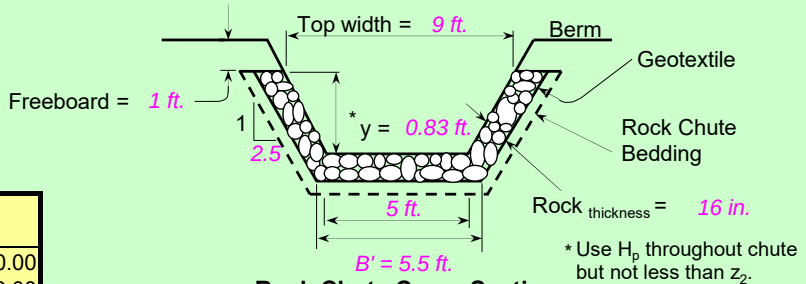
**Note: The outlet will function adequately

Stakeout Notes

Sta.	Elev. (Pnt)
0+00.00	6976 ft. (1)
#VALUE!	6976 ft. (2)
#VALUE!	6975.8 ft. (3)
#VALUE!	6975.3 ft. (4)
#VALUE!	6969 ft. (5)
#VALUE!	6969 ft. (6)
#VALUE!	6971 ft. (7)

Class I non-woven

Rock gradation envelope can be met with DOT Light riprap Gradation



Rock Chute Cross Section

Rock Chute Cost Estimate

Unit	Unit Cost		Cost
Rock	$0.00	/yd^3	$0.00
Geotextile	$0.00	/yd^2	$0.00
Bedding	$0.00	/yd^3	$0.00
Excavation	$0.00	/yd^3	$0.00
Earthfill	$0.00	/yd^3	$0.00
Seeding	$0.00	/ac.	$0.00
		Total	$0.00

Profile, Cross Sections, and Quantities

NRCS Natural Resources Conservation Service United States Department of Agriculture

Park Site Basins - Adrianne Way 2 (south)

Coconino County

	Date	
Designed	DM	
Drawn		
Checked		
Approved		

File Name

Drawing Name

Sheet ___ of ___

TEST PIT LOGS

COARSE-GRAINED SOILS

LESS THAN 50% FINES

GROUP SYMBOLS	DESCRIPTION	MAJOR DIVISIONS
GW	WELL-GRADED GRAVEL OR WELL-GRADED GRAVEL WITH SAND, LESS THAN 5% FINES	GRAVELS MORE THAN HALF OF COARSE FRACTION IS LARGER THAN NO. 4 SIEVE SIZE
GP	POORLY-GRADED GRAVEL OR POORLY-GRADED GRAVEL WITH SAND, LESS THAN 5% FINES	
GM	SILTY GRAVEL OR SILTY GRAVEL WITH SAND, MORE THAN 12% FINES	
GC	CLAYEY GRAVEL OR CLAYEY GRAVEL WITH SAND, MORE THAN 12% FINES	
SW	WELL-GRADED SAND OR WELL-GRADED SAND WITH GRAVEL, LESS THAN 5% FINES	SANDS MORE THAN HALF OF COARSE FRACTION IS SMALLER THAN NO. 4 SIEVE SIZE
SP	POORLY-GRADED SAND OR POORLY-GRADED SAND WITH GRAVEL, LESS THAN 5% FINES	
SM	SILTY SAND OR SILTY SAND WITH GRAVEL, MORE THAN 12% FINES	
SC	CLAYEY SAND OR CLAYEY SAND WITH GRAVEL, MORE THAN 12% FINES	

NOTE: Coarse-grained soils receive dual symbols if they contain 5% to 12% fines (e.g., SW-SM, GP-GC).

FINE-GRAINED SOILS

MORE THAN 50% FINES

GROUP SYMBOLS	DESCRIPTION	MAJOR DIVISIONS
ML	SILT, SILT WITH SAND OR GRAVEL, SANDY SILT, OR GRAVELLY SILT	SILTS AND CLAYS LIQUID LIMIT LESS THAN 50
CL	LEAN CLAY OF LOW TO MEDIUM PLASTICITY, SANDY CLAY, OR GRAVELLY CLAY	
OL	ORGANIC SILT OR ORGANIC CLAY OF LOW TO MEDIUM PLASTICITY	
MH	ELASTIC SILT, SANDY ELASTIC SILT, OR GRAVELLY ELASTIC SILT	SILTS AND CLAYS LIQUID LIMIT MORE THAN 50
CH	FAT CLAY OF HIGH PLASTICITY, SANDY FAT CLAY, OR GRAVELLY FAT CLAY	
OH	ORGANIC SILT OR ORGANIC CLAY OF HIGH PLASTICITY	
PT	PEAT AND OTHER HIGHLY ORGANIC SOILS	HIGHLY ORGANIC SOILS

NOTE: Fine-grained soils may receive dual classification based upon plasticity characteristics (e.g. CL-ML).

SOIL SIZES

COMPONENT	SIZE RANGE
BOULDERS	Above 12 in.
COBBLES	3 in. – 12 in.
GRAVEL	No. 4 – 3 in.
Coarse	¾ in. – 3 in.
Fine	No. 4 – ¾ in.
SAND	No. 200 – No. 4
Coarse	No. 10 – No. 4
Medium	No. 40 – No. 10
Fine	No. 200 – No. 40
Fines (Silt or Clay)	Below No. 200

NOTE: Only sizes smaller than three inches are used to classify soils

CONSISTENCY

CLAYS & SILTS	BLOWS PER FOOT
VERY SOFT	0 – 2
SOFT	3 – 4
FIRM	5 – 8
STIFF	9 – 15
VERY STIFF	16 – 30
HARD	OVER 30

RELATIVE DENSITY

SANDS & GRAVELS	BLOWS PER FOOT
VERY LOOSE	0 – 4
LOOSE	5 – 10
MEDIUM DENSE	11 – 30
DENSE	31 – 50
VERY DENSE	OVER 50

NOTE: Number of blows using 140-pound hammer falling 30 inches to drive a 2-inch-OD (1⅜-inch ID) split-barrel sampler (ASTM D1586).

PLASTICITY OF FINE GRAINED SOILS

PLASTICITY INDEX	TERM
0	NON-PLASTIC
1 – 7	LOW
8 – 20	MEDIUM
Over 20	HIGH

DEFINITION OF WATER CONTENT

DRY
SLIGHTLY DAMP
DAMP
MOIST
WET
SATURATED

Natural Channel Design, Inc.

NCD ENGINEERING

METHOD OF CLASSIFICATION

Hole #

The number shown in **"BORING NO."** refers to the approximate location of the same number indicated on the "Boring Location Diagram" as positioned in the field by the Client.

"DRILLING TYPE" refers to the exploratory equipment used in the boring wherein **HSA = hollow stem auger**, and the dimension presented is the outside diameter of the HSA used.

"N" in "BLOW COUNTS" refers to a 2-inch outside diameter split-barrel sampler driven into the ground with a 140 pound drop-hammer dropped 30 inches repeatedly until a penetration of 18 inches is achieved or until refusal. The number of blows, or "blow count", of the hammer is recorded for each of three 6-inch increments totaling 18 inches. The number of blows required for advancing the sampler for the last 12 inches (2^{nd} and 3^{rd} increments) is defined as the Standard Penetration Test (SPT) "**N**"-Value. Refusal to penetration is considered more than 50 blows per 6 inches. (Ref. ASTM D1586). A double vertical line within the symbol indicates no sample recovery.

"R" in "BLOW COUNTS" refers to a 3-inch outside diameter ring-lined split barrel sampler driven into the ground with a 140 pound drop-hammer dropped 30 inches repeatedly until a penetration of 12 inches is achieved or until refusal. The number of blows required to advance the sampler 12 inches is defined as the "**R**" blow count. The "**R**" blow count requires an engineered conversion to an equivalent SPT N-Value. Refusal to penetration is considered more than 50 blows per foot. A double vertical line within the symbol indicates no sample recovery. A circle within the symbol indicates sample disturbance.

"SAMPLE TYPE" refers to the form of sample recovery, in which **N** = Split-barrel sample, **R** = Ring-lined sample, **G** = Grab sample.

"DRY DENSITY (LBS/CU FT)" refers to the laboratory-determined dry density in pounds per cubic foot.

"WATER (MOISTURE) CONTENT" (% of Dry Wt.) refers to the laboratory-determined water content in percent using the standard test method ASTM D2216.

"USCS" refers to the "Unified Soil Classification System" Group Symbol for the soil type as defined by ASTM D2487 and D2488. The soils were classified visually in the field, and where appropriate, classifications were modified by visual examination of samples in the laboratory and/or by appropriate tests.

These notes and boring logs are intended for use in conjunction with the purposes of our services defined in the text. Boring log data should not be construed as part of the construction plans nor as defining construction conditions.

Boring logs depict our interpretations of subsurface conditions at the locations and on the date(s) noted. Variations in subsurface conditions and characteristics may occur between borings. Groundwater levels may fluctuate due to seasonal variations and other factors.

The stratification lines shown on the boring logs represent our interpretation of the approximate boundary between soil or rock types based upon visual field classification at the boring location. The transition between materials is approximate and may be more or less gradual than indicated.

DATE DRILLED: 1/20/2022
LOCATION: Park Basin, Flagstaff, AZ

Test Pit #1

EQUIPMENT TYPE: Excavator
DRILLING TYPE: Test Pit
GEOLOGIST/ENGINEER: Alex Wood

MOISTURE CONTENT (% OF DRY WT.)	DRY DENSITY (LBS/CU FT)	SAMPLE TYPE	SAMPLE	BLOWS/FT.	DEPTH (FEET)	USCS	GRAPHIC	SOIL DESCRIPTION
Moist	N/A			N/A		GM		**(0-1 ft) Dark brown silty sand with gravels 3-5 mm, no plasticity**
Dry						GP		**(1-2.5 ft) Dark-to light brown silty sand with medium grains, well sorted, little to no plasticity**
						SM/ GP		**(2.5-3 ft) Dark-to light brown silty sand with medium grains with cobbles, poorly sorted, little to no plasticity**
Dry					5	SC		**(3-5.5 ft) Dark-to light brown silty-clayey sand with medium grains no cobbles, well sorted, little to no plasticity**
Dry		G	X			ML		**(5.5-8.5 ft) Reddish brown silty gravel, poorly sorted, no cobbles, little to no plasticity, Sample S1**
Dry					10	GP		**(8.5-11.5 ft) Dark-brown-to brown silty sand with many cobbles (dacite and rhyolite), poorly sorted, no plasticity**
Dry						GP		**(11.5-13.25 ft) Alternating lenses of poorly sorted cobbles and silty gravels, no plasticity**
Moist						N/A		**(13.25-13.75 ft) Tan-brown highly weathered and oxidized dacite bedrock, altered to clay**
					15			**(13.75 ft) End of Hole**
					20			
					25			
					30			

N- STANDARD PENETRATION TEST
R- RING SAMPLE
CA- CALIFORNIA MODIFIED SAMPLER
G- GRAB SAMPLE
B- BUCKET SAMPLE

NOTES: Bedrock encountered at 13.25 ft below ground surface.

Natural Channel Design, Inc.

NCD ENGINEERING

Project Name: Spruce Ave Wash Sediment Reduction Project
Project #: N/A

Hole # 1

Test Pit Log

DATE DRILLED: 1/20/2022
LOCATION: Park Basins, Flagstaff, AZ

Test Pit #2

EQUIPMENT TYPE: Excavator
DRILLING TYPE: Test Pit
GEOLOGIST/ENGINEER: Alex Wood

MOISTURE CONTENT (% OF DRY WT.)	DRY DENSITY (LBS/CU FT)	SAMPLE TYPE	SAMPLE	BLOWS/FT.	DEPTH (FEET)	USCS	GRAPHIC	SOIL DESCRIPTION
Dry	N/A	G	X	N/A	0	SM/GP		**(0-3 ft) Light brown fine silty-sand with few gravels 4-8 mm, moderately sorted, little to no plasticity**
					5	SM		**(3-6 ft) Light brown silty sand with grading, few to no gravels, little to no plasticity**
					10	SM/SW		**(6-9 ft) Light brown silty sand with grading, some gravels and cobbles, little to no plasticity**
					15	GP		**(9- 14.25 ft) Silty sand with cobbles, some grading, no plasticity, clasts are sub-rounded volcanics** **(14.25 ft) End of hole**
					20			
					25			
					30			

N- STANDARD PENETRATION TEST
R- RING SAMPLE
CA- CALIFORNIA MODIFIED SAMPLER
G- GRAB SAMPLE
B- BUCKET SAMPLE

NOTES: No moisture encountered in hole. Hole was stopped at 14.25 ft-bgs due to large alluvial fan sized cobbles

Natural Channel Design, Inc.

NCD ENGINEERING

Project Name: Spruce Ave Wash Sediment Reduction Project
Project #: N/A

Hole # 2

Test Pit Log

DATE DRILLED: 1/20/2022
LOCATION: Park Basins, Flagstaff, AZ

Test Pit #3

EQUIPMENT TYPE: Excavator
DRILLING TYPE: Test Pit
GEOLOGIST/ENGINEER: Alex Wood

MOISTURE CONTENT (% OF DRY WT.)	DRY DENSITY (LBS/CU FT)	SAMPLE TYPE	SAMPLE	BLOWS/FT.	DEPTH (FEET)	USCS	GRAPHIC	SOIL DESCRIPTION
Moist	N/A	NA		N/A		ML		**(0-2.5 ft) Greyish brown silty sand with some gravels and little to no plasticity, some isolated clayey layers, moist**
Dry					5	SM		**(4.5- 10 ft) Greyish brown silty fine sand with occasional gravel lenses, no plasticity**
					10	GP		**(10-13.5 ft) Greyish brown silty fine sand with cobbles**
Dry						>GP		**(13.5-14 ft) Cobbles and boulders (2-3 ft) with some gravel and sand**
					15			**(14 ft) End of hole**
					20			
					25			
					30			

N- STANDARD PENETRATION TEST
R- RING SAMPLE
CA- CALIFORNIA MODIFIED SAMPLER
G- GRAB SAMPLE
B- BUCKET SAMPLE

NOTES: Some shallow moisture towards the top of the hole, very silty through most of the hole, large cobbles and small boulders at the bottom made digging difficult

Natural Channel Design, Inc.

NCD ENGINEERING

Project Name: Spruce Ave Wash Sediment Reduction Project
Project #: N/A

Hole # 3

Test Pit LOG

DATE DRILLED: 1/9/2022 | Test Pit #4 | EQUIPMENT TYPE: Excavator
LOCATION: Park Basins, Flagstaff, AZ | DRILLING TYPE: Test Pit
Engineer/Geologist: Alex Wood

MOISTURE CONTENT (% OF DRY WT.)	DRY DENSITY (LBS/CU FT)	SAMPLE TYPE	SAMPLE	BLOWS/FT.	DEPTH (FEET)	USCS	GRAPHIC	SOIL DESCRIPTION
Moist	N/A			N/A		SC/ SM		**(0-1ft) Light grey- brown loose silty and clayey sand with some gravels, no plasticity**
Moist/ Wet		G	X			SC		**(1-4 ft) Dark brown-grey clayey silty sand with few gravels, low to medium plasticity, soil cohesion, moist to wet**
					5	SM		**(4-5.5 ft) Grey-brown silty find sand with gravels, no plasticity**
Dry								**(5.5-8) Light grey to brown partially lithified silty fine sand with cobbles and some clayey matrix, no plasticity**
						SM/ GP		
Dry					10			
						>GP		**(8-14.5 ft) Partially lithified alluvial fan with cobbles and silty-clayey matrix, no plasticity**
Dry								
								(14.5ft) End of Hole
					15			
					20			
					25			
					30			

N- STANDARD PENETRATION TEST
R- RING SAMPLE
CA- CALIFORNIA MODIFIED SAMPLER
G- GRAB SAMPLE
B- BUCKET SAMPLE

NOTES: Sampled a middle layer with some plasticity, ended hole at lithified cobbly alluvial fan

Natural Channel Design, Inc.

NCD ENGINEERING

Project Name: Spruce Ave Wash Sediment Reduction Project
Project #: N/A

Hole # 4

Test Pit LOG

DATE DRILLED:1-20-2022
LOCATION: Park Basins, Flagstaff, AZ

Test Pit #5

EQUIPMENT TYPE: Excavator
DRILLING TYPE: Test Pit
GEOLOGIST/ENGINEER: Alex Wood

MOISTURE CONTENT (% OF DRY WT.)	DRY DENSITY (LBS/CU FT)	SAMPLE TYPE	SAMPLE	BLOWS/FT.	DEPTH (FEET)	USCS	GRAPHIC	SOIL DESCRIPTION
Dry	N/A	N/A		N/A	0	ML/GM		**(0-2 ft) Cobbly silty and sand, some hard pack clay and compaction for roadway**
					5	ML		**(2-6 ft) Loose, clayey silt with some gravels, lenses of grading gravels, little to no plasticity**
					10	>GP		**(6-13.5 ft) Large cobbles (1-3 ft clasts), partially lithified alluvial fan with silty-clay matrix**
						>GP		**(13.5- to 14.5 ft) Large cobbles (1-3 ft clasts), partially lithified alluvial fan with silty-clay matrix with lenses of silt and sand with grading**
					15			**(14.5 ft) End of hole**
					20			
					25			
					30			

N- STANDARD PENETRATION TEST
R- RING SAMPLE
CA- CALIFORNIA MODIFIED SAMPLER
G- GRAB SAMPLE
B- BUCKET SAMPLE

NOTES: Very hard start to digging, top 1 ft very compacted (near/on road base), lots of large cobbles near the bottom of the hole

Natural Channel Design, Inc.

NCD ENGINEERING

Project Name: Spruce Ave Wash Sediment Reduction Project
Project #: N/A

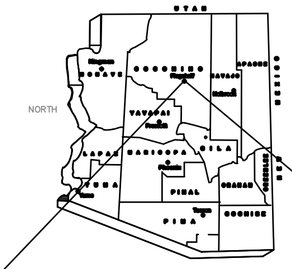
Hole # 5

Test Pit Log LOG

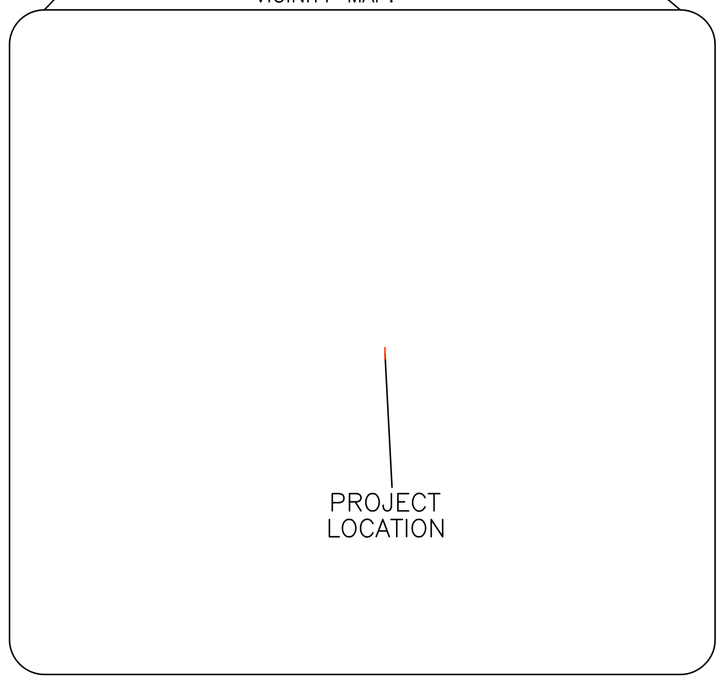
THIS SUMMARY APPLIES ONLY AT THIS LOCATION AND AT THE TIME OF LOGGING. CONDITIONS MAY DIFFER AT OTHER LOCATIONS AND MAY CHANGE AT THIS LOCATION WITH TIME. DATA PRESENTED IS A SIMPLIFICATION.

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT

PARK SITE BASINS



VICINITY MAP:



FLAGSTAFF – COCONINO COUNTY – ARIZONA

PREPARED FOR:

COCONINO COUNTY
FLOOD CONTROL DISTRICT
5600 E COMMERCE AVE
FLAGSTAFF, AZ 86004

NATURAL RESOURCES
CONSERVATION SERVICE
230 N 1ST AVE
SUITE 509
PHOENIX, AZ 85003

CITY OF FLAGSTAFF
WATER SERVICES
2323 N. WALGREENS ST.
SUITE 1
FLAGSTAFF, AZ 86004

PREPARED BY:

NATURAL CHANNEL DESIGN, INC.
2900 N WEST ST, #5
FLAGSTAFF, AZ 86004
PHONE: (928) 774-2336

SHEET INDEX:

SHEET #	DESCRIPTION
1	TITLE, INDEX, ACKNOWLEDGEMENTS, GENERAL NOTES AND LEGEND
2	GENERAL NOTES AND ESTIMATED QUANTITIES
3	PROJECT OVERVIEW AND SURVEY NOTES
4	PLAN/PROFILE – ACCESS ROAD
5	PLAN BASIN 1
6	PLAN BASIN 2
7	PLAN BASIN 3
8	PLAN/PROFILE – CHANNEL TO LINDA VISTA DRIVE
9	PLAN/PROFILE – WOLFF PROPERTY FLOOD PROTECTION

Call before you dig
Call 811 or click Arizona811.com

UNDERGROUND UTILITIES LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE ONLY. THE UTILITY LOCATIONS WERE PLOTTED FROM A COMBINATION OF FIELD DATA, RECORD DATA, LANDOWNER INFORMATION, AND UTILITY MAPS PROVIDED BY OTHERS, AND MAY NOT REFLECT ALL EXISTING UTILITIES OR THE EXACT LOCATION. LOCATION OF ALL EXISTING UTILITIES SHALL BE CONFIRMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF AND ANY DAMAGE TO EXISTING UTILITIES. CALL BEFORE YOU DIG (DIAL 811).

CONCEPT APPROVAL:

COCONINO COUNTY FLOOD CONTROL DISTRICT

APPROVED BY _____ DATE _____

COCONINO COUNTY APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

NATURAL RESOURCES CONSERVATION SERVICES

APPROVED BY _____ DATE _____

NATURAL RESOURCES CONSERVATION SERVICE APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

CITY OF FLAGSTAFF, STORMWATER MANAGEMENT

APPROVED BY _____ DATE _____

CITY OF FLAGSTAFF STORMWATER MANAGEMENT APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

UTILITY ACKNOWLEDGEMENT:

ARIZONA PUBLIC SERVICE (ELECTRIC)
by letter – Chad Brooks **8/2/2022**
ACKNOWLEDGED BY **DATE**

LUMEN
by letter – Kevin Wagner (Terra-Tech) **8/16/2022**
ACKNOWLEDGED BY **DATE**

UNISOURCE

ACKNOWLEDGED BY **DATE**

OPTIMUM
by letter – Sanford Yazzie **10/18/2022**
ACKNOWLEDGED BY **DATE**

PLAN LEGEND:

EXISTING FEATURES

- PARCEL BOUNDARY (APPROX.)
- 7000 EXISTING MAJOR CONTOUR (5 FT)
- EXISTING MINOR CONTOUR (1 FT)
- EXISTING P.U.E./DRAINAGE EASEMENT
- FLOW LINE
- EXISTING GAS METER
- EXISTING POWER POLE
- EXISTING SEWER MANHOLE
- EXISTING OVERHEAD ELECTRIC LINE
- EXISTING UNDERGROUND ELECTRIC LINE
- EXISTING GAS LINE
- EXISTING BUILDING (APPROXIMATE)

NEW FEATURES

- 7000 PROPOSED MAJOR CONTOUR (5 FT)
- PROPOSED MINOR CONTOUR (1 FT)
- LIMITS OF FILL
- LIMITS OF CUT
- NEW AGGREGATE SURFACE
- ROCK CHUTE/ARMOR/RIPRAP
- ROCK CHUTE/ARMOR/RIPRAP
- CROSS VANE WEIR
- C TEST PIT/POTHOLE

ABBREVIATIONS:

~	APPROXIMATELY
@	AT
"	INCH
AB	AGGREGATE BASE
AC	ACRE
APPROX	APPROXIMATELY
CL	CENTER LINE
CONC	CONCRETE
CP	CONTROL POINT
CY	CUBIC YARD
DBH	DIAMETER AT BREAST HEIGHT
DIA	DIAMETER
DTL	DETAIL
DWG	DRAWING
EA	EACH
ELEV	ELEVATION
EOP	EDGE OF PAVEMENT
EX	EXISTING
FG	FINISHED GRADE ELEVATION
FT	FEET
H	HEIGHT
IN.	INCH
L	LENGTH
LBS	POUNDS
LF	LINEAR FEET
LS	LUMP SUM
MAX	MAXIMUM
M.E.	MATCH EXISTING
MIN	MINIMUM
MISC	MISCELLANEOUS
N/A	NOT APPLICABLE
NCD	NATURAL CHANNEL DESIGN, INC.
NO.	NUMBER
NPI	NON-PAY ITEM
NTS	NOT TO SCALE
OC	ON CENTER
PROP.	PROPOSED
PSI	POUNDS PER SQUARE INCH
PLS	PURE LIVE SEED
PP	POWER POLE
PT	POINT
REQD	REQUIRED
SCH	SCHEDULE
SF	SQUARE FEET
SHT	SHEET
STA	STATION
STD	STANDARD
SY	SQUARE YARD
TBD	TO BE DETERMINED
TN	TONS
TYP	TYPICAL
VLV	VALVE
W	WIDTH
W/	WITH

⚠ NRCS NOTES (PHASE 1 CONSTRUCTION)

JOB CLASS IV

CPS 326 – CLEARING AND SNAGGING
Length of reach = 760 ft — *Class I*

CPS 560 – ACCESS ROAD
Length = 440 ft — *Class I*
Material = Gravel — *Class II*

CPS 350 – SEDIMENT BASIN
Effective Height 6 ft — *Class II*
Drainage Area = 3.7 sq mi — *Class II*
Storage x Height = 9 ac-ft — *Class I*

CPS 410 – GRADE STABILIZATION STRUCTURE
Effective height = 3.5 ft — *Class I*
Drainage area = 3.7 sq mi — *Class II*

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698

COCONINO COUNTY GENERAL NOTES

1. *APPROVAL OF THESE PLANS BY THE COUNTY FLOOD CONTROL DISTRICT IS FOR A TWO-YEAR PERIOD, SUBSEQUENT TO THE DATE OF APPROVAL. IF CONSTRUCTION WORK IS NOT STARTED WITHIN THE TWO-YEAR PERIOD OR HAS BEEN DISCONTINUED FOR ANY REASON FOR LONGER THAN TWO YEARS, THE PLANS SHALL BE RESUBMITTED FOR REVIEW AND RE- APPROVAL IN ACCORDANCE WITH ARIZONA TECHNICAL BOARD OF REGISTRATION.*
2. *PLAN REVIEW BY THE COUNTY DOES NOT EXTEND TO MATERIAL QUANTITIES SHOWN ON THE PLANS.*
3. *AN ENCROACHMENT PERMIT, ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT, IS REQUIRED FOR ALL WORK IN COUNTY RIGHTS-OF-WAY OR EASEMENTS.*
4. *THE COUNTY SHALL BE NOTIFIED FORTY-EIGHT (48) HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION SO THAT COUNTY INSPECTOR MAY BE SCHEDULED.*
5. *FOR CONSTRUCTION PURPOSES, THE FOLLOWING PRECEDENCE OF STANDARDS WILL PREVAIL: CURRENT COCONINO COUNTY PUBLIC WORKS ENGINEERING DEPARTMENT STANDARDS; CURRENT MAG STANDARDS, INTERNATIONAL BUILDING CODE (IBC), PROJECT SPECIFIC PLANS AND SPECIFICATIONS, ADOT STANDARDS – OR OTHER SPECIFICATIONS APPROVED BY THE COUNTY ENGINEER AND WITH GENERALLY ACCEPTED GOOD CONSTRUCTION PRACTICE. ALL WORK AND MATERIALS WHICH DO NOT CONFORM TO THE STANDARDS AND SPECIFICATIONS ARE SUBJECT TO REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.*
6. *ANY WORK PERFORMED WITHOUT THE KNOWLEDGE AND APPROVAL OF THE COUNTY ENGINEER, IS SUBJECT TO REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.*
7. *THE COUNTY ENGINEER MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN THEIR JUDGMENT, PROGRESS IS UNSATISFACTORY, WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.*
8. *THE COUNTY ENGINEER MAY ORDER ANY OR ALL MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO MAG OR ADOT MATERIAL TESTING REQUIREMENTS, AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) AND THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARDS. THE CONTRACTOR SHALL, AT THEIR EXPENSE, HIRE A QUALIFIED TESTING LABORATORY TO PERFORM QUALITY CONTROL (QC) DURING ALL PHASES OF CONSTRUCTION, AS STATED IN COCONINO COUNTY STANDARDS, OR AS DIRECTED IN THE SPECIAL PROVISIONS.*
9. *LOCAL FIRE DEPARTMENT, COUNTY ENGINEERING DIVISION AND OTHER EMERGENCY RESPONDER'S APPROVAL IS REQUIRED FOR OBSTRUCTION OF ACCESS OR WATER SYSTEM SHUTDOWN – SUBMISSION OF TRAFFIC CONTROL PLANS IS REQUIRED.*
10. *THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STREETS AND OF PARTIALLY COMPLETED PORTIONS OF THE WORK UNTIL FINAL ACCEPTANCE OF THE WORK. ANY ROADS REQUIRED TO BE CLOSED FOR THE CONSTRUCTION ACTIVITY SHALL BE REOPENED WITHIN A REASONABLE TIME OR UPON ORDER OF COUNTY ENGINEER. THE REGULATION AND CONTROL OF THIS TRAFFIC SHALL BE AS DIRECTED BY THE COUNTY ENGINEER.*
11. *APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN ONE YEAR FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE OWNER/DEVELOPER OR THE CONTRACTOR.*
12. *ACCEPTANCE OF COMPLETED PUBLIC IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEAN-UP IS COMPLETE.*
13. *LOCATION OF UNDERGROUND UTILITIES BEFORE WORK IS BEGUN IS TO BE ACCOMPLISHED IN ACCORDANCE WITH ARS 40-360.22.*
14. *IF WORK IS DONE ON PRIVATE PROPERTY IN RELATION TO A PROJECT CONSTRUCTED UNDER THESE STANDARDS, THE CONTRACTOR WILL PROVIDE THE COUNTY WITH WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER TO DO SO.*
15. *THE ESTABLISHMENT AND USE OF TEMPORARY CONSTRUCTION YARDS SHALL REQUIRE WRITTEN AUTHORIZATION FROM THE COUNTY PUBLIC WORKS DEPARTMENT.*
16. *COUNTY APPROVAL OF THESE PLANS IS FOR CONCEPT ONLY. ALL LIABILITY RESULTING FROM ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE PERMITTEE AND/OR HIS CONSULTANTS AND EMPLOYEES. COCONINO COUNTY DOES NOT VERIFY OR GUARANTEE THE MEASUREMENTS, CALCULATIONS, OWNERSHIP, OR CONCLUSIONS INDICATED BY THE CREATOR OF THESE PLANS.*

UNAUTHORIZED CHANGES & USES: THE ENGINEER WILL NOT BE RESPONSIBLE FOR ANY UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO OR USES OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF THE ENGINEER ARE UNAUTHORIZED AND ARE DONE AT THE SOLE RISK OF THE PARTY MAKING OR USING THE CHANGES. THE OWNER AGREES TO INDEMNIFY AND HOLD THE ENGINEER HARMLESS FROM ALL CLAIMS, DAMAGES, AND EXPENSES ARISING OUT OF UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS.

DATE: 12/19/2022
NCD PROJECT NUMBER: 22-412AZ
SHEET NUMBER: 1 OF 9

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
55698
BENJAMIN
TILMAN
ARIZONA U.S.A.

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
TITLE, INDEX, ACKNOWLEDGEMENTS, GENERAL NOTES AND LEGEND

DRAWN BY:	MK/LW/DH
DESIGNED BY:	MK
CHECKED BY:	MK

NO.	DATE	BY	REMARKS
1	3/10/23	MK	MODIFIED NRCS TABLE TO REFLECT PHASE 1 ONLY CONSTRUCTION

Natural Channel Design, Inc.
2900 N West St. #5
Flagstaff, Arizona 86004
(928) 774-2336

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023

TRAFFIC CONTROL

1. TRAFFIC CONTROL REQUIREMENTS ARE ANTICIPATED TO BE MINOR AND LIMITED TO CONSTRUCTION ENTRANCES ALONG PARK WAY AND LINDA VISTA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING, SUBMITTING AND OBTAINING APPROVAL OF A COMPLETE TRAFFIC CONTROL PLAN IN ACCORDANCE WITH CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), ADOT STANDARD SPECIFICATIONS FOR BRIDGE & ROAD CONSTRUCTION & ADOT CONSTRUCTION STANDARDS SATISFACTORY TO THE ENGINEER. A PERMIT SHALL NOT BE ISSUED UNTIL ACCEPTANCE IS GRANTED FROM A CITY REPRESENTATIVE.

EROSION CONTROL, SEDIMENT CONTROL AND SWPPP

1. TOTAL DISTURBANCE ASSOCIATED WITH THIS PROJECT IS ANTICIPATED TO BE APPROXIMATELY 3.7 ACRES WITHIN THE LIMITS OF DISTURBANCE IDENTIFIED BY THESE PLANS. A NOTICE OF INTENT FOR CONSTUCTION ACTIVITY DISCHARGES TO ADEQ AND COMPLIANCE WITH ARIZONA STORMWATER CONSTRUCTION GENERAL PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL EXERCISE BEST MANAGEMENT PRACTICES DURING CONSTRUCTION TO MINIMIZE THE GENERATION OF EROSION AND SEDIMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREPARATION AND IMPLEMENTATION OF A JOB SITE EROSION & SEDIMENT CONTROL PLAN AND OBTAINING APPROVAL FROM THE COUNTY INSPECTOR PRIOR TO STARTING CONSTRUCTION.

2. CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING CITY INSPECTOR PRIOR TO INSTALLATION OF BMP's TO REVIEW SITE LOGISTICS AND VERIFY CITY NEEDS ARE MET. AT START OF CONSTRUCTION CITY OF FLAGSTAFF INSPECTOR WILL VISIT THE SITE TO INSPECT BMP's INSTALLED AND THE PLAN.

LOG AND WOODY DEBRIS REMOVAL

1. LOGS 12 INCHES IN DIAMETER AND SMALLER, SLASH AND WOODY DEBRIS RESULTING FROM TREE REMOVAL OPERATIONS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER OF THE CONTRACTOR'S CHOOSING.

2. LOGS GREATER THAN 12 INCHES IN DIAMETER BECOME THE PROPERTY OF THE CONTRACTOR FOR REUSE, SALE OR DISPOSAL AT HIS OPTION AND SHALL BE REMOVED FROM THE SITE.

PROTECTION OF EXISTING VEGETATION

1. CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT TREES AND OTHER VEGETATION THAT IS TO REMAIN. UNLESS SPECIFICALLY MARKED FOR REMOVAL, VEGETATION SHALL BE PROTECTED FROM DAMAGE THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL REPAIR ANY DAMAGE RESULTING FROM THE CONTRACTOR'S OPERATIONS OR NEGLECT. THE CONTRACTOR IS REQUIRED TO NOTIFY AND COORDINATE WITH NCD AND COUNTY FLOOD CONTROL PERSONNEL PRIOR TO REMOVING EXCESS TREES OR VEGETATION AND ALL EFFORTS WILL BE MADE TO PRESERVE STANDING LIVE TREES NOT OTHERWISE WITHIN THE TREE CLEARING LIMITS.

REVEGETATION NOTES

SOIL PREPARATION:

1. PRIOR TO SEEDING, PREPARE THE SOIL BY SCARIFYING THE UPPER TWO INCHES OF THE FINISHED GRADE TO ENSURE THE SOIL IS IN ROUGHENED CONDITION FAVORABLE FOR SEED GERMINATION AND GROWTH. OVERLY COMPACTED EQUIPMENT ACCESS ROUTES MAY REQUIRE SCARIFICATION TO 6 INCHES FOLLOWED BY SMOOTHING TO ROUGHENED CONDITION FREE OF CLODS.

2. ALL EQUIPMENT USED ON-SITE SHALL BE PRESSURE WASHED TO REMOVE INVASIVE WEED SEEDS PRIOR TO MOBILIZATION TO THE SITE. EQUIPMENT SHALL BE INSPECTED AND APPROVED BY THE CITY INSPECTOR PRIOR TO MOBILIZATION TO THE SITE.

SEEDING:

1. RESEEDING OF ALL AREAS DISTURBED BY THE NEW CONSTRUCTION, INCLUDING NEW BASINS, CHANNELS, EMBANKMENTS, ETC. BUT EXCLUDING ROAD AND DRIVEWAY SURFACES, SHALL INCLUDE THE FOLLOWING SEED MIX. THE RESEEDED AREA SHALL INCLUDE STAGING AND CONSTRUCTION ACCESS AREA(S). THE TOTAL ESTIMATED AREAS TO BE RESEEDED IS APPROXIMATELY 3.7 ACRES.

SEED MIX

Common Name	Species Name	Lbs PLS/ac.
Blue Grama	Bouteloua gracilis	1.2
Mountain Muhly	Muhlenbergia montana	0.3
Little Bluestem	Schizachyrium scoparium	2.1
Bottlebrush Squirreltail	Elymus elymoides	3.6
Slender Wheatgrass	Elymus trachycaulus ssp. trachycaulus	3.0
Arizona Fescue	Festuca arizonica	1.5
Prairie Junegrass	Koeleria macrantha	0.4
Muttongrass	Poa fendleriana	0.3
	TOTAL Lbs. PLS/ac.	12.4

2. NO SUBSTITUTION OF SPECIFIED SEED IS ALLOWED WITHOUT PRIOR APPROVAL FROM COUNTY OR ENGINEER.

3. SEED SHALL BE APPLIED UNIFORMLY AND SHALL OCCUR PRIOR TO INSTALLATION OF EROSION CONTROL BLANKETS.

4. SEEDING MAY BE PLACED BY BROADCAST SEEDING METHOD AND SHALL BE INCORPORATED INTO THE SOIL, BUT NOT MORE THAN 0.5" TO 1.0" DEEP.

5. SEED SHALL BE WEED FREE AND SHALL BE PURCHASED FROM A REPUTABLE SUPPLIER. SEED TAG LABELS SHALL BE PROVIDED TO THE COUNTY INSPECTOR PRIOR TO PLACEMENT.

QUANTITY SUMMARY

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	175
2	–	MOBILIZATION & DEMOBILIZATION	LS	1
3	–	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	3.7
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	39,300
6	204/205	EARTHWORK (FILL) PLACE & COMPACT	CY	1,434
7	206/207	INSTALL 48" THICK (D50=24") ROCK	CY	8,290
8	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	113
9	208	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE RUNDOWN	CY	34
10	208	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE RUNDOWN	CY	41
11	301	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE	EA	1
12	222	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND	LS	1
13	–	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
14	–	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
15	–	CONSTRUCTION MATERIAL TESTING	LS	1
16	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	3,540
17	–	RESEED ALL DISTURBED AREAS	LS	1
18	213	REMOVE & RESET EXISTING BARRIERS	LS	1
19	221	REMOVE & DISPOSE EXISTING CHICKEN COOP	LS	1
20	253	RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT	EA	1
21	254	REMOVE & RETURN CONCRETE BARRIER TO OWNER	LS	1

QUANTITY SUMMARY NOTES

1. A PAY ITEM IS INCLUDED FOR CLEARING AND GRUBBING. THIS SHALL INCLUDE THE REMOVAL AND DISPOSAL OF ALL TREES SMALLER THAN 12 INCHES (MEASURED AT DBH) AND OTHER VEGETATION IN DIRECT CONFLICT WITH THE BASIN GRADING, INCLUDING ALL ROOT BALLS AND SLASH, ETC.

2. REMOVAL OF TREES 12" DBH AND GREATER ARE QUANTIFIED WITHIN THE BID SCHEDULE. REMOVAL OF TREES SMALLER THAN 12" DBH ARE CONSIDERED INCIDENTAL TO THE COST OF THE PROJECT CLEARING & GRUBBING. EXISTING VEGETATION ROOT MAT AND MISCELLANEOUS SURFACE ORGANICS MUST ALSO BE REMOVED PRIOR TO PLACEMENT OF NEW FILL AND/OR STRUCTURES. CONTRACTOR SHALL USE CAUTION TO MINIMIZE DISTURBANCE AS MUCH AS POSSIBLE TO THE ESTABLISHED VEGETATION NOT SCHEDULED FOR REMOVAL. GENERALLY, VEGETATION OUTSIDE OF THE CUT OR FILL LIMITS AS SHOWN ON THE PLAN SHALL BE PRESERVED.

3. COST OF ALL OTHER REMOVAL/DISPOSAL ITEMS NOT SPECIFICALLY LISTED SHALL INCLUDE TRANSPORTATION AND DISPOSAL AT AN ACCEPTED DISPOSAL FACILITY SUCH AS THE CINDER LAKE LANDFILL OR OTHER AS APPROVED.

4. EARTHWORK NOTES:
   A. VOLUME OF CUT AND FILL HAS BEEN ESTIMATED HEREIN AND QUANTIFIED IN CUBIC YARDS.
   B. NO SHRINK OR SWELL FACTORS APPLIED.
   C. EXCAVATION RELATED TO PLACEMENT OF ROCK CHUTES, SLOPE ARMORING & STABILIZING THE ACCESS ROAD HAVE BEEN ACCOUNTED FOR WITHIN THE EARTHWORK ESTIMATE. EXCAVATION FOR ROCK WEIRS HAS NOT BEEN ACCOUNTED FOR IN EARTHWORK.
   D. SITE DERIVED EXCAVATED MINERAL SOIL, FREE OF ORGANICS, ROOT MATS, ETC. AND CONTAINING PARTICLES NO GREATER THAN 3" IN SIZE MAY BE USED AS NEEDED FILL WITHIN THE PROJECT FOR SUBGRADE, BERM OR MISCELLANEOUS FILL PLACEMENT.
   E. COBBLES AND BOULDERS LARGER THAN 3" SCREENED FROM EXCAVATED MATERIAL MAY BE USED AS RIPRAP AND/OR FEATURE ROCKS WHERE THE SIZE OR GRADATION MEETS THAT CALLED FOR WITHIN THE PLANS.
   F. ANY EXCESS EXCAVATED SOILS, COBBLES, BOULDERS, TRASH OR OTHER DEBRIS ENCOUNTERED WITHIN THE PROJECT LIMITS DURING CONSTRUCTION SHALL BE REMOVED FROM THE SITE AT THE CONTRACTOR'S EXPENSE.
   G. ALL FINISHED SURFACES SHALL BE SMOOTH, FREE OF DEBRIS AND GENERALLY PLEASING IN APPEARANCE, GIVING A 'FINISHED' LOOK TO THE PROJECT.

5. TRAFFIC CONTROL: THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE CITY OF FLAGSTAFF FOR APPROVAL THAT WILL BE COMPATIBLE HIS/HER MEANS AND METHODS OF CONSTRUCTION AND MEETS MUTCD REQUIREMENTS. UPON APPROVAL, THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN THAT TRAFFIC CONTROL PLAN, AS REQUIRED, THROUGH DURATION OF CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A RIGHT-OF-WAY ENCROACHMENT PERMIT FROM THE CITY OF FLAGSTAFF. A PAY ITEM IS INCLUDED WITHIN THE QUANTITY SUMMARY FOR EACH WORK AREA WHERE TRAFFIC CONTROL IS ANTICIPATED TO BE NECESSARY.

6. RESEEDING SHALL INCLUDE PREPARING THE SEED BED AND SUPPLYING AND PLACING THE SEED AND MULCH PER THE SEEDING SPECIFICATIONS ON THIS SHEET.

7. CONTRACTOR SHALL PROTECT IN PLACE EXISTING FEATURES TO REMAIN AS NECESSARY TO ENSURE NO DAMAGE OCCURS DURING CONSTRUCTION. ITEMS TO BE PROTECTED IN PLACE MAY INCLUDE ELECTRICAL BOXES/TRANSFORMERS, TELCO PEDESTALS, TREES, UNDERGROUND UTILITIES, ETC. THE COST (IF ANY) OF PROVIDING PROTECTION AS NECESSARY SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AS A WHOLE. COCONINO COUNTY AND THE CITY OF FLAGSTAFF ARE COORDINATING WITH THE INDIVIDUAL UTILITIES PRIOR TO THE START OF CONSTRUCTION TO FACILITATE RELOCATIONS OF FRANCHISE UTILITIES IN CONFLICT WITH THE GRADING. IF THE UTILITIES HAVE NOT COMPLETED RELOCATION PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR WILL BE REQUIRED TO COORDINATE AS NECESSARY WITH THOSE UTILITY COMPANIES.

8. A PAY ITEM FOR SWPPP IS INCLUDED WITHIN THE QUANTITY SUMMARY.

9. A PAY ITEM FOR MOBE/DEMOBE IS INCLUDED WITHIN THE QUANTITY SUMMARY.

10. CONTRACTOR SHALL RETAIN A REGISTERED LAND SURVEYOR LICENSED IN THE STATE OF ARIZONA TO PROVIDE CONSTRUCTION STAKING & LAYOUT FOR IMPROVEMENTS SHOWN HEREIN. LIMITS OF DISTURBANCE SHALL BE CLEARLY IDENTIFIED WITH STAKING & FLAGGING AND MAINTAINED THROUGHOUT CONSTRUCTION AS TO ENSURE CONSTRUCTION ACTIVITY WILL REMAIN WITHIN THESE LIMITS AND NOT EXTEND ONTO ADJACENT PRIVATE PROPERTIES.

QUANTITY SUMMARY – PHASE 1

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	67
2	–	MOBILIZATION & DEMOBILIZATION	LS	1
3	–	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	1.5
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	13,170
6	204/205	EARTHWORK (FILL) PLACE & COMPACT	CY	1,434
7	206/207	INSTALL 48" THICK (D50=24") ROCK	CY	4,031
8	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	– –
9	208	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE RUNDOWN	CY	34
10	208	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE RUNDOWN	CY	41
11	301	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE	EA	1
12	222	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND	LS	1
13	–	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
14	–	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
15	–	CONSTRUCTION MATERIAL TESTING	LS	1
16	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	1,160
17	–	RESEED ALL DISTURBED AREAS	LS	1
18	213	REMOVE & RESET EXISTING BARRIERS	LS	1
19	221	REMOVE & DISPOSE EXISTING CHICKEN COOP	LS	1
20	253	RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT	EA	1
21	254	REMOVE & RETURN CONCRETE BARRIER TO OWNER	LS	1

QUANTITY SUMMARY – PHASE 2

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	108
2	–	MOBILIZATION & DEMOBILIZATION	LS	1
3	–	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	2.2
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	26,130
6	204/205	EARTHWORK (FILL) PLACE & COMPACT	CY	– –
7	206/207	INSTALL 48" THICK (D50=24") ROCK	CY	4,259
8	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	113
9	208	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE RUNDOWN	CY	– –
10	208	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE RUNDOWN	CY	– –
11	301	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE	EA	– –
12	222	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND	LS	1
13	–	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
14	–	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
15	–	CONSTRUCTION MATERIAL TESTING	LS	1
16	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	2,380
17	–	RESEED ALL DISTURBED AREAS	LS	1
18	213	REMOVE & RESET EXISTING BARRIERS	LS	1
19	221	REMOVE & DISPOSE EXISTING CHICKEN COOP	LS	1
20	253	RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT	EA	1
21	254	REMOVE & RETURN CONCRETE BARRIER TO OWNER	LS	– –

PHASING QUANTITY NOTES:

1. THE NUMBER OF 12"+ DBH TREES WITHIN EACH PHASE HAVE BEEN ESTIMATED FROM THE OVERALL TOTAL FOR THE SITE AND HAVE NOT BEEN SPECIFICALLY IDENTIFIED AND COUNTED WITH RESPECT TO THE PHASING LINE. PRIOR TO REMOVING TREES, THE CONTRACTOR SHALL IDENTIFY THE PAY ITEM TREES WITHIN THE PHASE OF CONSTRUCTION THAT ARE >12" DBH AND CONFIRM THE TOTAL NUMBER WITH THE ENGINEER PRIOR TO CUTTING AND REMOVING THOSE TREES.

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698

REGISTERED LAND SURVEYOR — CERTIFICATE NO. 55698 — BENJAMIN TILMAN — ARIZONA U.S.A.

UNAUTHORIZED CHANGE & USE — DATE: 12/19/2022 — SHEET NUMBER: 2 OF 9

ECD PROJECT NUMBER: 22-412AZ

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
GENERAL NOTES AND ESTIMATED QUANTITIES

DRAWN BY:	MK/AW/DM
DESIGNED BY:	MK
CHECKED BY:	MK

NO.	DATE	BY	REVISION
1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION

Natural Channel Design, Inc.
2020 N. West St. #5
Flagstaff, AZ 86004
(928) 774-2338

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023

STATIONING SHOWN ON THIS SHEET REFERENCES CONSTRUCTION ℄ OF NEW ACCESS ROAD. SEE SHEET 4 FOR PLAN/PROFILE

EFFECTIVE FEMA FLOODPLAIN IS SHOWN. FUTURE REMAPPING OF THE FLOODPLAIN TO REFLECT OFFICIAL CHANGES TO 100 YEAR FOODPLAIN WILL BE PER EFFORTS/COORDINATION BY CITY OF FLAGSTAFF FLOODPLAIN MANAGEMENT.

OVERVIEW MAP
SPRUCE WASH – PARK SITE SEDIMENT BASINS

GRAPHIC SCALE 1"=80'
0 80 160 240

OVERVIEW NOTES:

PROPERTY BOUNDARY SURVEY WAS PERFORMED FOR THIS DESIGN FOR THE AREA BETWEEN CITY PARCEL APN 109-03-015 AND WOLFF PROPERTY APN 109-04-060. PARCEL BOUNDARIES SHOWN OUTSIDE THE SURVEY AREA, WHICH INCLUDE PROPERTIES TO THE EAST OF THE CITY PARCEL AND BETWEEN WOLFF PROPERTY AND LINDA VISTA, ARE REPRESENTATIVE OF GIS DATA PROVIDED BY THE COUNTY.

IT WILL BE THE RESPONSIBILITY OF THE COCONINO COUNTY FLOOD CONTROL DISTRICT AND/OR CITY OF FLAGSTAFF TO ENSURE THAT LEGAL ACCESS/COOPERATOR AGREEMENTS ARE OBTAINED FROM ANY AFFECTED PROPERTY OWNERS PRIOR TO CONSTRUCTION.

ANY EXISTING BUILDINGS, FENCE LINES, EDGES OR ROADS OR OTHER EXISTING STRUCTURES SHOWN SHALL ALSO BE CONSIDERED AS APPROXIMATE AND BASED UPON ON GIS DATA.

FUTURE TRAIL ALIGNMENTS SHOWN HEREIN ARE FOR REFERENCE ONLY. NO TRAIL CONSTRUCTION IS INCLUDED WITH THIS PROJECT. THE CITY OF FLAGSTAFF AT A LATER DATE MAY CONSTRUCT TRAIL CONNECTIONS FROM THE NEIGHBORHOOD AREAS TO THE USFS LAND TO THE NORTH AND EAST OF THIS PROJECT SITE.

TEST PIT EXPLORATION OF THE NATIVE SOILS WAS CONDUCTED BY NCD DURING 1/20/2022. THE LOCATIONS OF THE TEST PITS IS NOTED HEREIN AS "PH#". NO BEDROCK WAS FOUND DURING THE TEST PIT EXPLORATION. THE TEST PIT LOGS ARE AVAILABLE AND INCLUDED WITHIN THE APPENDICES OF THE PROJECT 'DESIGN REPORT' PREPARED BY NCD.

SURVEY INFORMATION

DATUM & COORDINATE GRID INFORMATION

HORIZONTAL DATUM:	NAD1983 (2011)
COORDINATE PROJECTION:	STATE PLANE ARIZONA CENTRAL FIPS 0202
VERTICAL DATUM:	VERTICAL DATUM: NAVD88 (GEOID 18)
GEOID MODEL:	UNITS: INTERNATIONAL FEET

NCD CONTROL LIST

NO.	NORTHING	EASTING	ELEVATION	STATION NAME	DESCRIPTION
1	1534327.11	784583.27	7116.38	DM7928	COCONINO COUNTY PUBLIC WORKS GEMINI DISK AT USGS BLDG.
2					
3					

EXISTING TOPOGRAPHY SHOWN IS BASED ON LIDAR DATA OBTAINED FROM COCONINO COUNTY.

LIDAR PERFORMED BY NV5 GEOTSPATIAL FOR JE FULLER HYDROLOGY AND GEOMORPHOLOGY FOR THE CCFCD FLIGHT DATE: NOVEMBER 26, 2021 PROVIDED TO NCD VIA EMAIL.

AN ORTHOIMAGERY AND LIDAR PROJECT REPORT WAS PREPARED BY NV5 GEOSPATIAL WITH LOCATIONS AND PHOTOS OF SPECIFIC CONTROL POINT COORDINATES LISTED THEREIN. THAT REPORT WILL BE MADE AVAILABLE TO THE CONTRACTOR AND THE CONSTRUCTION LAYOUT SURVEYOR PRIOR TO THE START OF CONSTRUCTION.

ALL DESIGN AND LAYOUT CONTROL PROVIDED HEREIN IS BASED UPON THAT LIDAR DATA SET WITH SPECIFIC ON-THE-GROUND TOPOGRAPHIC SURVEY FOR EXISTING TREES, UTILITIES & FEATURES PERFORMED WITHIN THE WORK AREA PROVIDED BY NORTHLAND EXPLORATION SURVEYS (NLS) JOB No. 22-002. ALL REFERENCES TO FOUND (FD) MONUMENTATION, PROPERTY CORNERS ARE PER THE SURVEY PERFORMED BY NLS. REFER TO THE NLS COORDINATE TABLE ON THIS SHEET FOR LOCAL CONTROL.

NLS Coordinate Table

Pt #	Northing	Easting	Elevation	Descriptor
1	1538649.56	785969.77	7034.81	CP 201 40D
2	1538233.45	786707.17	7013.11	CP 202 40D
3	1537465.30	786939.68	6998.23	CP-203 40D
4	1537125.64	787249.68	6994.27	CP-204 40D
5	1536755.81	787344.08	6981.53	CP-205 40D
6	1536842.52	787242.69	6981.25	CP-206 40D
7	1536913.84	787222.58	6985.43	CP-207 40D
8	1536611.24	787493.39	6972.95	CP-208 40D
9	1537146.57	786999.13	6989.20	CP-209 60D
10	1537742.86	786808.05	7003.58	CP-210 40D
11	1538173.36	786749.87	7016.21	CP-211 40D
12	1538507.36	786316.39	7028.00	CP-200 40D
20	1538351.66	786608.07	7015.45	FD BC 4476
21	1537871.35	786817.22	7006.88	FD PC 29884
22	1537843.79	786829.31	7006.01	FD BC 4476
23	1538080.37	786476.35	7015.87	FD AC ILLEG
24	1538573.21	785999.43	7032.89	FD BC 4476
25	1538569.46	786010.05	7031.92	FD 5/8" RBR
26	1537761.32	786885.28	7004.35	FD 1/2" RBR W/TAG ILLEG
27	1537440.70	787104.85	6998.94	FD BC USFS
28	1536581.72	787062.51	7000.10	FD AC 25083
29	1536757.88	786857.10	7015.35	FD AC 25083
30	1537300.19	786584.96	7040.77	FD AC 25083
31	1537451.42	786533.34	7041.19	FD AC 25083
32	1536811.05	787472.08	6981.25	FD 1/2" PIPE
33	1537009.47	787294.67	6991.80	FD 1/2" PIPE
34	1537156.75	787298.48	6997.40	FD AC ILLEG
35	1536207.08	787704.39	6966.65	FD AC ILLEG
36	1537156.47	787298.46	6997.59	FD 1/2" RBR
37	1538233.50	786707.38	7013.34	CP-202
38	1538351.73	786608.30	7016.47	FD BC 4476

ACCESS ROAD CONSTRUCTION ℄ COORDINATE TABLE

PT#	DESCRIPTION	STATION	CURVE DATA BEARING	NORTH	EAST	DISTANCE
400	ACCESS RD	40+00.00	S7 43'06"W	1537692.10	786948.71	229.03ft
401	PC R62'	42+29.03		1537465.14	786917.95	
		RADIUS POINT: 402		1537456.81	786979.38	
		RADIUS: 62.00ft				
		DELTA: 57 44'05"	LEFT			
		ARC LENGTH: 62.47ft				
403	PT	42+91.51	S50 00'58"E	1537409.31	786939.54	100.94ft
404	PC R58'	43+92.44		1537344.45	787016.89	
		RADIUS POINT: 405		1537300.01	786979.62	
		RADIUS: 58.00ft				
		DELTA: 17 35'52"	RIGHT			
		ARC LENGTH: 17.81ft				
406	PT	44+10.26	S32 25'07"E	1537331.10	787028.58	137.22ft
407	PC R58'	45+47.48		1537215.26	787102.14	
		RADIUS POINT: 408		1537184.17	787053.18	
		RADIUS: 58.00ft				
		DELTA: 15 57'48"	RIGHT			
		ARC LENGTH: 16.16ft				
409	PT	45+63.64	S16 27'19"E	1537200.60	787108.81	279.27ft
410	PC R62'	48+42.91		1536932.77	787187.91	
		RADIUS POINT: 411		1536950.33	787247.37	
		RADIUS: 62.00ft				
		DELTA: 28 32'32"	LEFT			
		ARC LENGTH: 30.89ft				
412	PT	48+73.79	S44 59'51"E	1536906.49	787203.53	278.14ft
413	ACCESS RD	51+51.93		1536709.81	787400.20	

NOTE: SEE SHEET 4 FOR ACCESS ROAD PLAN/PROFILE.

SHEET INDEX

4 PLAN/PROFILE – ACCESS ROAD (SEE SHEET 4)
5 PLAN BASIN 1 (SEE SHEET 5)
6 PLAN BASIN 2 (SEE SHEET 6)
7 PLAN BASIN 3 (SEE SHEET 7)
8 PLAN/PROFILE – CHANNEL TO LINDA VISTA DRIVE (SEE SHEET 8)
9 PLAN/PROFILE – WOLFF PROPERTY FLOOD PROTECTION (SEE SHEET 9)

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698

UNAUTHORIZED CHANGES & USES: [illegible]
DATE: 12/19/2022
NCD PROJECT NUMBER: 22-412AZ
SHEET NUMBER: 3 OF 9

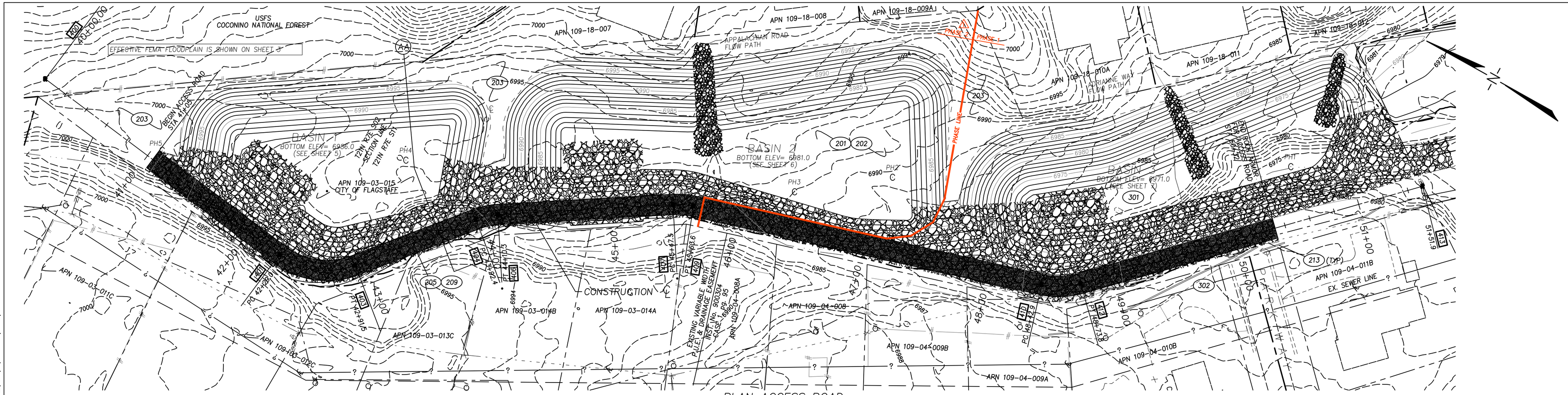
REGISTERED LAND SURVEYOR
CERTIFICATE NO.
55698
BENJAMIN TILMAN
ARIZONA U.S.A.

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PROJECT OVERVIEW AND SURVEY NOTES

DRAWN BY	CHECKED BY	APPROVED BY	NO.	DATE	BY	REVISION
MK	MK	MK	1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION

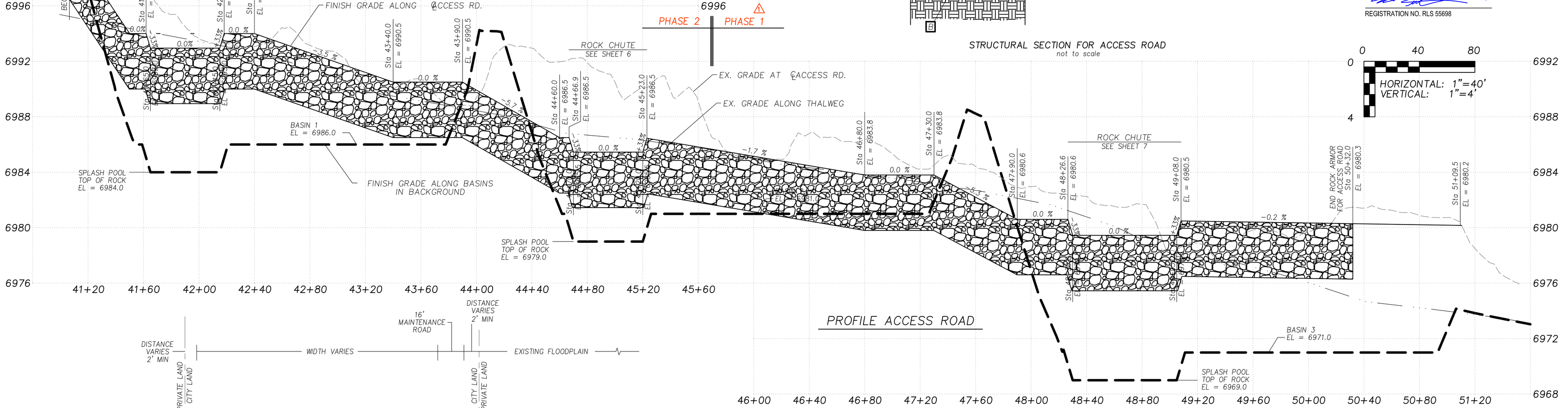
Natural Channel Design, Inc.
2800 N. West Ave. Ste. 300A
Flagstaff, AZ 86004
(928) 774-2330

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023

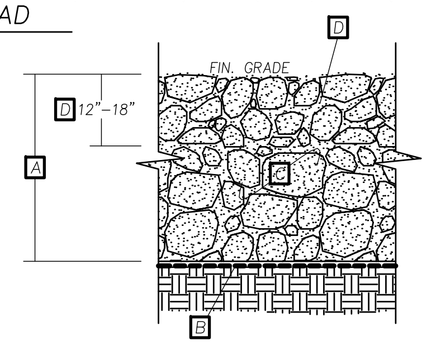


PLAN ACCESS ROAD

NOTE: STATIONING SHOWN ON THIS SHEET REFERENCES CONSTRUCTION OF NEW ACCESS ROAD. SEE SHEET 3 FOR CONTROL COORDINATE TABLE.



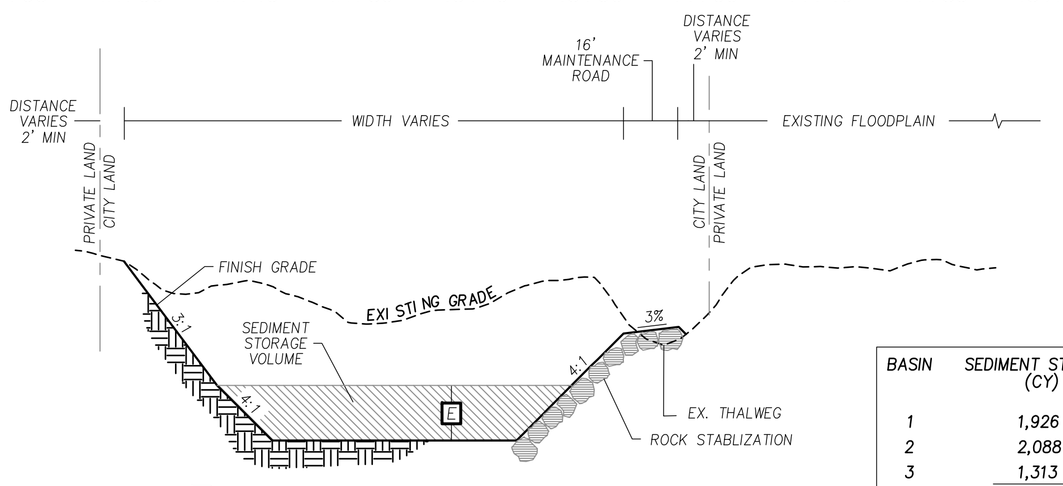
PROFILE ACCESS ROAD



STRUCTURAL SECTION FOR ACCESS ROAD
not to scale

STRUCTURAL SECTION NOTES:

- A 48" THICK D50=24" RIPRAP
- B NON-WOVEN GEOTEXTILE
- C FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS.
- D UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.



E BASIN 1& 2 SEDIMENT STORAGE DEPTH= 4 FEET.
BASIN 3 STORAGE DEPTH= 3 FEET

(AA) TYPICAL GRADING CROSS SECTION AT BASIN
not to scale

BASIN	SEDIMENT STORAGE (CY)
1	1,926
2	2,088
3	1,313
	5,327

CONSTRUCTION KEYNOTES:

201	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
203	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
205	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN & PROFILE, STRUCTURAL SECTION AND TYPICAL SECTIONS ON SHEETS 5-7. QUANTITIES FOR EARTHWORK ARE PROVIDED ON SHEET 2 'QUANTITY SUMMARY'.
209	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH GEOTEXTILE FABRIC.
213	1 LS	REMOVE & RESET EXISTING CONCRETE BARRIERS AS NEEDED TO FACILITATE CONSTRUCTION ACCESS. RESET UPON DEMOBILIZATION.
301	**	CONSTRUCT & MAINTAIN LOWER BASIN 3 AT ONSET OF CONSTRUCTION TO SERVE AS EROSION SEDIMENT CONTROL TRAP FOR PROJECT. SEE SHEET 7 FOR BASIN 3 CONSTRUCTION LAYOUT CONTROL & DETAILS. EARTHWORK QUANTITY ACCOUNTED FOR ON SHEET 2.
302	**	CONSTRUCT & MAINTAIN STABILIZED MAINTENANCE ACCESS ROAD SECTION BETWEEN Sta. 49+00 TO PARK WAY (Sta. 50+32) AT ONSET OF CONSTRUCTION TO SERVE AS EROSION & SEDIMENT CONTROL TRACKOUT PAD FOR PROJECT. MATERIAL QUANTITIES ARE ACCOUNTED FOR ON SHEET 2.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698

0 40 80
4
HORIZONTAL: 1"=40'
VERTICAL: 1"=4'

UNAUTHORIZED CHANGES & USES: IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT, ENGINEER, OR LAND SURVEYOR, TO ALTER ANY ITEM ON THIS DRAWING IN ANY WAY. IF THIS DRAWING IS ALTERED, THE ALTERING ENGINEER SHALL ATTACH TO THE DRAWING A DESCRIPTION OF THE ALTERATION AND SHALL AFFIX HIS/HER SEAL TO THE DRAWING.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 4 OF 9

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
55698
BENJAMIN TILMAN
ARIZONA U.S.A.

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT

PARK SITE BASINS

COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN/PROFILE - ACCESS ROAD

DRAWN BY	MK/AW/JM
DESIGNED BY	MK
CHECKED BY	MK

NO.	DATE	BY	REVISION
1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION

Natural Channel Design, Inc.
2020 N. West St. #5
Flagstaff, AZ 86004
(928) 774-2358

A: \Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023

USFS
COCONINO NATIONAL FOREST
APN 109-03-015
CITY OF FLAGSTAFF
APN 109-03-012C
APN 109-03-013C
EFFECTIVE FEMA FLOODPLAIN IS SHOWN ON SHEET 3
EXISTING VARIABLE WIDTH P.U.E. & DRAINAGE EASEMENT INSTRUMENT No. 990304 pg. 95
EX. SEWER LINE
EX. GAS LINE
EX. OVERHEAD ELECTRIC
BASIN 1
FINISH BOTTOM ELEV= 6986.0
GRADE BREAK
T21N R7E S02
SECTION LINE
T21N R7E S11
PH4
PH5
END ROCK
F86.0
R25'
4:1
6995
6990
6986
7000
7005
7010
7015
7020
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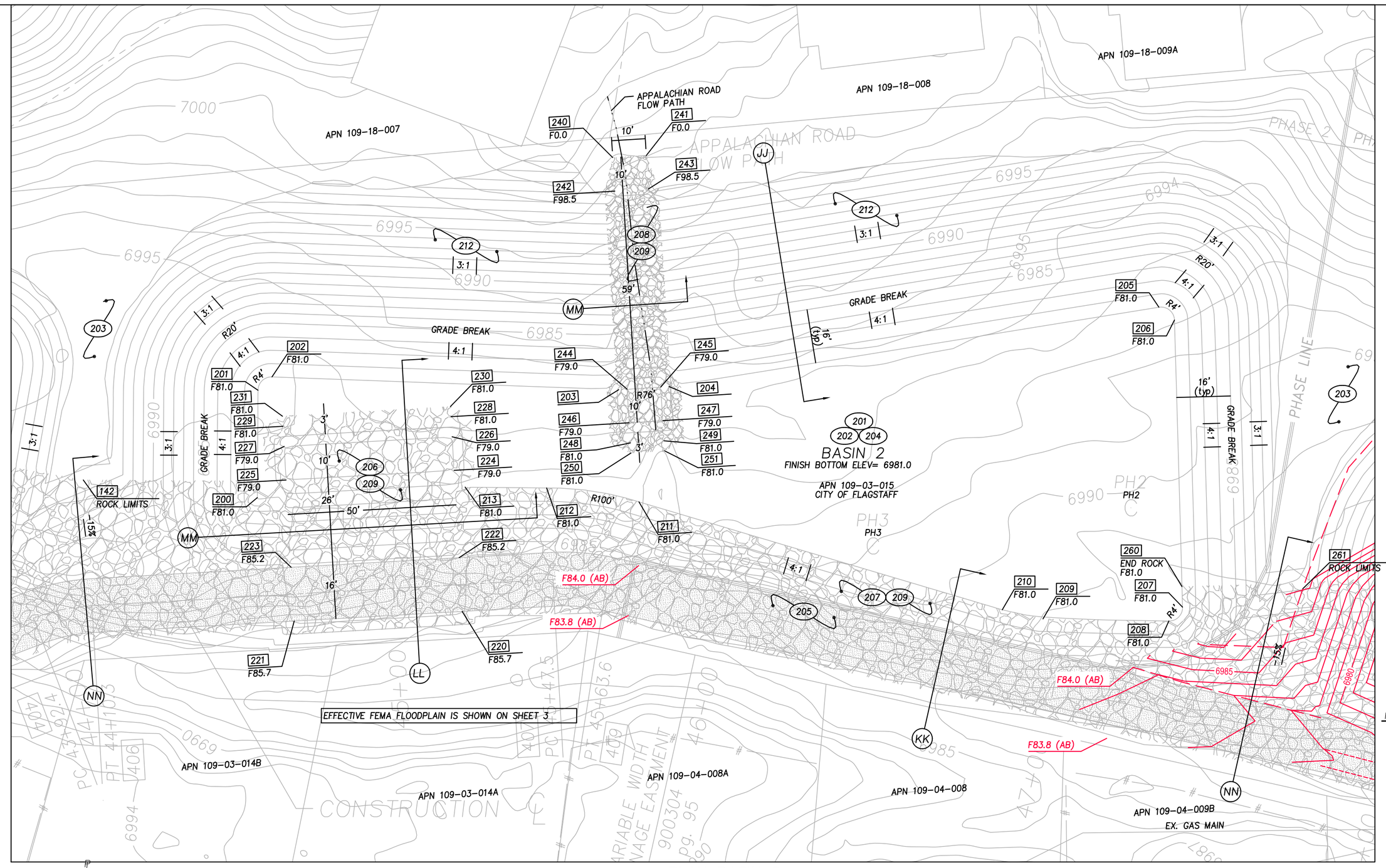


PLAN BASIN 2

0 20 40

HORIZONTAL: 1"=20'

CONSTRUCTION KEYNOTES:

201	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
203	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
204	**	CONSTRUCT NEW SEDIMENT BASIN PER PLAN & THE CONTROL POINT COORDINATES PROVIDED. SEE SHEET 2 FOR ESTIMATED EARTHWORK QUANTITIES & NOTES.
205	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN/PROFILE & STRUCTURAL SECTION ON SHEET 4.
206	**	CONSTRUCT 48" MIN. THICK (D50=24") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
207	**	CONSTRUCT 48" MIN. THICK (D50=24") ARMORED RIPRAP SLOPE & ROAD STABILIZATION PER PLAN & TYPICAL SECTIONS ON THIS SHEET.
208	113 CY	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE PER PLAN & TYPICAL SECTION.
209	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH NON-WOVEN GEOTEXTILE FABRIC. ITEM IS CONSIDERED INCIDENTAL TO INSTALLATION OF ROCK RIPRAP PER KEYNOTES 205-208.
212	**	INSTALL WESTERN EXCELSIOR EXCEL CS-3 DOUBLE NET EROSION CONTROL BLANKET (ECB) ON 3:1 SLOPES. USE ALL NATURAL ECB (NO PLASTIC NETTING). INSTALL PER MANUFACTURER'S SPECIFICATIONS. NOTE: PLACEMENT OF ECB ON 4:1 SLOPE FABRIC IS SUBJECT TO GETTING RIPPED DURING SEDIMENT REMOVAL.

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

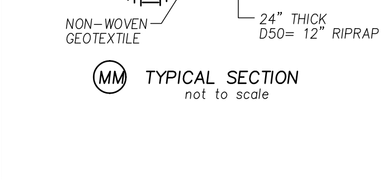
REGISTRATION NO. RLS 55698

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

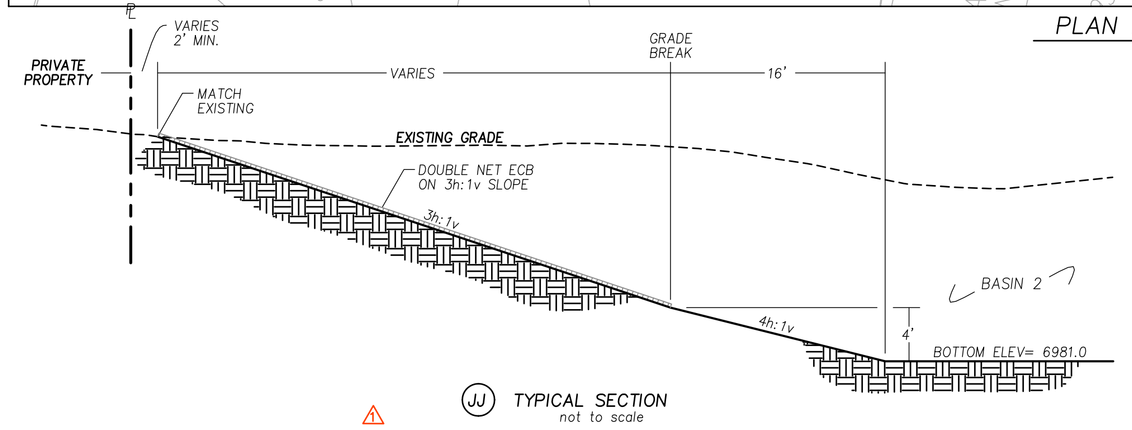
NOTE TO BIDDERS:
SEE THE QUANTITY SUMMARY, SHEET 2 AND PHASE 1 BID SCHEDULE FOR A DETAILED LIST OF THE REQUIRED QUANTITIES FOR A PHASED CONSTRUCTION PLAN.

Coordinate Table – Basin 2				
Pt #	Northing	Easting	Elevation	Descriptor
200	1537303.82	787080.57	6981.00	BOT BASIN 2
201	1537319.19	787108.54	6981.00	BOT BASIN 2
202	1537317.50	787114.03	6981.00	BOT BASIN 2
203	1537226.62	787160.89		BOT BASIN 2
204	1537213.00	787168.99		BOT BASIN 2
205	1537097.32	787260.50	6981.00	BOT BASIN 2
206	1537091.40	787259.41	6981.00	BOT BASIN 2
207	1537047.74	787186.03	6981.00	BOT BASIN 2
208	1537049.29	787180.46	6981.00	BOT BASIN 2
209	1537082.28	787162.77	6981.00	BOT BASIN 2
210	1537094.17	787159.26	6981.00	BOT BASIN 2
211	1537204.12	787134.70	6981.00	BOT BASIN 2
212	1537230.12	787124.94	6981.00	BOT BASIN 2
213	1537251.39	787113.36	6981.00	BOT BASIN 2
220	1537234.17	787080.66	6985.70	TOP OF INLET
221	1537276.38	787053.85	6985.70	TOP OF INLET
222	1537242.75	787094.16	6985.20	TOP OF SLOPE
223	1537284.96	787067.36	6985.20	TOP OF SLOPE
224	1537256.69	787116.11	6979.00	BOTTOM OF SLOPE
225	1537298.90	787089.31	6979.00	BOTTOM OF SLOPE
226	1537262.05	787124.55	6979.00	END OF SPLASH POOL
227	1537304.26	787097.75	6979.00	END OF SPLASH POOL
228	1537265.27	787129.62	6981.00	TOP OF LIP
229	1537307.47	787102.81	6981.00	TOP OF LIP
230	1537266.87	787132.15	6981.00	END OF ROCK
231	1537309.08	787105.35	6981.00	END OF ROCK
240	1537260.78	787220.32	7000.00	TOP OF INLET
241	1537252.36	787225.72	7000.00	TOP OF INLET
242	1537255.38	787211.90	6998.50	TOP OF SLOPE
243	1537246.96	787217.30	6998.50	TOP OF SLOPE
244	1537223.52	787162.24	6979.00	BOTTOM OF SLOPE
245	1537215.10	787167.64	6979.00	BOTTOM OF SLOPE
246	1537218.12	787153.83	6979.00	END OF SPLASH POOL
247	1537209.70	787159.23	6979.00	END OF SPLASH POOL
248	1537214.88	787148.78	6981.00	TOP OF LIP
249	1537206.46	787154.18	6981.00	TOP OF LIP
250	1537213.26	787146.25	6981.00	END OF ROCK
251	1537204.84	787151.65	6981.00	END OF ROCK
260	1537050.87	787191.28	6981.00	END OF ROCK
261	1537023.85	787207.36	6981.00	LIMITS OF ROCK

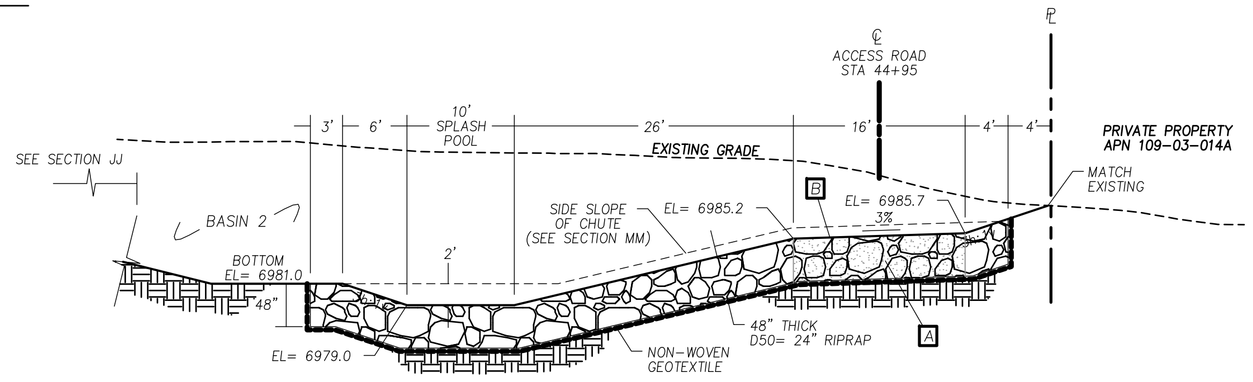
NOTE: SEE SHEET 3 FOR SURVEY INFORMATION



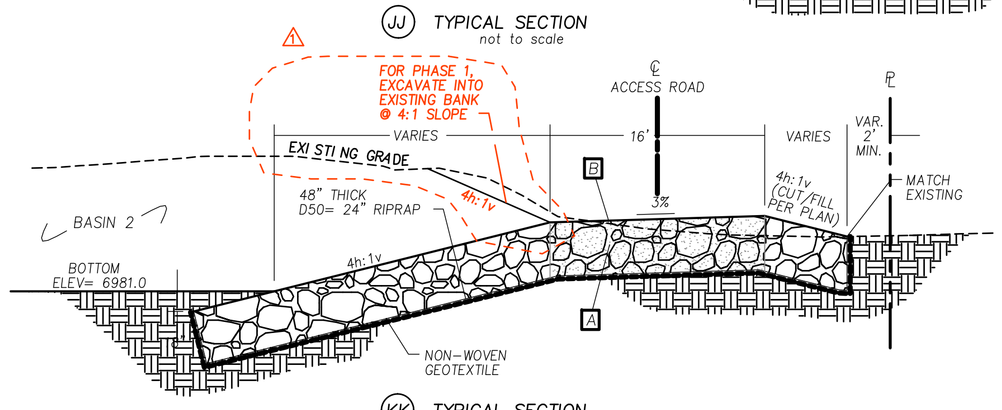
MM TYPICAL SECTION
not to scale



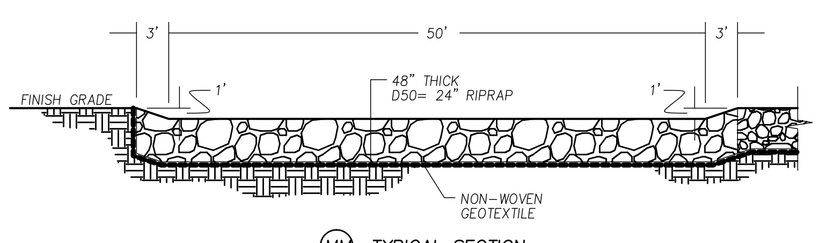
JJ TYPICAL SECTION
not to scale



LL ℄ PROFILE ROCK CHUTE
not to scale



KK TYPICAL SECTION
not to scale

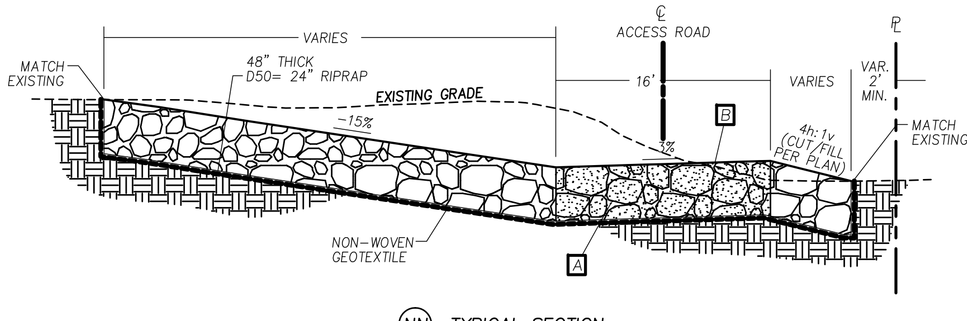


MM TYPICAL SECTION
not to scale

TYPICAL SECTION NOTES:

A FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS. SEE STRUCTURAL SECTION ON SHEET 4.

B UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.



NN TYPICAL SECTION
not to scale

Natural Channel Design, Inc.
2800 N. West St.
Flagstaff, Arizona 86004
(928) 774-2338

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN BASIN 2

DESIGNED BY:	MK	
DRAWN BY:	MK	
CHECKED BY:	MK	
QA/QC BY:	MK	
A	12/19/22	MK

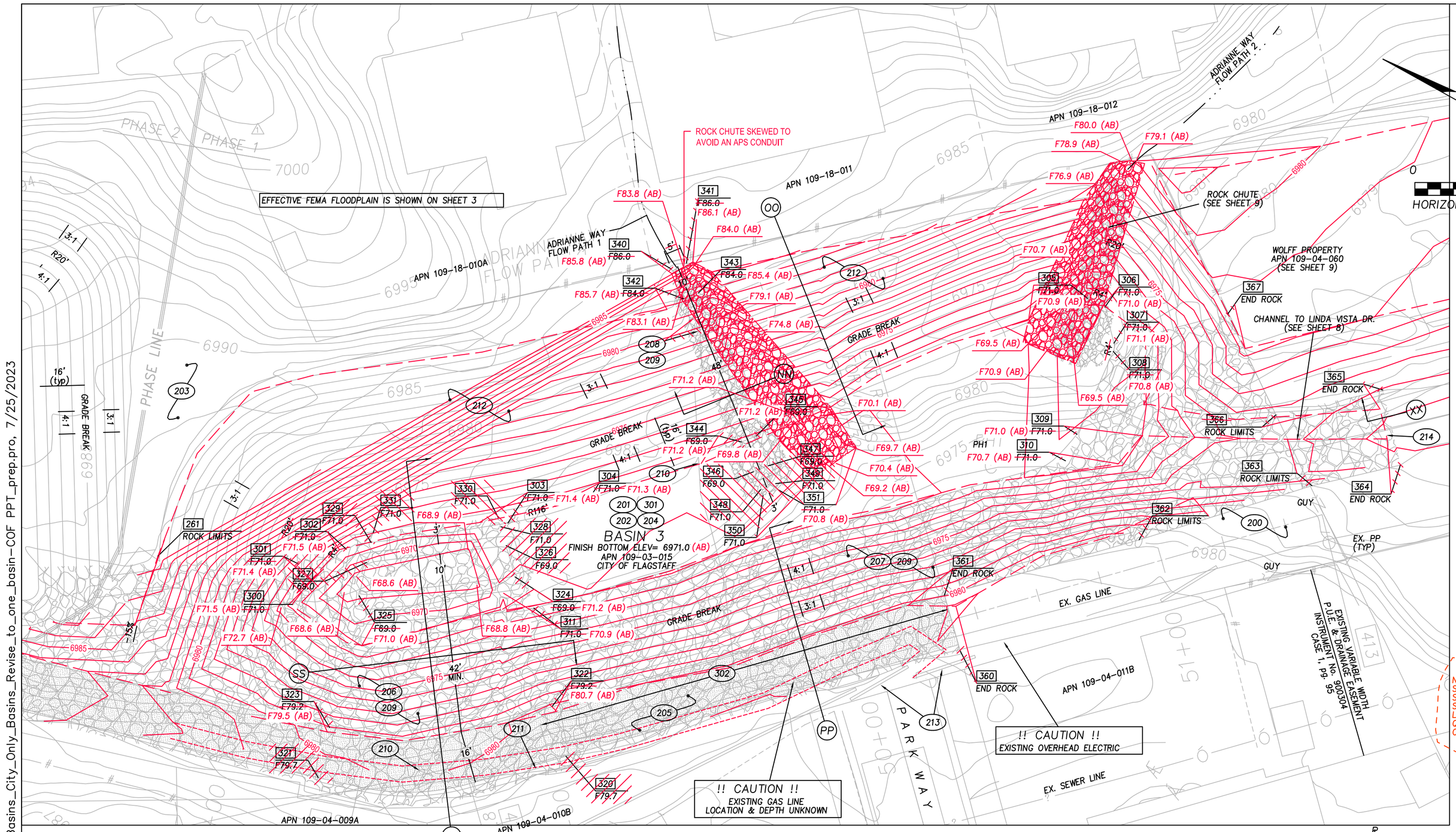
NOTATIONS FOR PHASED CONSTRUCTION

UNAUTHORIZED CHANGES & USES
12/19/2022
22-412AZ

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
55698
BENJAMIN
TILMAN
ARIZONA U.S.A.

SHEET NUMBER 6 OF 9

A: \Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023



NOTE TO BIDDERS: SEE THE QUANTITY SUMMARY, SHEET 2 AND PHASE 1 BID SCHEDULE FOR A DETAILED LIST OF THE REQUIRED QUANTITIES FOR A PHASED CONSTRUCTION PLAN.

CONSTRUCTION KEYNOTES:

200	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK.
201	**	**REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.**
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
203	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
204	**	CONSTRUCT NEW SEDIMENT BASIN PER PLAN & THE CONTROL POINT COORDINATES PROVIDED. BASIN 3 SHALL BE CONSTRUCTED & MAINTAINED AT ONSET OF CONSTRUCTION TO SERVE AS SEDIMENT TRAP FOR PROJECT. SEE SHEET 2 FOR ESTIMATED EARTHWORK QUANTITIES & NOTES.
205	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN/PROFILE & STRUCTURAL SECTION ON SHEET 4.
206	**	CONSTRUCT 48" MIN. THICK (D50=24") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
207	**	CONSTRUCT 48" MIN. THICK (D50=24") ARMORED RIPRAP SLOPE & ROAD STABILIZATION PER PLAN & TYPICAL SECTIONS ON THIS SHEET.
208	34 CY	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE PER PLAN & TYPICAL SECTION.
209	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC, COMPLETELY UNDERLAY ALL ROCK WITH NON-WOVEN GEOTEXTILE FABRIC. ITEM IS CONSIDERED INCIDENTAL TO INSTALLATION OF ROCK RIPRAP PER KEYNOTES 205-208.
210	NPI	COORDINATE RELOCATION OF OVERHEAD & UNDERGROUND ELECTRIC FACILITIES WITH ARIZONA PUBLIC SERVICE (APS).
211	NPI	COORDINATE RELOCATION OF GAS FACILITY WITH UNISOURCE.
212	**	INSTALL WESTERN EXCELSIOR EXCEL CS-3 DOUBLE NET EROSION CONTROL BLANKET (ECB) ON 3:1 SLOPES. USE ALL NATURAL ECB (NO PLASTIC NETTING). INSTALL PER MANUFACTURER'S SPECIFICATIONS. NOTE: PLACEMENT OF ECB ON 4:1 SLOPE FABRIC IS SUBJECT TO GETTING RIPPED DURING SEDIMENT REMOVAL.
213	1 LS	REMOVE & RESET EXISTING CONCRETE BARRIERS AS NEEDED TO FACILITATE CONSTRUCTION ACCESS. RESET UPON DEMOBILIZATION.
214	**	INSTALL END OF RIPRAP TO MATCH INTO EXISTING DOWNSTREAM GRADE/CROSS-SECTION.
301	**	CONSTRUCT & MAINTAIN LOWER BASIN 3 AT ONSET OF CONSTRUCTION TO SERVE AS EROSION SEDIMENT CONTROL TRAP FOR PROJECT. EARTHWORK QUANTITY ACCOUNTED FOR ON SHEET 2.
302	**	CONSTRUCT & MAINTAIN STABILIZED MAINTENANCE ACCESS ROAD SECTION BETWEEN Sta. 49+00 TO PARK WAY (Sta. 50+32) AT ONSET OF CONSTRUCTION TO SERVE AS EROSION & SEDIMENT CONTROL TRACKOUT PAD FOR PROJECT. MATERIAL QUANTITIES ARE ACCOUNTED FOR ON SHEET 2.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

Coordinate Table - Basin 3

Pt #	Northing	Easting	Elevation	Descriptor
300				
301				
302				
303				
304				
305				
306				
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308				
309				
310				
311				
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321				
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326				
327				
328				
329	1536964.12	787248.49	6971.00	TOP OF LIP
330	1536933.38	787274.56	6971.00	END OF ROCK
331	1536965.02	787251.55	6971.00	END OF ROCK
340	1536923.85	787368.30	6986.00	TOP OF INLET
341	1536920.71	787372.19	6986.00	TOP OF INLET
342	1536916.06	787362.02	6984.00	TOP OF SLOPE
343	1536912.92	787365.92	6984.00	TOP OF SLOPE
344	1536878.67	787331.92	6969.00	BOT OF SLOPE
345	1536875.54	787335.82	6969.00	BOT OF SLOPE
346	1536870.88	787325.65	6969.00	END OF SPLASH POOL
347	1536867.75	787329.55	6969.00	END OF SPLASH POOL
348	1536866.21	787321.89	6971.00	TOP OF LIP
349	1536863.07	787325.78	6971.00	TOP OF LIP
350	1536864.65	787320.63	6971.00	END OF ROCK
351	1536861.52	787324.53	6971.00	END OF ROCK
360	1536787.55	787308.32	-	END OF ROCK ACCESS RD.
361	1536800.28	787321.05	-	END OF ROCK ACCESS RD.
362	1536755.73	787365.60	-	LIMITS OF ROCK
363	1536716.94	787406.52	-	LIMITS OF ROCK
364	1536696.04	787425.50	-	END OF ROCK
365	1536712.18	787443.26	-	END OF ROCK
366	1536737.47	787420.29	-	LIMITS OF ROCK
367	1536765.85	787440.27	-	END OF ROCK

NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

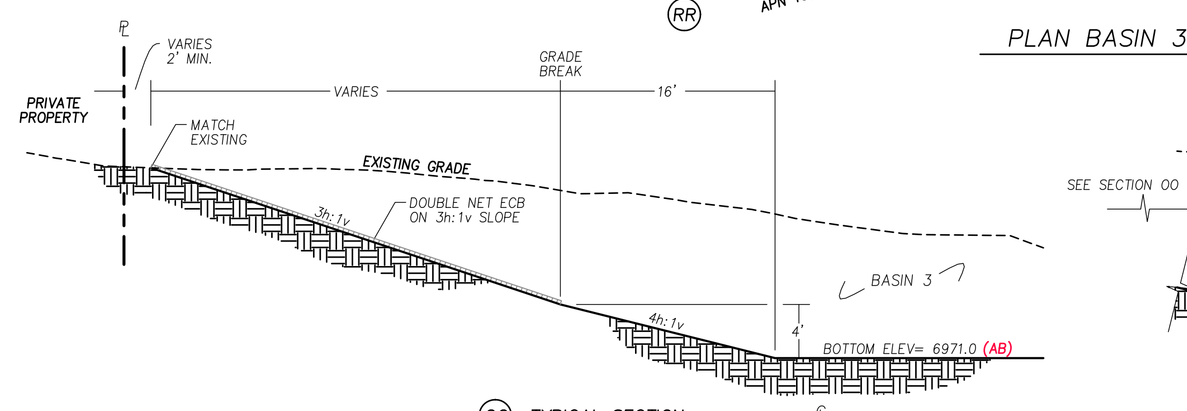
SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698

PLAN BASIN 3



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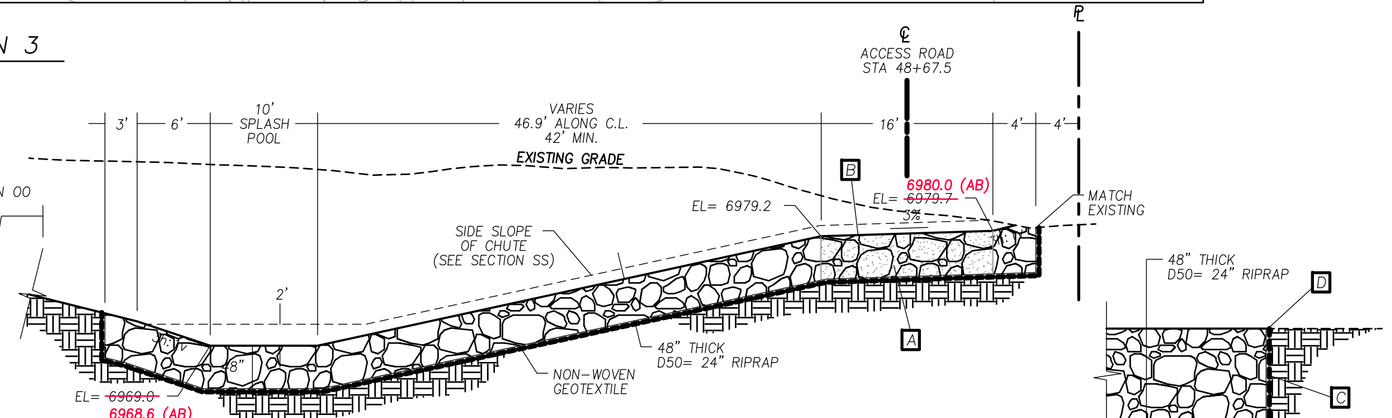
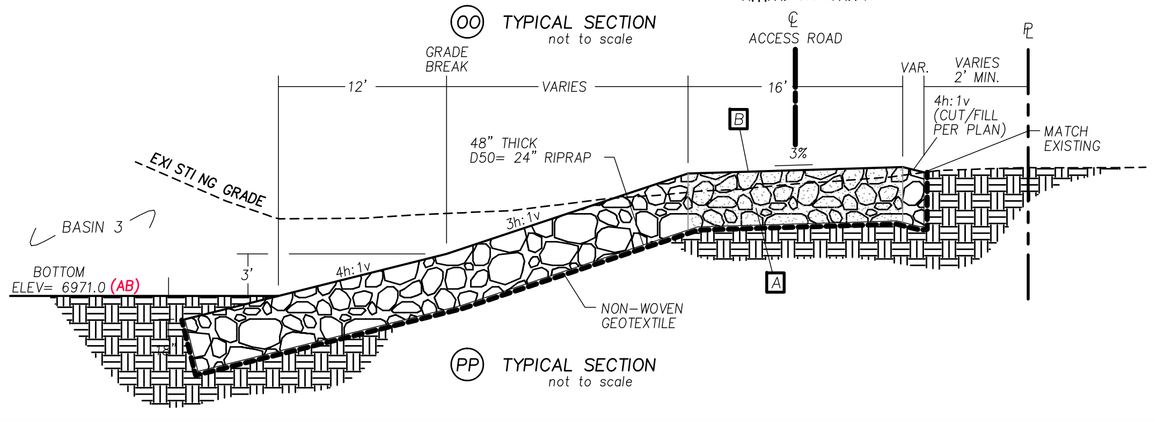
not to scale



(RR) ℄ PROFILE ROCK CHUTE
not to scale



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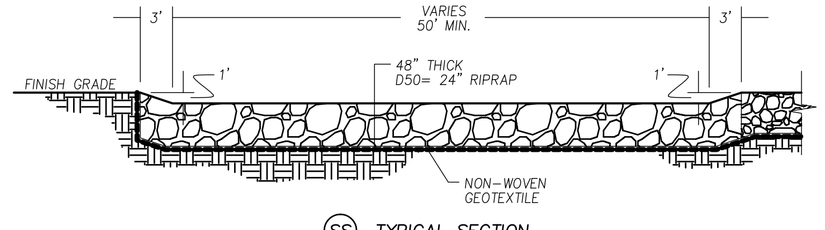

(SS) TYPICAL SECTION
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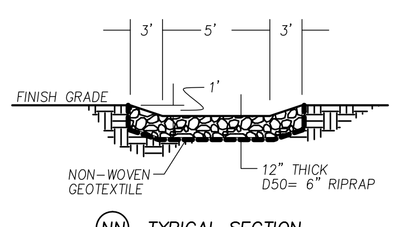
(XX) TYPICAL SECTION
not to scale



(NN) TYPICAL SECTION
not to scale

TYPICAL SECTION NOTES:

A. FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS. SEE STRUCTURAL SECTION ON SHEET 4.

B. UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.

C. TERMINATE RIPRAP WITH NON-WOVEN GEOTEXTILE FABRIC WRAPPING UP TO FINISH GRADE AS SHOWN.

D. INSTALL END OF RIPRAP TO MATCH INTO EXISTING DOWNSTREAM GRADE/CHANNEL CROSS SECTION.

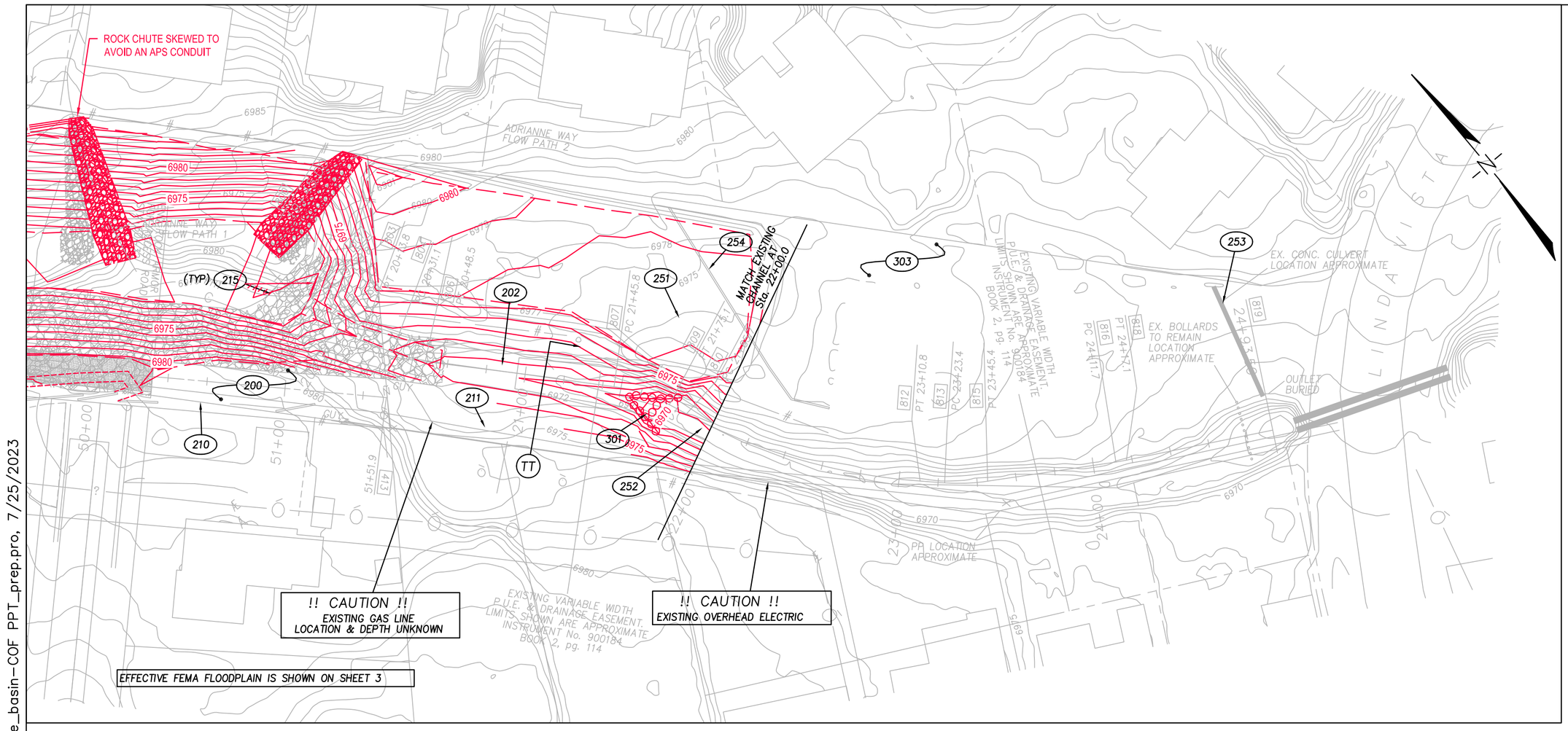
DRAWN BY:	BK/AW/JW
DESIGNED BY:	BK
CHECKED BY:	BK
QA/QC BY:	BK
2	7/24/23 JW/BK NOTATIONS FOR PHASED CONSTRUCTION

Natural Channel Design, Inc.
2200 N West St. #5
Flagstaff, Arizona 86004
(928) 774-2358

12/19/2022
22-412AZ
SHEET NUMBER 7 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PLAN BASIN 3

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023



CHANNEL CONSTRUCTION ℄ COORDINATE TABLE

PT#	DESCRIPTION	STATION / CURVE DATA / BEARING	NORTH / DISTANCE	EAST
800	CL CHANNEL	19+45.00	1536807.43	787395.36
		S5 24'10"E	34.77ft	
801	PC R80'	19+79.77	1536772.82	787398.64
		RADIUS POINT: 802	1536780.35	787478.28
		RADIUS: 80.00ft		
		DELTA: 24 20'32" LEFT		
		ARC LENGTH: 33.99ft		
803	PT	20+13.75	1536740.66	787408.82
		S29 44'41"E	17.34ft	
804	PC R80'	20+31.09	1536725.60	787417.42
		RADIUS POINT: 805	1536765.29	787486.88
		RADIUS: 80.00ft		
		DELTA: 12 29'46" LEFT		
		ARC LENGTH: 17.45ft		
806	PT	20+48.54	1536711.51	787427.66
		S42 14'28"E	97.30ft	
807	PC R85'	21+45.84	1536639.48	787493.07
		RADIUS POINT: 808	1536582.34	787430.14
		RADIUS: 85.00ft		
		DELTA: 20 07'48" RIGHT		
		ARC LENGTH: 29.86ft		
809	PT	21+75.71	1536614.33	787508.89
		S22 06'39"E	9.95ft	
810	PC R300'	21+85.66	1536605.11	787512.64
		RADIUS POINT: 811	1536718.03	787790.57
		RADIUS: 300.00ft		
		DELTA: 23 54'02" LEFT		
		ARC LENGTH: 125.14ft		
812	PT	23+10.80	1536502.19	787582.22
		S46 00'41"E	12.58ft	
813	PC R100'	23+23.38	1536493.45	787591.27
		RADIUS POINT: 814	1536565.40	787660.72
		RADIUS: 100.00ft		
		DELTA: 12 37'23" LEFT		
		ARC LENGTH: 22.03ft		
815	PT	23+45.41	1536480.01	787608.67
		S58 38'04"E	66.24ft	
816	PC R100'	24+11.66	1536445.53	787665.23
		RADIUS POINT: 817	1536530.92	787717.28
		RADIUS: 100.00ft		
		DELTA: 3 06'42" LEFT		
		ARC LENGTH: 5.43ft		
818	PT	24+17.09	1536442.83	787669.95
		S51 44'46"E	76.41ft	
819	CL CHANNEL	24+93.50	1536406.66	787737.25

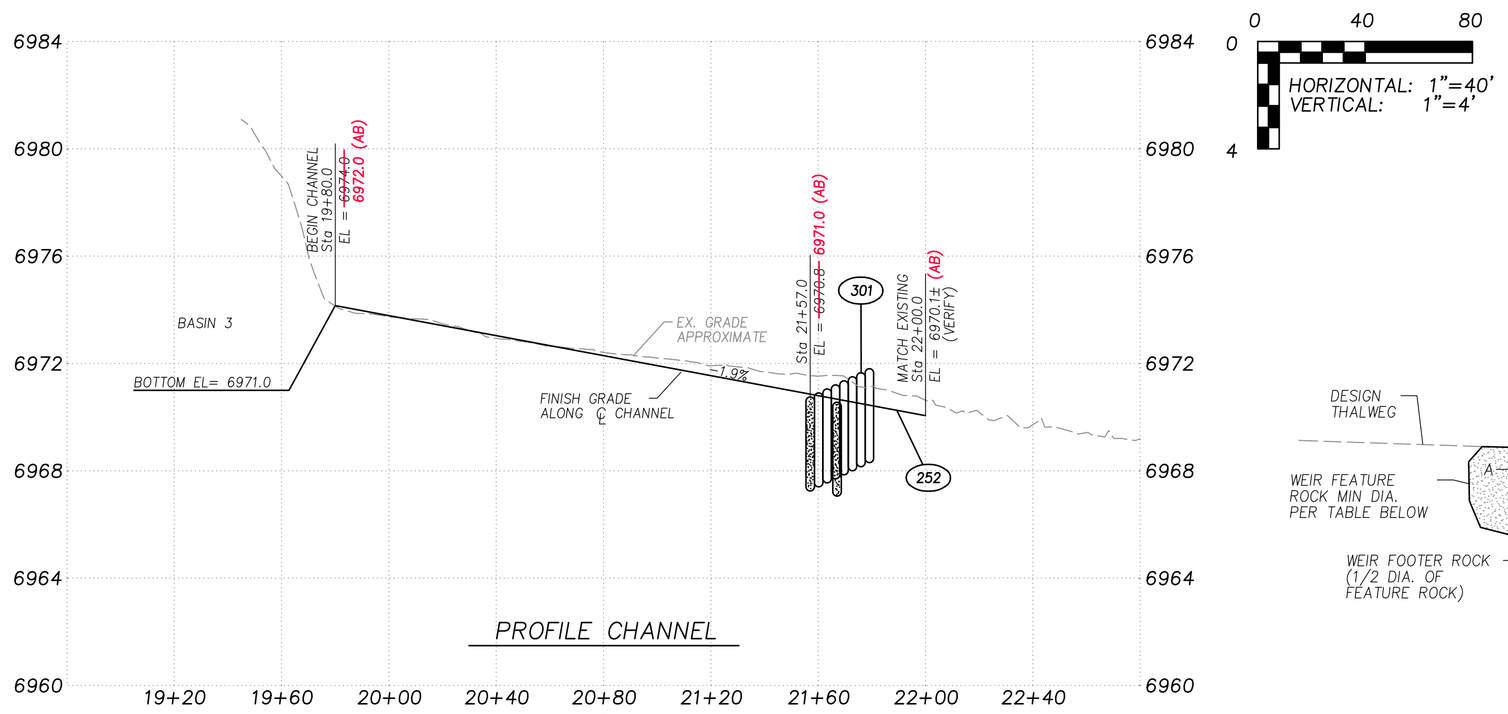
NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

CONSTRUCTION KEYNOTES:

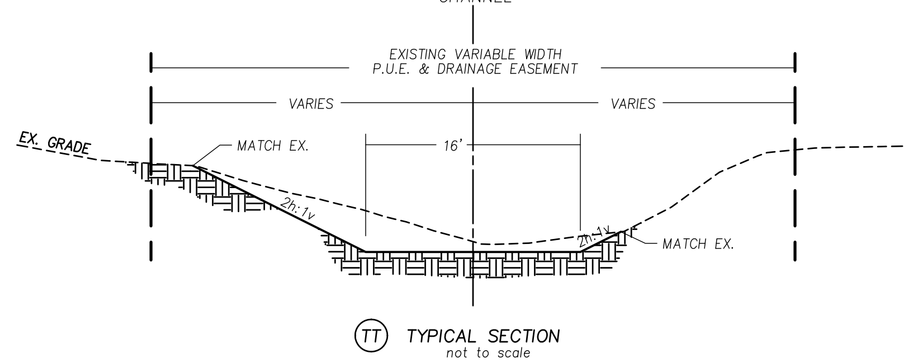
200	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF LOWER BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK. SEE SHEET 7 FOR RIPRAP LAYOUT & CONTROL COORDINATES.
201	**	**REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.**
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
210	NPI	COORDINATE RELOCATION OF OVERHEAD ELECTRIC FACILITIES WITH ARIZONA PUBLIC SERVICE (APS).
211	NPI	COORDINATE RELOCATION OF GAS FACILITY WITH UNISOURCE.
215	**	SEE SHEET 7 FOR LIMITS OF RIPRAP INSTALLATION & LAYOUT CONTROL.
251	**	CONTRACTOR TO COORDINATE WITH OWNER FOR REMOVAL OF EXISTING DOUBLE TRUNK TREE ON WOLFF PROPERTY. SALVAGE WOOD TO OWNER IN APPROXIMATE 10-FOOT LOG LENGTHS - TO USE FOR FIREWOOD. TREE LOCATION SHOWN IN PLAN IS APPROXIMATE. ITEM ACCOUNTED FOR ON SHEET 9.
252	**	TRANSITION NEW CHANNEL TO MATCH EXISTING CHANNEL CONFIGURATION
253	1 EA	LOCATE & RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT (WOLFF PROPERTY). FLUSH PIPE TO REMOVE SEDIMENT & DEBRIS. GRADE AS NEEDED TO ENSURE POSITIVE FLOW FROM PIPE OUTLET TO WASH. LOCATION SHOWN IN PLAN IS APPROXIMATE.
254	1 LS	REMOVE & RETURN EXISTING CONCRETE BARRIER TO COCONINO COUNTY PUBLIC WORKS - APPROXIMATELY 130-140 FEET (WOLFF PROPERTY).
301	1 EA	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE PER PLAN/PROFILE & DETAILS PROVIDED ON THIS SHEET.
303		PROPERTY OWNER TO REMOVE EXISTING PAVEMENT AND MODIFY SIDE YARD DRAINAGE TO IMPROVE INCIDENTAL DRAINAGE PATTERNS AWAY FROM STRUCTURE.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

PLAN CHANNEL



PROFILE CHANNEL



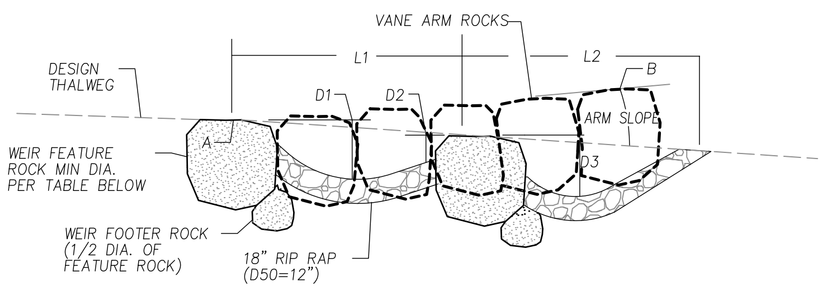
(TT) TYPICAL SECTION
not to scale

SURVEYOR'S CERTIFICATION:

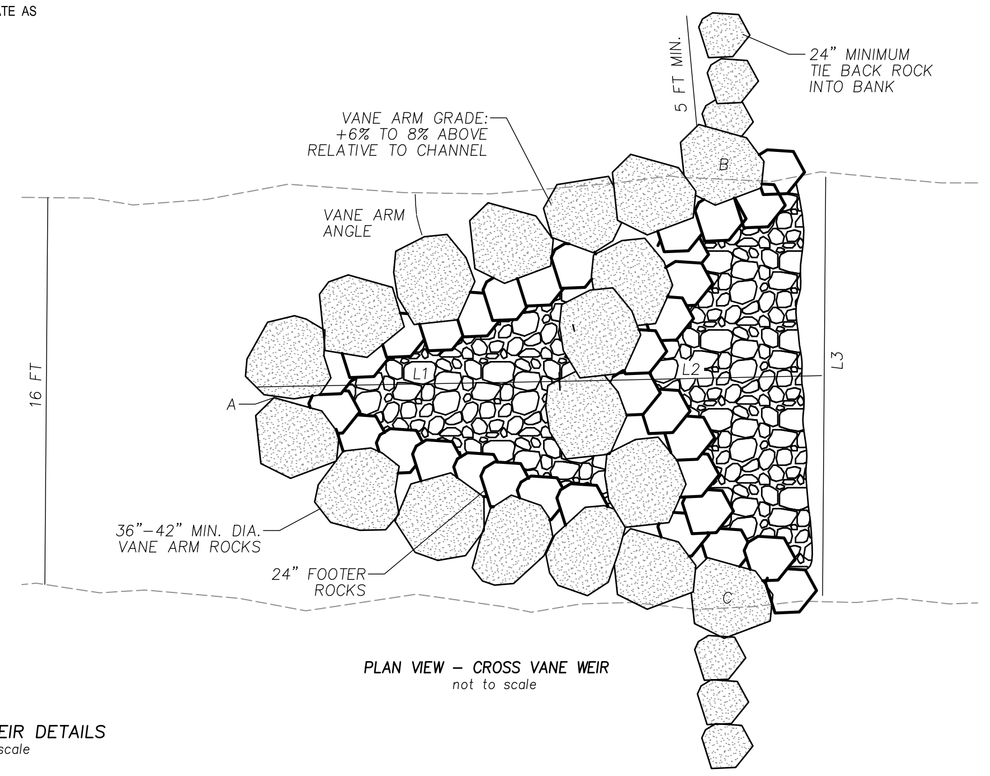
THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698



PROFILE VIEW – CROSS VANE WEIR
not to scale



PLAN VIEW – CROSS VANE WEIR
not to scale

CROSS VANE WEIR DETAILS
not to scale

WEIR DIMENSION TABLE

Structure Location	Feature Rock Size (in.)	Footer Rock Size (in)	Left Vane Arm Angle(deg)	Right Vane Arm Angle(deg)	Vane Arm Slope Relative to Horiz. (%) (L/R)	Vane Arm Height (ft) (A to B & A to C)	L1(ft)	L2(ft)	L3 (ft)	D1(ft)	D2(ft)	Approx. D3(ft)
Sta. 21+57	36"-42"	24"	25	15	5, 5	1.1	10	10	22±	1.5	0.5	1

Natural Channel Design, Inc.
2000 N West St. #8
Flagstaff, Arizona 86004
(928) 774-2330

UNAUTHORIZED CHANGES & USES
12/19/2022
22-412AZ
SHEET NUMBER 8 OF 9

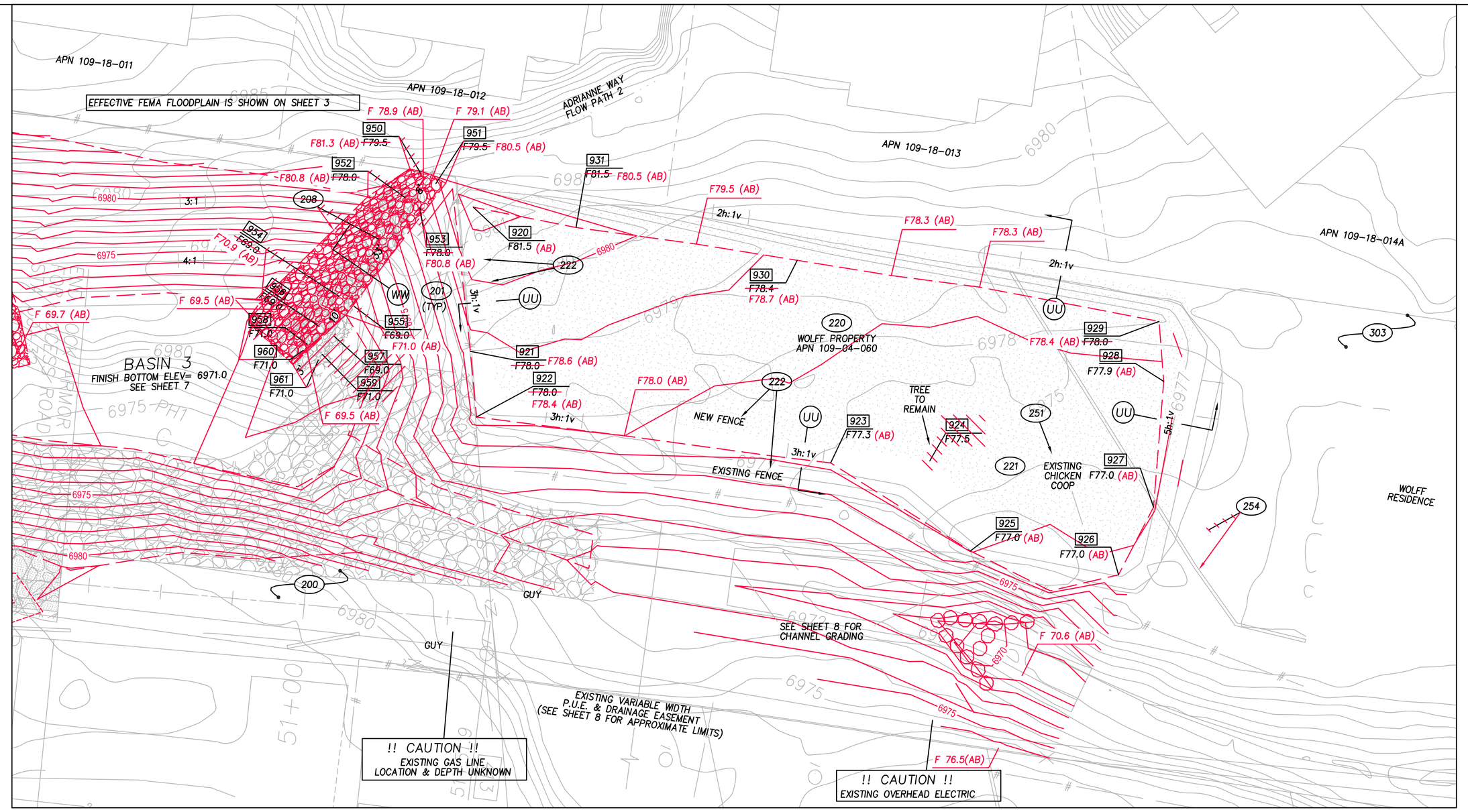
REGISTERED LAND SURVEYOR
55698
BENJAMIN TILLMAN
CERTIFICATE NO.
Nov. 30, 2024
RENEWAL DATE

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PLAN/PROFILE – CHANNEL TO LINDA VISTA DRIVE

NO.	DATE	BY	REVISION

DRAWN BY: MK/AW/BM
CHECKED BY: BT
APPROVED BY: BT

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023



PLAN VIEW – WOLFF PROPERTY

0 20 40

HORIZONTAL: 1"=20'
VERTICAL: 1"=2'

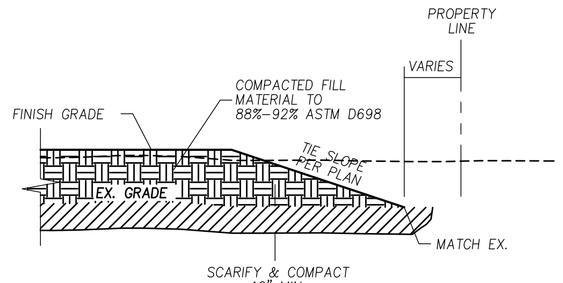
2

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY THAT THE AS-BUILT SURVEY OF THE DEPICTED IMPROVEMENTS WAS COMPLETED UNDER MY DIRECTION DURING THE MONTH OF AUGUST 2023 AND THIS AS-BUILT PLAN IS CORRECT AND ACCURATE AS SHOWN.

DATE OF PLAT OR MAP: AUGUST 31, 2023

REGISTRATION NO. RLS 55698



(UU) TYPICAL SECTION
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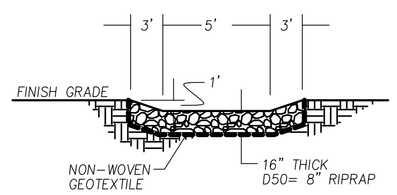


(WW) TYPICAL SECTION
not to scale

CONSTRUCTION KEYNOTES:

(200)	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF LOWER BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK. SEE SHEET 7 FOR RIPRAP LAYOUT & CONTROL COORDINATES.
(201)	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
(208)	41 CY	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
(220)	**	CONSTRUCT COMPACTED FILL PER PLAN, DETAIL & CONTROL COORDINATES PROVIDED. SCARIFY & COMPACT 12" MIN. DEPTH BENEATH FILL PAD FOOTPRINT. COMPACT TO 88%-92% MIN. ASTM D698
(221)	1 LS	REMOVE & DISPOSE EXISTING CHICKEN COOP.
(222)	1 LS	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND. LOCATION OF NEW FENCE SHOWN IN PLAN IS APPROXIMATE. INSTALL NEW FENCE ATOP FILL PAD. APPROXIMATE LENGTH OF NEW FENCE EQUAL TO 250 LINEAL FEET.
(251)	1 EA	CONTRACTOR TO COORDINATE WITH OWNER FOR REMOVAL OF EXISTING DOUBLE TRUNK TREE ON WOLFF PROPERTY. SALVAGE WOOD TO OWNER IN APPROXIMATE 10-FOOT LOG LENGTHS – TO USE FOR FIREWOOD. TREE LOCATION SHOWN IN PLAN IS APPROXIMATE.
(254)	1 LS	REMOVE & RETURN EXISTING CONCRETE BARRIER TO COCONINO COUNTY PUBLIC WORKS – APPROXIMATELY 130-140 FEET (WOLFF PROPERTY).
(303)		PROPERTY OWNER TO REMOVE EXISTING PAVEMENT AND MODIFY SIDE YARD DRAINAGE TO IMPROVE INCIDENTAL DRAINAGE PATTERNS AWAY FROM STRUCTURE.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

Coordinate Table – Wolff Property

Pt #	Northing	Easting	Elevation	Descriptor
920	1536800.71	787464.80	6981.50	WOLFF PAD
921	1536760.18	787436.27	6978.00	WOLFF PAD
922	1536754.07	787436.69	6978.00	WOLFF PAD
923	1536680.14	787501.48	6977.34	WOLFF PAD
924	1536665.63	787514.27	6977.50	WOLFF PAD
925	1536638.20	787517.47	6977.00	WOLFF PAD
926	1536606.94	787542.73	6977.00	WOLFF PAD
927	1536606.53	787549.78	6977.01	WOLFF PAD
928	1536648.92	787597.46	6977.93	WOLFF PAD
929	1536655.97	787597.88	6978.04	WOLFF PAD
930	1536726.19	787538.14	6978.40	WOLFF PAD
931	1536801.24	787472.68	6981.50	WOLFF PAD
950	1536818.34	787459.20	6979.50	TOP OF INLET
951	1536813.52	787460.55	6979.50	TOP OF INLET
952	1536816.17	787451.49	6978.00	TOP OF SLOPE
953	1536811.36	787452.84	6978.00	TOP OF SLOPE
954	1536807.26	787419.72	6969.00	BOT OF SLOPE
955	1536802.44	787421.07	6969.00	BOT OF SLOPE
956	1536804.55	787410.09	6969.00	END OF SPLASH POOL
957	1536799.74	787411.44	6969.00	END OF SPLASH POOL
958	1536802.93	787404.32	6971.00	TOP OF LIP
959	1536798.12	787405.67	6971.00	TOP OF LIP
960	1536802.39	787402.39	6971.00	END OF ROCK
961	1536797.58	787403.74	6971.00	END OF ROCK

NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

UNAUTHORIZED CHANGES & USES
12/19/2022
22-412AZ
SHEET NUMBER 9 OF 9

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
55698
BENJAMIN TILLMAN
STATE OF ARIZONA

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PLAN/PROFILE – WOLFF PROPERTY FLOOD PROTECTION

ISSUED FOR:	BY:
60% SUBMITTAL	MJK
90% SUBMITTAL	MJK
100% SUBMITTAL	MJK
FINAL SUBMITTAL	MJK
AS BUILT	MJK

Natural Channel Design, Inc.
2800 N. West St.
Flagstaff, Arizona 86004
(928) 774-2338

A:\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revise_to_one_basin-COF PPT_prep.pro, 7/25/2023

AS-BUILT SURVEY EXHIBIT

MUSEUM FIRE NRCS EMERGENCY WATERSHED

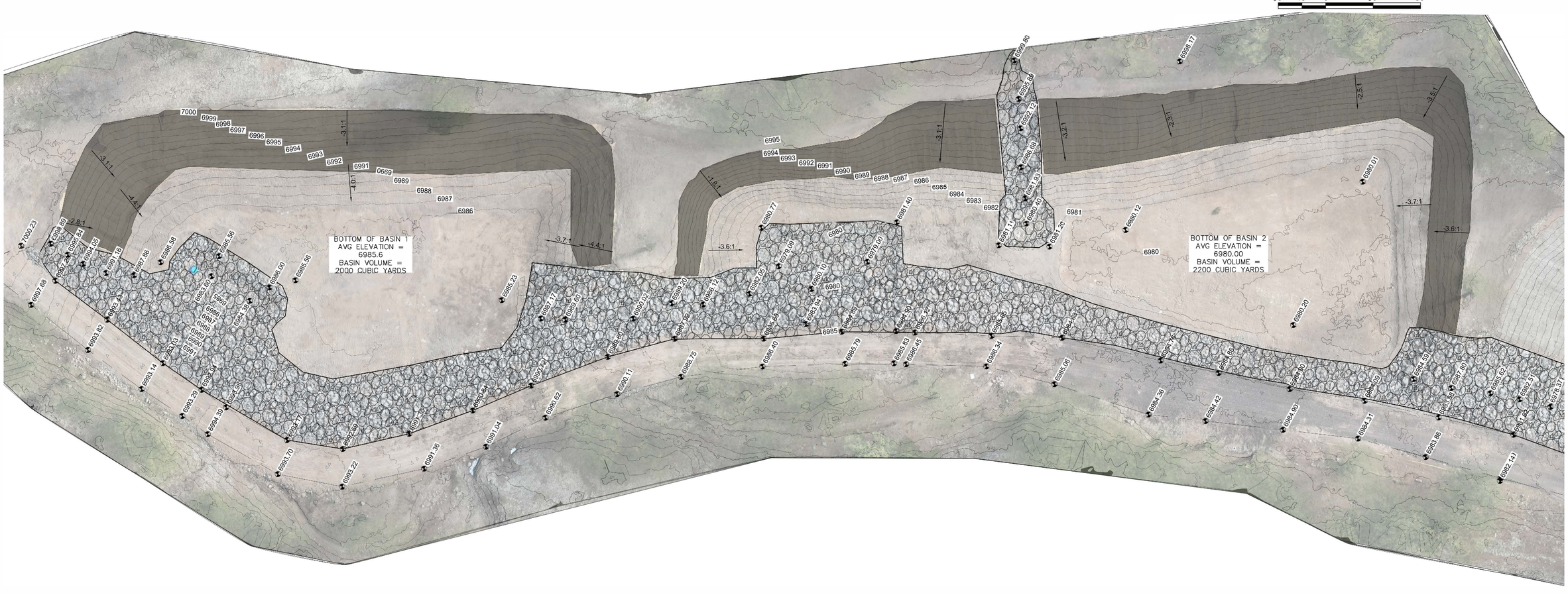
PARK SITE BASINS

COCONINO COUNTY FLOOD CONTROL DISTRICT

PHASE 2

SCALE: 1"=30'

30 15 0 30 60



LEGEND:

- EROSION CONTROL BLANKET
- AGGREGATE MAINTENANCE ROAD
- RIPRAP

CERTIFICATION

THIS IS TO CERTIFY THAT THE SURVEY DESCRIBED AND SHOWN HEREON WAS MADE UNDER MY DIRECTION DURING THE MONTH OF MARCH, 2024; THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN; THAT THE MONUMENTS SHOWN EXIST; THAT THEIR POSITIONS ARE CORRECTLY SHOWN; AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
56355
ROBERT
WINTER
Date Expires 09-30-24
ARIZONA, U.S.A.

NORTHLAND EXPLORATION SURVEYS, INC.
528 W ASPEN AVENUE
FLAGSTAFF, AZ. 86001
928.774.5058
www.NESincAZ.com

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DATE: 05-22-24	DRAWN BY: TAJ
JOB NO: 1007-03	CHECKED BY: RJW
SHEET 1 OF 2	

EXHIBIT B

Park Tract, PARADISE HILLS SUBDIVISION, as shown on the plat thereof, recorded in Case 1 of Maps, Page 95, records of Coconino County, Arizona.

Natural Channel Design Engineering Inc.
ncdengineeringinc.com

2900 N. West St., Suite 5
Flagstaff, AZ 86004
928-774-2336

MEMO

of pages: 3

DATE: July 25, 2024

TO: Edward Schenck, PG, CFM
City of Flagstaff Water Services, Stormwater Section

FROM: Michael Kearly, PE, CFM

RE: Park Site Sediment Basins
Recommended Operation and Maintenance Procedures

The purpose of this memorandum is to provide recommendations for Operation and Maintenance of the Park Site Sediments basins located at 1020 E Park Way in Flagstaff.

The sediment basins have been constructed by the Coconino County Flood Control District and were funded in part by the Natural Resources Conservation Service as part of an Emergency Watershed Protection (EWP) grant. The basins are constructed within the Spruce Wash floodplain with a primary purpose to capture sediment flowing from post-fire runoff following the 2019 Museum Fire. That fire burned over 1,900 acres, including 52 percent of the watershed of the Spruce Wash.

The basins are designed to store sediment below the elevation of the spill point for each basin with maximum storage depths of approximately 4 feet. Rock is only embedded in the bottom of the basins near the downstream ends of rock spillways. Otherwise the bottom of the basins are native earth.

The original channel alignment is approximated by a 16 foot wide maintenance access road that borders the west side of the basins. The road is constructed of a 48 inch thick section of D_{50}=24" ripap with the interstitial voids filled with soil. The road is intended to serve as access for excavators and haul trucks when sediment removal from the basins becomes necessary.

The riprap at the spill points between each basin is also constructed of 48" thick riprap, however the interstitial voids of this riprap have not been filled with soil so that the riprap may serve as a semi-pervious drain when water is captured within the basins.

The design sediment storage capacities of the basins (at full pool level) are as follows:

Basin ID	Bottom Elevation (feet)	Full Pool Elevation (feet)	Storage Volume (cubic yards)
Basin 1 (upper)	6985.6	6990.0	2000
Basin 2 (middle)	6980.0	6984.0	2200
Basin 3 (lower)	6971.0	6974.0	1420

Recommended Inspection and Maintenance:

Between significant runoff events that cause flow-through the three basins or annually at a minimum:

a) Inspect sediment accumulation in basins and restore original storage volume as determined necessary by COF stormwater administration. The necessity of clearing sediment during a monsoon season will depend on the amount of accumulated sediment and the seasonal forecast outlook for additional significant storms on the watershed.
   i) When sediment removal is deemed necessary, restore constructed bottom elevations per design plans.
   ii) Minimize disturbance to established vegetation on the basin bank slopes above the static water/sediment impoundment elevation.
   iii) Minimize disturbance to riprap slope protection.

b) Inspect condition of riprap armor and repair/replace rock as necessary.
   i) At spill points to downstream basins.
      (1) Basins 1 & 2: Spill point is at downstream end of each basin at adjacent maintenance road grade.
      (2) Basin 3: Spill point is at downstream end of the basin at outlet to downstream channel.
   ii) Along edge of and within the maintenance road.
   iii) At rock chutes entering sediment basins from the east (Adrianne and Appalachian)
   iv) Riprap at outlet of each basin is designed to be porous to allow slow drainage. Riprap in these areas needs to be cleared of accumulated sediment on the face. Rinse the face of riprap clean of sediment after bulk sediment removal.

c) Remove woody debris from within and adjacent to the sediment basins within the city-owned property.
   i) Remove any fallen trees or large branches adjacent to the basins that may interfere with the flow of water through the basins or that may be washed into downstream stormdrain infrastructure.
   ii) Remove any accumulated woody debris that has floated into the basin from flood flows.

d) Inspect channel in the channel/drainage easement downstream of the sediment basins, upstream of Linda Vista Drive.
   i) Remove any accumulated large woody debris from within the channel that may interfere with flood flows.
   ii) Inspect channel riprap (immediately below lowest basin) and provide repairs and/or rock replacement if necessary.
   iii) Inspect rock cross vane weir at downstream end of riprap and repair by restoring rock positions and/or replacement of lost riprap if necessary.
   iv) Where side slopes do not have established native grasses and other vegetation, reseed side slopes and other disturbed areas with seed mix as specified within the plans, at end of monsoon season, before snow cover.
   v) The bottoms of the basins are not intended to be reseeded during the first several years of operation as those areas are expected to hold sediment from the upstream watershed and be frequently disturbed by sediment clearing operations. However, over time and as the upstream watershed heals, sediment volumes may decrease. The city may elect to apply native seed to the bottoms of the basins following clean out if the intervals between inundation is reliably expected to be more than several years.

e) After sediment removal is complete, restore Park Way and trails to pre-cleaning operations condition.
   i) Inspect and remove any sediment tracked onto Park Way pavement resulting from basin equipment cleaning and sediment removal operations.

ii) Private driveways adjacent to the end of Park Way shall not be driven across and care should be taken to ensure the truck and equipment traffic remain within the right-of-way and city-owned property.
iii) When cleanout is complete, ensure that street and gutter flow from Park Way can drain into Basin 3. Removal of accumulated sediment or SWPPP trackout pads may be necessary to ensure proper drainage upon completion of the basin cleaning.
iv) Restore maintenance road surface to allow pedestrian and bicycle access to forest from Park Way. This may require the placement of a +/-3 inch thick layer of soil and gravel on top of the riprap and filling any voids between the rocks that have opened during storm runoff. Ensure that any soil placed to restore trails is not placed on the riprap between each of the detention basins as that should remain clear to allow flow-through of any standing water.

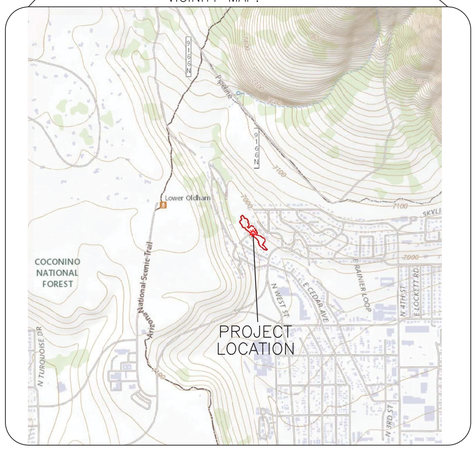
f) Standing water in the basins for longer than 7 to10 days during warm weather may create the need for insect abatement. High runoff conditions during spring time may create high groundwater which will express as standing surface water in the basins.
i) Basins should be monitored for standing water in the spring and during periods of repeated runoff.
ii) Large diameter aggregate riprap with few smaller-sized gradation rocks was used to armor the basins to allow for a high volume of interstitial space between rocks. This construction allows for percolation of standing water through the riprap at the ends of each basin and into the next downstream basin and/or to the downstream channel. If woody debris has accumulated at the downstream ends of any of the basins, it should be removed, including clearing smaller debris that may be lodged within the near surface gaps of the riprap.
iii) If sediment has accumulated at the riprap at the downstream ends of the basins, high pressure water may be used to clear the surface and near surface voids of the riprap to reopen any blocked interstitial spaces and restore the flow-through function of the riprap. Water pressure should be applied until flow-though to the next downstream pond or downstream channel is observed.
iv) If cleaning cannot be immediately accomplished and standing water is expected to persist for longer than 10 days, treatment for nuisance insects is recommended within the first 3 to 5 days of inundation. Recommended treatment is a microbial larvicide which utilizes either *Bacillus thuringiencsis israelensis* (Bti) or *Bacillus sphaericus* (Bs). Both are naturally occurring soil bacteria that are ingested by the larvae and affect only animals with alkaline gut systems (i.e. not mammals). Commercial products are available and should be applied as prescribed on the label. Products can be applied by either spraying or direct application of dry material to the water surface. Direct application via mosquito dunks or other form is recommended over spray application. Microbial larvaecides also target other haematophagous dipteran larvae as well including biting midges.
v) The City may also contact Coconino County Health and Human Services Department at (928) 679-8760 to address any *documented* mosquito issues at the basins.

Attachments:
Design Drawings (Annotated for O&M)

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT

PARK SITE BASINS

VICINITY MAP:



FLAGSTAFF – COCONINO COUNTY – ARIZONA

PREPARED FOR:

COCONINO COUNTY
FLOOD CONTROL DISTRICT
5600 E COMMERCE AVE
FLAGSTAFF, AZ 86004

NATURAL RESOURCES
CONSERVATION SERVICE
230 N 1ST AVE
SUITE 509
PHOENIX, AZ 85003

CITY OF FLAGSTAFF
WATER SERVICES
2323 N. WALGREENS ST.
SUITE 1
FLAGSTAFF, AZ 86004

PREPARED BY:

NATURAL CHANNEL DESIGN, INC.
2900 N WEST ST. #5
FLAGSTAFF, AZ 86004
PHONE: (928) 774-2336

SHEET INDEX:

SHEET #	DESCRIPTION
1	TITLE, INDEX, ACKNOWLEDGEMENTS, GENERAL NOTES AND LEGEND
2	GENERAL NOTES AND ESTIMATED QUANTITIES
3	PROJECT OVERVIEW AND SURVEY NOTES
4	PLAN/PROFILE – ACCESS ROAD
5	PLAN BASIN 1
6	PLAN BASIN 2
7	PLAN BASIN 3
8	PLAN/PROFILE – CHANNEL TO LINDA VISTA DRIVE
9	PLAN/PROFILE – WOLFF PROPERTY FLOOD PROTECTION

CONCEPT APPROVAL:

COCONINO COUNTY FLOOD CONTROL DISTRICT

⚠ *SEE APPROVED PLANS RELEASED 3/27/23 FOR SIGNATURE BY LUCINDA ANDREANI*

APPROVED BY DATE

COCONINO COUNTY APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

NATURAL RESOURCES CONSERVATION SERVICES

BY LETTER (Dave Beyman, PE) *3/26/2023*

APPROVED BY DATE

NATURAL RESOURSES CONSERVATION SERVICE APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

CITY OF FLAGSTAFF, STORMWATER MANAGEMENT

⚠ *SEE APPROVED PLANS RELEASED 3/27/23 FOR SIGNATURE BY ED SCHENK*

APPROVED BY DATE

CITY OF FLAGSTAFF STORMWATER MANAGEMENT APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

UTILITY ACKNOWLEDGEMENT:

ARIZONA PUBLIC SERVICE (ELECTRIC)

by letter – Chad Brooks 8/2/2022

ACKNOWLEDGED BY DATE

LUMEN

by letter – Kevin Wagner (Terra-Tech) 8/16/2022

ACKNOWLEDGED BY DATE

UNISOURCE

ACKNOWLEDGED BY DATE

OPTIMUM

by letter – Sanford Yazzie 10/18/2022

ACKNOWLEDGED BY DATE

Contact Arizona 811 at least two full working days before you begin excavation
Call 811 or click Arizona811.com

UNDERGROUND UTILITIES LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE ONLY. THE UTILITY LOCATIONS WERE PLOTTED FROM A COMBINATION OF FIELD DATA, RECORD DATA, LANDOWNER INFORMATION, AND UTILITY MAPS PROVIDED BY OTHERS, AND MAY NOT REFLECT ALL EXISTING UTILITIES OR THE EXACT LOCATION. LOCATION OF ALL EXISTING UTILITIES SHALL BE CONFIRMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF AND ANY DAMAGE TO EXISTING UTILITIES. CALL BEFORE YOU DIG (DIAL 811).

PLAN LEGEND:

EXISTING FEATURES

- PARCEL BOUNDARY (APPROX.)
- EXISTING MAJOR CONTOUR (5 FT)
- EXISTING MINOR CONTOUR (1 FT)
- EXISTING P.U.E./DRAINAGE EASEMENT
- FLOW LINE
- EXISTING GAS METER
- EXISTING POWER POLE
- EXISTING SEWER MANHOLE
- EXISTING OVERHEAD ELECTRIC LINE
- EXISTING UNDERGROUND ELECTRIC LINE
- EXISTING GAS LINE
- EXISTING BUILDING (APPROXIMATE)

NEW FEATURES

- PROPOSED MAJOR CONTOUR (5 FT)
- PROPOSED MINOR CONTOUR (1 FT)
- LIMITS OF FILL
- LIMITS OF CUT
- NEW AGGREGATE SURFACE
- ROCK CHUTE/ARMOR/RIPRAP
- ROCK CHUTE/ARMOR/RIPRAP
- CROSS VANE WEIR
- TEST PIT/POTHOLE

ABBREVIATIONS:

~	APPROXIMATELY
@	AT
"	INCH
AB	AGGREGATE BASE
AC	ACRE
APPROX	APPROXIMATELY
CL	CENTER LINE
CONC	CONCRETE
CP	CONTROL POINT
CY	CUBIC YARD
DBH	DIAMETER AT BREAST HEIGHT
DIA	DIAMETER
DTL	DETAIL
DWG	DRAWING
EA	EACH
ELEV	ELEVATION
EOP	EDGE OF PAVEMENT
EX	EXISTING
FG	FINISHED GRADE ELEVATION
FT	FEET
H	HEIGHT
IN.	INCH
L	LENGTH
LBS	POUNDS
LF	LINEAR FEET
LS	LUMP SUM
MAX	MAXIMUM
M.E.	MATCH EXISTING
MIN	MINIMUM
MISC	MISCELLANEOUS
N/A	NOT APPLICABLE
NCD	NATURAL CHANNEL DESIGN, INC.
NO.	NUMBER
NPI	NON-PAY ITEM
NTS	NOT TO SCALE
OC	ON CENTER
PROP.	PROPOSED
PSI	POUNDS PER SQUARE INCH
PLS	PURE LIVE SEED
PP	POWER POLE
PT	POINT
REQD	REQUIRED
SCH	SCHEDULE
SF	SQUARE FEET
SHT	SHEET
STA	STATION
STD	STANDARD
SY	SQUARE YARD
TBD	TO BE DETERMINED
TN	TONS
TYP	TYPICAL
VLV	VALVE
W	WIDTH
W/	WITH

⚠ NRCS NOTES (PHASE 1 CONSTRUCTION)

JOB CLASS IV

CPS 326 – CLEARING AND SNAGGING	
Length of reach = 760 ft	*Class I*
CPS 560 – ACCESS ROAD	
Length = 440 ft	*Class I*
Material = Gravel	*Class II*
CPS 350 – SEDIMENT BASIN	
Effective Height 6 ft	*Class II*
Drainage Area = 3.7 sq mi	*Class II*
Storage x Height = 9 ac-ft²	*Class I*
CPS 410 – GRADE STABILIZATION STRUCTURE	
Effective height = 3.5 ft	*Class I*
Drainage area = 3.7 sq mi	*Class II*

COCONINO COUNTY GENERAL NOTES

1. *APPROVAL OF THESE PLANS BY THE COUNTY FLOOD CONTROL DISTRICT IS FOR A TWO-YEAR PERIOD, SUBSEQUENT TO THE DATE OF APPROVAL. IF CONSTRUCTION WORK IS NOT STARTED WITHIN THE TWO-YEAR PERIOD OR HAS BEEN DISCONTINUED FOR ANY REASON FOR LONGER THAN TWO YEARS, THE PLANS SHALL BE RESUBMITTED FOR REVIEW AND RE- APPROVAL IN ACCORDANCE WITH ARIZONA TECHNICAL BOARD OF REGISTRATION.*
2. *PLAN REVIEW BY THE COUNTY DOES NOT EXTEND TO MATERIAL QUANTITIES SHOWN ON THE PLANS.*
3. *AN ENCROACHMENT PERMIT, ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT, IS REQUIRED FOR ALL WORK IN COUNTY RIGHTS-OF-WAY OR EASEMENTS.*
4. *THE COUNTY SHALL BE NOTIFIED FORTY-EIGHT (48) HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION SO THAT COUNTY INSPECTOR MAY BE SCHEDULED.*
5. *FOR CONSTRUCTION PURPOSES, THE FOLLOWING PRECEDENCE OF STANDARDS WILL PREVAIL: CURRENT COCONINO COUNTY PUBLIC WORKS ENGINEERING DEPARTMENT STANDARDS; CURRENT MAG STANDARDS, INTERNATIONAL BUILDING CODE (IBC), PROJECT SPECIFIC PLANS AND SPECIFICATIONS, ADOT STANDARDS - OR OTHER SPECIFICATIONS APPROVED BY THE COUNTY ENGINEER AND WITH GENERALLY ACCEPTED GOOD CONSTRUCTION PRACTICE. ALL WORK AND MATERIALS WHICH DO NOT CONFORM TO THE STANDARDS AND SPECIFICATIONS ARE SUBJECT TO REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.*
6. *ANY WORK PERFORMED WITHOUT THE KNOWLEDGE AND APPROVAL OF THE COUNTY ENGINEER, IS SUBJECT TO REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.*
7. *THE COUNTY ENGINEER MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN THEIR JUDGMENT, PROGRESS IS UNSATISFACTORY, WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.*
8. *THE COUNTY ENGINEER MAY ORDER ANY OR ALL MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO MAG OR ADOT MATERIAL TESTING REQUIREMENTS, AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) AND THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARDS. THE CONTRACTOR SHALL, AT THEIR EXPENSE, HIRE A QUALIFIED TESTING LABORATORY TO PERFORM QUALITY CONTROL (QC) DURING ALL PHASES OF CONSTRUCTION, AS STATED IN COCONINO COUNTY STANDARDS, OR AS DIRECTED IN THE SPECIAL PROVISIONS.*
9. *LOCAL FIRE DEPARTMENT, COUNTY ENGINEERING DIVISION AND OTHER EMERGENCY RESPONDER'S APPROVAL IS REQUIRED FOR OBSTRUCTION OF ACCESS OR WATER SYSTEM SHUTDOWN - SUBMISSION OF TRAFFIC CONTROL PLANS IS REQUIRED.*
10. *THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STREETS AND OF PARTIALLY COMPLETED PORTIONS OF THE WORK UNTIL FINAL ACCEPTANCE OF THE WORK. ANY ROADS REQUIRED TO BE CLOSED FOR THE CONSTRUCTION ACTIVITY SHALL BE REOPENED WITHIN A REASONABLE TIME OR UPON ORDER OF COUNTY ENGINEER. THE REGULATION AND CONTROL OF THIS TRAFFIC SHALL BE AS DIRECTED BY THE COUNTY ENGINEER.*
11. *APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN ONE YEAR FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE OWNER/DEVELOPER OR THE CONTRACTOR.*
12. *ACCEPTANCE OF COMPLETED PUBLIC IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEAN-UP IS COMPLETE.*
13. *LOCATION OF UNDERGROUND UTILITIES BEFORE WORK IS BEGUN IS TO BE ACCOMPLISHED IN ACCORDANCE WITH ARS 40-360.22.*
14. *IF WORK IS DONE ON PRIVATE PROPERTY IN RELATION TO A PROJECT CONSTRUCTED UNDER THESE STANDARDS, THE CONTRACTOR WILL PROVIDE THE COUNTY WITH WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER TO DO SO.*
15. *THE ESTABLISHMENT AND USE OF TEMPORARY CONSTRUCTION YARDS SHALL REQUIRE WRITTEN AUTHORIZATION FROM THE COUNTY PUBLIC WORKS DEPARTMENT.*
16. *COUNTY APPROVAL OF THESE PLANS IS FOR CONCEPT ONLY. ALL LIABILITY RESULTING FROM ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE PERMITTEE AND/OR HIS CONSULTANTS AND EMPLOYEES. COCONINO COUNTY DOES NOT VERIFY OR GUARANTEE THE MEASUREMENTS, CALCULATIONS, OWNERSHIP, OR CONCLUSIONS INDICATED BY THE CREATOR OF THESE PLANS.*

Z:\Projects\Arizona\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revised_for_Phase2.pro, 9/22/2023

Arizona law requires 811 or more working days before you begin excavation
Call 811 or click Arizona811.com

UNAUTHORIZED CHANGES & USES:
ALTERATIONS TO THESE PLANS ARE UNLAWFUL WITHOUT THE WRITTEN CONSENT OF NCD. ANY UNAUTHORIZED CHANGES OR USES BY OTHERS SHALL BE AT THEIR SOLE RESPONSIBILITY AND WITHOUT LIABILITY TO NCD. ANY CHANGES MUST BE APPROVED BY NCD IN WRITING PRIOR TO IMPLEMENTATION OF THOSE CHANGES.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 1 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
TITLE, INDEX, ACKNOWLEDGEMENTS, GENERAL NOTES AND LEGEND

DRAWN BY: MK/LM/DM			
DESIGNED BY: MK			
CHECKED BY: MK			
NO.	DATE	BY	REVISION
⚠	3/10/23	MK	MODIFIED NRCS TABLE TO REFLECT PHASE 1 ONLY CONSTRUCTION
⚠	9/22/23	MK	UPDATED FOR PHASE 2

Natural Channel Design, Inc.
2900 N. West St. #5
Flagstaff, Arizona 86004
(928) 774-2336

TRAFFIC CONTROL

1. TRAFFIC CONTROL REQUIREMENTS ARE ANTICIPATED TO BE MINOR AND LIMITED TO CONSTRUCTION ENTRANCES ALONG PARK WAY AND LINDA VISTA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING, SUBMITTING AND OBTAINING APPROVAL OF A COMPLETE TRAFFIC CONTROL PLAN IN ACCORDANCE WITH CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). ADOT STANDARD SPECIFICATIONS FOR BRIDGE & ROAD CONSTRUCTION & ADOT CONSTRUCTION STANDARDS SATISFACTORY TO THE ENGINEER. A PERMIT SHALL NOT BE ISSUED UNTIL ACCEPTANCE IS GRANTED FROM A CITY REPRESENTATIVE.

EROSION CONTROL, SEDIMENT CONTROL AND SWPPP

1. TOTAL DISTURBANCE ASSOCIATED WITH THIS PROJECT IS ANTICIPATED TO BE APPROXIMATELY 3.7 ACRES WITHIN THE LIMITS OF DISTURBANCE IDENTIFIED BY THESE PLANS. A NOTICE OF INTENT FOR CONSTUCTION ACTIVITY DISCHARGES TO ADEQ AND COMPLIANCE WITH ARIZONA STORMWATER CONSTRUCTION GENERAL PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL EXERCISE BEST MANAGEMENT PRACTICES DURING CONSTRUCTION TO MINIMIZE THE GENERATION OF EROSION AND SEDIMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREPARATION AND IMPLEMENTATION OF A JOB SITE EROSION & SEDIMENT CONTROL PLAN AND OBTAINING APPROVAL FROM THE COUNTY INSPECTOR PRIOR TO STARTING CONSTRUCTION.

2. CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING CITY INSPECTOR PRIOR TO INSTALLATION OF BMP's TO REVIEW SITE LOGISTICS AND VERIFY CITY NEEDS ARE MET. AT START OF CONSTRUCTION CITY OF FLAGSTAFF INSPECTOR WILL VISIT THE SITE TO INSPECT BMP's INSTALLED AND THE PLAN.

LOG AND WOODY DEBRIS REMOVAL

1. LOGS 12 INCHES IN DIAMETER AND SMALLER, SLASH AND WOODY DEBRIS RESULTING FROM TREE REMOVAL OPERATIONS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER OF THE CONTRACTOR'S CHOOSING.

2. LOGS GREATER THAN 12 INCHES IN DIAMETER BECOME THE PROPERTY OF THE CONTRACTOR FOR REUSE, SALE OR DISPOSAL AT HIS OPTION AND SHALL BE REMOVED FROM THE SITE.

PROTECTION OF EXISTING VEGETATION

1. CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT TREES AND OTHER VEGETATION THAT IS TO REMAIN. UNLESS SPECIFICALLY MARKED FOR REMOVAL, VEGETATION SHALL BE PROTECTED FROM DAMAGE THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL REPAIR ANY DAMAGE RESULTING FROM THE CONTRACTOR'S OPERATIONS OR NEGLECT. THE CONTRACTOR IS REQUIRED TO NOTIFY AND COORDINATE WITH NCD AND COUNTY FLOOD CONTROL PERSONNEL PRIOR TO REMOVING EXCESS TREES OR VEGETATION AND ALL EFFORTS WILL BE MADE TO PRESERVE STANDING LIVE TREES NOT OTHERWISE WITHIN THE TREE CLEARING LIMITS.

REVEGETATION NOTES

SOIL PREPARATION:

1. PRIOR TO SEEDING, PREPARE THE SOIL BY SCARIFYING THE UPPER TWO INCHES OF THE FINISHED GRADE TO ENSURE THE SOIL IS IN ROUGHENED CONDITION FAVORABLE FOR SEED GERMINATION AND GROWTH. OVERLY COMPACTED EQUIPMENT ACCESS ROUTES MAY REQUIRE SCARIFICATION TO 6 INCHES FOLLOWED BY SMOOTHING TO ROUGHENED CONDITION FREE OF CLODS.

2. ALL EQUIPMENT USED ON-SITE SHALL BE PRESSURE WASHED TO REMOVE INVASIVE WEED SEEDS PRIOR TO MOBILIZATION TO THE SITE. EQUIPMENT SHALL BE INSPECTED AND APPROVED BY THE CITY INSPECTOR PRIOR TO MOBIILZATION TO THE SITE.

SEEDING:

1. RESEEDING OF ALL AREAS DISTURBED BY THE NEW CONSTRUCTION, INCLUDING NEW BASINS, CHANNELS, EMBANKMENTS, ETC. BUT EXCLUDING ROAD AND DRIVEWAY SURFACES, SHALL INCLUDE THE FOLLOWING SEED MIX. THE RESEEDED AREA SHALL INCLUDE STAGING AND CONSTRUCTION ACCESS AREA(S). THE TOTAL ESTIMATED AREAS TO BE RESEEDED IS APPROXIMATELY 3.7 ACRES. (2.4 ACRES IN PHASE 2) ⚠2

SEED MIX

Common Name	Species Name	Lbs PLS/ac.
Blue Grama	Bouteloua gracilis	1.2
Mountain Muhly	Muhlenbergia montana	0.3
Little Bluestem	Schizachyrium scoparium	2.1
Bottlebrush Squirreltail	Elymus elymoides	3.6
Slender Wheatgrass	Elymus trachycaulus ssp. trachycaulus	3.0
Arizona Fescue	Festuca arizonica	1.5
Prairie Junegrass	Koeleria macrantha	0.4
Muttongrass	Poa fendleriana	0.3
	TOTAL Lbs. PLS/ac.	12.4

2. NO SUBSTITUTION OF SPECIFIED SEED IS ALLOWED WITHOUT PRIOR APPROVAL FROM COUNTY OR ENGINEER.

3. SEED SHALL BE APPLIED UNIFORMLY AND SHALL OCCUR PRIOR TO INSTALLATION OF EROSION CONTROL BLANKETS.

4. SEEDING MAY BE PLACED BY BROADCAST SEEDING METHOD AND SHALL BE INCORPORATED INTO THE SOIL, BUT NOT MORE THAN 0.5" TO 1.0" DEEP.

5. SEED SHALL BE WEED FREE AND SHALL BE PURCHASED FROM A REPUTABLE SUPPLIER. SEED TAG LABELS SHALL BE PROVIDED TO THE COUNTY INSPECTOR PRIOR TO PLACEMENT.

6. ENOUGH TOPSOIL SHALL BE RESERVED BACK AND STOCKPILED DURING THE INITIAL EXCAVATION OPERATIONS TO ALLOW FOR PLACEMENT OF 1 TO 2 INCHES OF TOPSOIL OVER FINAL GRADES OF EXPOSED MINERAL SOIL PRIOR TO PLACING SEED AND EROSION CONTROL BLANKETS. TOTAL VOLUME OF TOPSOIL ESTIMATED AT 300CY. ⚠2

QUANTITY SUMMARY

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	175
2	-	MOBILIZATION & DEMOBILIZATION	LS	1
3	-	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	3.7
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	39,300
6	204/205	EARTHWORK (FILL) PLACE & COMPACT	CY	1,434
7	206/207	INSTALL 48" THICK (D50=24") ROCK	CY	8,290
8	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	113
9	208	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE RUNDOWN	CY	34
10	208	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE RUNDOWN	CY	41
11	301	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE	EA	1
12	222	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND	LS	1
13	-	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
14	-	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
15	-	CONSTRUCTION MATERIAL TESTING	LS	1
16	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	3,540
17	-	RESEED ALL DISTURBED AREAS	LS	1
18	213	REMOVE & RESET EXISTING BARRIERS	LS	1
19	221	REMOVE & DISPOSE EXISTING CHICKEN COOP	LS	1
20	253	RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT	EA	1
21	254	REMOVE & RETURN CONCRETE BARRIER TO OWNER	LS	1

QUANTITY SUMMARY NOTES

1. A PAY ITEM IS INCLUDED FOR CLEARING AND GRUBBING. THIS SHALL INCLUDE THE REMOVAL AND DISPOSAL OF ALL TREES SMALLER THAN 12 INCHES (MEASURED AT DBH) AND OTHER VEGETATION IN DIRECT CONFLICT WITH THE BASIN GRADING, INCLUDING ALL ROOT BALLS AND SLASH, ETC.

2. REMOVAL OF TREES 12" DBH AND GREATER ARE QUANTIFIED WITHIN THE BID SCHEDULE. REMOVAL OF TREES SMALLER THAN 12" DBH ARE CONSIDERED INCIDENTAL TO THE COST OF THE PROJECT CLEARING & GRUBBING. EXISTING VEGETATION ROOT MAT AND MISCELLANEOUS SURFACE ORGANICS MUST ALSO BE REMOVED PRIOR TO PLACEMENT OF NEW FILL AND/OR STRUCTURES. CONTRACTOR SHALL USE CAUTION TO MINIMIZE DISTURBANCE AS MUCH AS POSSIBLE TO THE ESTABLISHED VEGETATION NOT SCHEDULED FOR REMOVAL. GENERALLY, VEGETATION OUTSIDE OF THE CUT OR FILL LIMITS AS SHOWN ON THE PLAN SHALL BE PRESERVED.

3. COST OF ALL OTHER REMOVAL/DISPOSAL ITEMS NOT SPECIFICALLY LISTED SHALL INCLUDE TRANSPORTATION AND DISPOSAL AT AN ACCEPTED DISPOSAL FACILITY SUCH AS THE CINDER LAKE LANDFILL OR OTHER AS APPROVED.

4. EARTHWORK NOTES:
   A. VOLUME OF CUT AND FILL HAS BEEN ESTIMATED HEREIN AND QUANTIFIED IN CUBIC YARDS.
   B. NO SHRINK OR SWELL FACTORS APPLIED.
   C. EXCAVATION RELATED TO PLACEMENT OF ROCK CHUTES, SLOPE ARMORING & STABILIZING THE ACCESS ROAD HAVE BEEN ACCOUNTED FOR WITHIN THE EARTHWORK ESTIMATE. EXCAVATION FOR ROCK WEIRS HAS NOT BEEN ACCOUNTED FOR IN EARTHWORK.
   D. SITE DERIVED EXCAVATED MINERAL SOIL, FREE OF ORGANICS, ROOT MATS, ETC. AND CONTAINING PARTICLES NO GREATER THAN 3" IN SIZE MAY BE USED AS NEEDED FILL WITHIN THE PROJECT FOR SUBGRADE, BERM OR MISCELLANEOUS FILL PLACEMENT.
   E. COBBLES AND BOULDERS LARGER THAN 3" SCREENED FROM EXCAVATED MATERIAL MAY BE USED AS RIPRAP AND/OR FEATURE ROCKS WHERE THE SIZE OR GRADATION MEETS THAT CALLED FOR WITHIN THE PLANS.
   F. ANY EXCESS EXCAVATED SOILS, COBBLES, BOULDERS, TRASH OR OTHER DEBRIS ENCOUNTERED WITHIN THE PROJECT LIMITS DURING CONSTRUCTION SHALL BE REMOVED FROM THE SITE AT THE CONTRACTOR'S EXPENSE.
   G. ALL FINISHED SURFACES SHALL BE SMOOTH, FREE OF DEBRIS AND GENERALLY PLEASING IN APPEARANCE, GIVING A "FINISHED" LOOK TO THE PROJECT.

5. TRAFFIC CONTROL: THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE CITY OF FLAGSTAFF FOR APPROVAL THAT WILL BE COMPATIBLE HIS/HER MEANS AND METHODS OF CONSTRUCTION AND MEETS MUTCD REQUIREMENTS. UPON APPROVAL, THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN THAT TRAFFIC CONTROL PLAN, AS REQUIRED, THROUGH DURATION OF CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A RIGHT-OF-WAY ENCROACHMENT PERMIT FROM THE CITY OF FLAGSTAFF. A PAY ITEM IS INCLUDED WITHIN THE QUANTITY SUMMARY FOR EACH WORK AREA WHERE TRAFFIC CONTROL IS ANTICIPATED TO BE NECESSARY.

6. RESEEDING SHALL INCLUDE PREPARING THE SEED BED AND SUPPLYING AND PLACING THE SEED AND MULCH PER THE SEEDING SPECIFICATIONS ON THIS SHEET.

7. CONTRACTOR SHALL PROTECT IN PLACE EXISTING FEATURES TO REMAIN AS NECESSARY TO ENSURE NO DAMAGE OCCURS DURING CONSTRUCTION. ITEMS TO BE PROTECTED IN PLACE MAY INCLUDE ELECTRICAL BOXES/TRANSFORMERS, TELCO PEDESTALS, TREES, UNDERGROUND UTILITIES, ETC. THE COST (IF ANY) OF PROVIDING PROTECTION AS NECESSARY SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AS A WHOLE. COCONINO COUNTY AND THE CITY OF FLAGSTAFF ARE COORDINATING WITH THE INDIVIDUAL UTILITIES PRIOR TO THE START OF CONSTRUCTION TO FACILITATE RELOCATIONS OF FRANCHISE UTILITIES IN CONFLICT WITH THE GRADING. IF THE UTILITIES HAVE NOT COMPLETED RELOCATION PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR WILL BE REQUIRED TO COORDINATE AS NECESSARY WITH THOSE UTILITY COMPANIES.

8. A PAY ITEM FOR SWPPP IS INCLUDED WITHIN THE QUANTITY SUMMARY.

9. A PAY ITEM FOR MOBE/DEMOBE IS INCLUDED WITHIN THE QUANTITY SUMMARY.

10. CONTRACTOR SHALL RETAIN A REGISTERED LAND SURVEYOR LICENSED IN THE STATE OF ARIZONA TO PROVIDE CONSTRUCTION STAKING & LAYOUT FOR IMPROVEMENTS SHOWN HEREIN. LIMITS OF DISTURBANCE SHALL BE CLEARLY IDENTIFIED WITH STAKING & FLAGGING AND MAINTAINED THROUGHOUT CONSTRUCTION AS TO ENSURE CONSTRUCTION ACTIVITY WILL REMAIN WITHIN THESE LIMITS AND NOT EXTEND ONTO ADJACENT PRIVATE PROPERTIES.

⚠1 QUANTITY SUMMARY - PHASE 1

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	67
2	-	MOBILIZATION & DEMOBILIZATION	LS	1
3	-	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	1.5
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	13,170
6	204/205	EARTHWORK (FILL) PLACE & COMPACT	CY	1,434
7	206/207	INSTALL 48" THICK (D50=24") ROCK	CY	4,031
8	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	- -
9	208	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE RUNDOWN	CY	34
10	208	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE RUNDOWN	CY	41
11	301	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE	EA	1
12	222	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND	LS	1
13	-	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
14	-	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
15	-	CONSTRUCTION MATERIAL TESTING	LS	1
16	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	1,160
17	-	RESEED ALL DISTURBED AREAS	LS	1
18	213	REMOVE & RESET EXISTING BARRIERS	LS	1
19	221	REMOVE & DISPOSE EXISTING CHICKEN COOP	LS	1
20	253	RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT	EA	1
21	254	REMOVE & RETURN CONCRETE BARRIER TO OWNER	LS	1

⚠2 QUANTITY SUMMARY - PHASE 2

PARK SITE BASINS

ITEM	KEYNOTE	DESCRIPTION:	UNIT:	QUANTITY:
1	201/251	REMOVE & DISPOSE 12" + DBH TREES	EA	108
2	-	MOBILIZATION & DEMOBILIZATION	LS	1
3	-	TRAFFIC CONTROL	LS	1
4	202	CLEAR & GRUB	AC	2.2
5	204/205	EARTHWORK (CUT) & HAUL OFF	CY	26,130
6	206/207/209	INSTALL 48" THICK (D50=24") ROCK	CY	4,259
7	208	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE RUNDOWN	CY	113
8	-	CONSTRUCTION LAYOUT SURVEY & AS-BUILT/RECORD DRAWING	LS	1
9	-	NPDES AND SWPPP NOI, NOT, INSTALLATION OF MEASURES & MAINTENANCE	LS	1
10	212	INSTALL DOUBLE NET EROSION CONTROL BLANKET ON EXPOSED BASIN SLOPES	SY	2,380
11	-	RESEED ALL DISTURBED AREAS	LS	1
12	213	REMOVE & RESET EXISTING BARRIERS AS NECESSARY	LS	1
13	303	(BID ALT) - REMOVE/REPLACE EX. CONCRETE DRIVEWAY & CURB/GUTTER (SEE PHASING QUANTITY NOTES BELOW)	LS	1

PHASING QUANTITY NOTES:

1. THE NUMBER OF 12"+ DBH TREES WITHIN EACH PHASE HAVE BEEN ESTIMATED FROM THE OVERALL TOTAL FOR THE SITE AND HAVE NOT BEEN SPECIFICALLY IDENTIFIED AND COUNTED WITH RESPECT TO THE PHASING LINE. PRIOR TO REMOVING TREES, THE CONTRACTOR SHALL IDENTIFY THE PAY ITEM TREES WITHIN THE PHASE OF CONSTRUCTION THAT ARE >12" DBH AND CONFIRM THE TOTAL NUMBER WITH THE ENGINEER PRIOR TO CUTTING AND REMOVING THOSE TREES.

2. THE PHASE 2 BID ALTERNATE SHALL INCLUDE REMOVAL AND REPLACEMENT OF A PORTION OF THE EXISTING PORTLAND CEMENT CONCRETE DRIVEWAY ON APN 108-04-010B AND THE CONCRETE ROLL CURB FRONTING THAT PARCEL. THE INTENT IS TO ALLOW CONSTRUCTION ACCESS ACROSS THE SOUTHEAST PROPRETY CORNER OF THAT PARCEL TO FACILITATE LARGER HAUL TRUCKS IN AND OUT OF THE SITE. THE REMOVALS WOULD INCLUDE THE PCC DRIVEWAY CONCRETE TO THE NEAREST CONTROL JOINTS (ESTIMATED AT ±720SF) AND CONCRETE ROLL CURB (ESTIMATED AT 40 LF). REPLACEMENT OF THE DRIVEWAY AND ROLL CURB WOULD INCLUDE RECONSTRUCTION OF THE CONCRETE DRIVEWAY TO MATCH THE EXISTING THICKNESS AND REPLACING THE CURB TO MATCH. EXISTING CONCRETE AND CURB GRADES SHALL MATCHED. THE BID ALTERNATE COST SHOULD ACCOUNT FOR ANY POSSIBLE COST SAVINGS IN PROVIDING A BROADER CONSTRUCTION ACCESS INTO/OUT OF THE SITE. WHETHER THE BID ALTERNATE IS A CREDIT OR AN ADDITIONAL COST WILL DETERMINE IF THE DISTRICT PURSUES A TCE FROM THE PROPERTY OWNER.

3. THE SWPPP SHALL BE IN PLACE AND APPROVED BY THE CITY OF FLAGSTAFF STORMWATER MANAGER PRIOR TO THE START OF ANY EXCAVATION OPERATIONS. TOTAL DISTURBANCE AREA FOR PHASE 2 = 2.4 AC±.

   AT A MINIMUM, THE SWPPP SHALL INCLUDE:
   1. PREPARATION AND MAINTENANCE OF A JOB SITE SWPPP SCHEMATIC AND LOG BOOK OF THE SWPPP MAINTENANCE THAT HAS OCCURRED.
   2. INSTALLATION OF A STONE TRACK-OUT PAD AT THE EAST END OF PARK WAY.
   3. DAILY MAINTENANCE OF PARK WAY AND PARADISE ROAD TO REMOVE ANY MUD AND DEBRIS RESULTING FROM THE PROJECT.
   4. FINAL REMOVAL OF ANY SEDIMENT THAT IS DEPOSITED INTO THE EXISTING SEDIMENT BASIN AT THE DOWNSTREAM END OF THE PROJECT RESULTING FROM THIS PROJECT.

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SHEET NUMBER: 2 OF 9

UNAUTHORIZED CHANGES & USES: NO ELECTRONIC RECIPIENTS SHALL BE LIABLE FOR CHANGES TO OR USES OF THESE PLANS. ALL CHANGES OR USES SHALL BE MADE IN WRITING AND MUST BE APPROVED BY, AND PREPARED BY, NCD.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

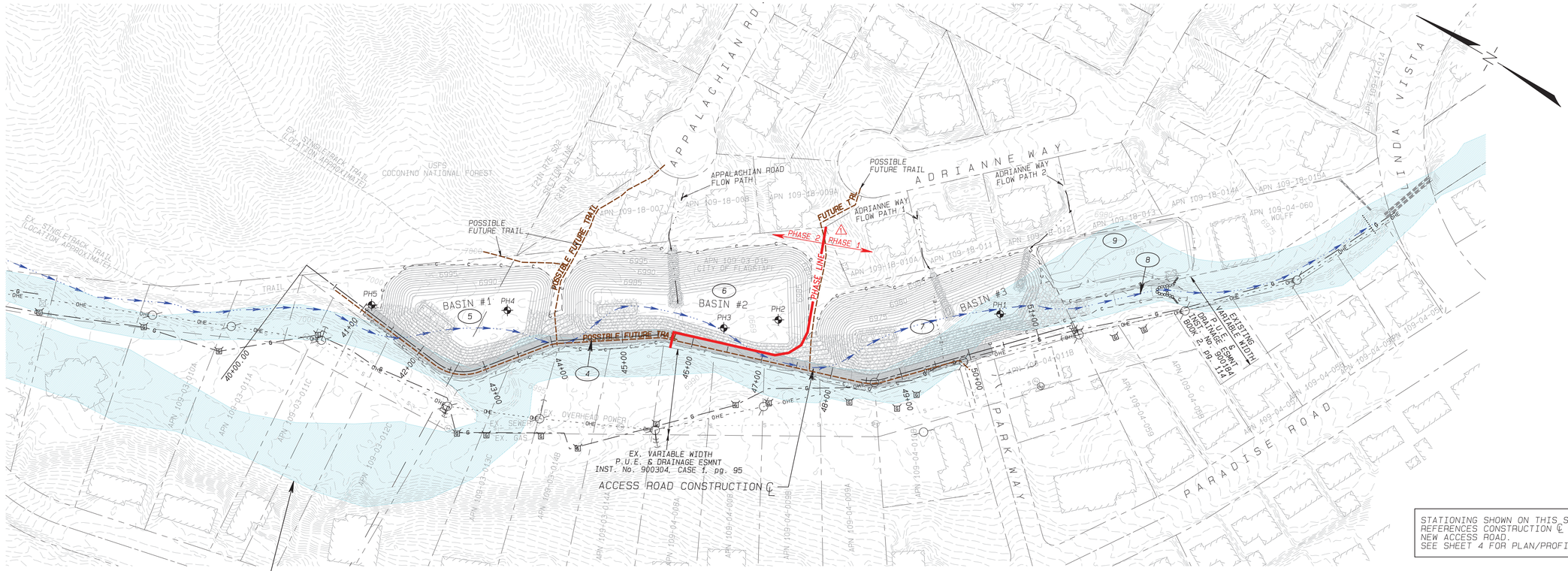
GENERAL NOTES AND ESTIMATED QUANTITIES

NO.	DATE	BY	REVISION
⚠1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION
⚠2	9/22/23	MK	UPDATED FOR PHASE 2 BIDDING

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

Natural Channel Design, Inc.
2900 N West St. #5
Flagstaff, AZ 86004
(928) 774-2336

Z:\Projects\Arizona\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revised_for_Phase2.pro, 9/22/2023



STATIONING SHOWN ON THIS SHEET REFERENCES CONSTRUCTION ℄ OF NEW ACCESS ROAD. SEE SHEET 4 FOR PLAN/PROFILE

EFFECTIVE FEMA FLOODPLAIN IS SHOWN. FUTURE REMAPPING OF THE FLOODPLAIN TO REFLECT OFFICIAL CHANGES TO 100 YEAR FOODPLAIN WILL BE PER EFFORTS/COORDINATION BY CITY OF FLAGSTAFF FLOODPLAIN MANAGEMENT.

OVERVIEW MAP
SPRUCE WASH - PARK SITE SEDIMENT BASINS

GRAPHIC SCALE 1"=80'

0 80 160 240

OVERVIEW NOTES:

PROPERTY BOUNDARY SURVEY WAS PERFORMED FOR THIS DESIGN FOR THE AREA BETWEEN CITY PARCEL APN 109-03-015 AND WOLFF PROPERTY APN 109-04-060. PARCEL BOUNDARIES SHOWN OUTSIDE THE SURVEY AREA, WHICH INCLUDE PROPERTIES TO THE EAST OF THE CITY PARCEL AND BETWEEN WOLFF PROPERTY AND LINDA VISTA, ARE REPRESENTATIVE OF GIS DATA PROVIDED BY THE COUNTY.

IT WILL BE THE RESPONSIBILITY OF THE COCONINO COUNTY FLOOD CONTROL DISTRICT AND/OR CITY OF FLAGSTAFF TO ENSURE THAT LEGAL ACCESS/COOPERATOR AGREEMENTS ARE OBTAINED FROM ANY AFFECTED PROPERTY OWNERS PRIOR TO CONSTRUCTION.

ANY EXISTING BUILDINGS, FENCE LINES, EDGES OR ROADS OR OTHER EXISTING STRUCTURES SHOWN SHALL ALSO BE CONSIDERED AS APPROXIMATE AND BASED UPON ON GIS DATA.

FUTURE TRAIL ALIGNMENTS SHOWN HEREIN ARE FOR REFERENCE ONLY. NO TRAIL CONSTRUCTION IS INCLUDED WITH THIS PROJECT. THE CITY OF FLAGSTAFF AT A LATER DATE MAY CONSTRUCT TRAIL CONNECTIONS FROM THE NEIGHBORHOOD AREAS TO THE USFS LAND TO THE NORTH AND EAST OF THIS PROJECT SITE.

TEST PIT EXPLORATION OF THE NATIVE SOILS WAS CONDUCTED BY NCD DURING 1/20/2022. THE LOCATIONS OF THE TEST PITS IS NOTED HEREIN AS "PH#". NO BEDROCK WAS FOUND DURING THE TEST PIT EXPLORATION. THE TEST PIT LOGS ARE AVAILABLE AND INCLUDED WITHIN THE APPENDICES OF THE PROJECT 'DESIGN REPORT' PREPARED BY NCD.

SURVEY INFORMATION

DATUM & COORDINATE GRID INFORMATION

HORIZONTAL DATUM:	NAD1983 (2011)
COORDINATE PROJECTION:	STATE PLANE ARIZONA CENTRAL FIPS 0202
VERTICAL DATUM:	VERTICAL DATUM: NAVD88 (GEOID 18)
GEOID MODEL:	UNITS: INTERNATIONAL FEET

NCD CONTROL LIST

NO.	NORTHING	EASTING	ELEVATION	STATION NAME	DESCRIPTION
1	1534327.11	784583.27	7116.38	DM7928	COCONINO COUNTY PUBLIC WORKS GEMINI DISK AT USGS BLDG.
2					
3					

EXISTING TOPOGRAPHY SHOWN IS BASED ON LIDAR DATA OBTAINED FROM COCONINO COUNTY.

LIDAR PERFORMED BY NV5 GEOTSPATIAL FOR JE FULLER HYDROLOGY AND GEOMORPHOLOGY FOR THE CCFCD
FLIGHT DATE: NOVEMBER 26, 2021 PROVIDED TO NCD VIA EMAIL.

AN ORTHOIMAGERY AND LIDAR PROJECT REPORT WAS PREPARED BY NV5 GEOSPATIAL WITH LOCATIONS AND PHOTOS OF SPECIFIC CONTROL POINT COORDINATES LISTED THEREIN. THAT REPORT WILL BE MADE AVAILABLE TO THE CONTRACTOR AND THE CONSTRUCTION LAYOUT SURVEYOR PRIOR TO THE START OF CONSTRUCTION.

ALL DESIGN AND LAYOUT CONTROL PROVIDED HEREIN IS BASED UPON THAT LIDAR DATA SET WITH SPECIFIC ON-THE-GROUND TOPOGRAPHIC SURVEY FOR EXISTING TREES, UTILITIES & FEATURES PERFORMED WITHIN THE WORK AREA PROVIDED BY NORTHLAND EXPLORATION SURVEYS (NLS) JOB No. 22-002. ALL REFERENCES TO FOUND (FD) MONUMENTATION, PROPERTY CORNERS ARE PER THE SURVEY PERFORMED BY NLS. REFER TO THE NLS COORDINATE TABLE ON THIS SHEET FOR LOCAL CONTROL.

NLS Coordinate Table

Pt #	Northing	Easting	Elevation	Descriptor
1	1538649.56	785969.77	7034.81	CP 201 40D
2	1538233.45	786707.17	7013.11	CP 202 40D
3	1537465.30	786939.68	6998.23	CP-203 40D
4	1537125.64	787249.68	6994.27	CP-204 40D
5	1536755.81	787344.08	6981.53	CP-205 40D
6	1536842.52	787242.59	6981.25	CP-206 40D
7	1536913.84	787222.58	6985.43	CP-207 40D
8	1536611.24	787493.39	6972.95	CP-208 40D
9	1537146.57	786999.13	6989.20	CP-209 60D
10	1537742.86	786808.05	7003.58	CP-210 40D
11	1538173.36	786749.87	7016.21	CP-211 40D
12	1538507.36	786316.39	7028.00	CP-200 40D
20	1538351.66	786608.07	7015.45	FD BC 4476
21	1537871.35	786817.22	7006.88	FD PC 29884
22	1537843.79	786829.31	7006.01	FD BC 4476
23	1538080.37	786476.35	7015.87	FD AC ILLEG
24	1538573.21	785999.43	7032.89	FD BC 4476
25	1538569.46	786010.05	7031.92	FD 5/8" RBR
26	1537761.32	786885.28	7004.35	FD 1/2" RBR W/TAG ILLEG
27	1537440.70	787104.85	6998.94	FD BC USFS
28	1536581.72	787062.51	7000.10	FD AC 25083
29	1536757.88	786857.10	7015.35	FD AC 25083
30	1537300.19	786584.96	7040.77	FD AC 25083
31	1537475.42	786533.34	7041.19	FD AC 25083
32	1536811.05	787472.08	6981.25	FD 1/2" PIPE
33	1537009.47	787294.67	6991.80	FD 1/2" PIPE
34	1537156.75	787298.48	6997.40	FD AC ILLEG
35	1536207.08	787704.39	6966.65	FD AC ILLEG
36	1537156.47	787298.46	6997.59	FD 1/2" RBR
37	1538233.50	786707.38	7013.34	CP-202
38	1538351.73	786608.30	7016.47	FD BC 4476

ACCESS ROAD CONSTRUCTION ℄ COORDINATE TABLE

PT#	DESCRIPTION	STATION / CURVE DATA / BEARING	NORTH / DISTANCE	EAST
400	ACCESS RD	40+00.00	1537692.10	786948.71
		S7 43'06"W	229.03ft	
401	PC R62'	42+29.03	1537465.14	786917.95
		RADIUS POINT: 402	1537456.81	786979.38
		RADIUS: 62.00ft		
		DELTA: 57 44'05" LEFT		
		ARC LENGTH: 62.47ft		
403	PT	42+91.51	1537409.31	786939.54
		S50 00'58"E	100.94ft	
404	PC R58'	43+92.44	1537344.45	787016.89
		RADIUS POINT: 405	1537300.01	786979.62
		RADIUS: 58.00ft		
		DELTA: 17 35'52" RIGHT		
		ARC LENGTH: 17.81ft		
406	PT	44+10.26	1537331.10	787028.58
		S32 25'07"E	137.22ft	
407	PC R58'	45+47.48	1537215.26	787102.14
		RADIUS POINT: 408	1537184.17	787053.18
		RADIUS: 58.00ft		
		DELTA: 15 57'48" RIGHT		
		ARC LENGTH: 16.16ft		
409	PT	45+63.64	1537200.60	787108.81
		S16 27'19"E	279.27ft	
410	PC R62'	48+42.91	1536932.77	787187.91
		RADIUS POINT: 411	1536950.33	787247.37
		RADIUS: 62.00ft		
		DELTA: 28 32'32" LEFT		
		ARC LENGTH: 30.89ft		
412	PT	48+73.79	1536906.49	787203.53
		S44 59'51"E	278.14ft	
413	ACCESS RD	51+51.93	1536709.81	787400.20

NOTE: SEE SHEET 4 FOR ACCESS ROAD PLAN/PROFILE.

SHEET INDEX

4 PLAN/PROFILE – ACCESS ROAD (SEE SHEET 4)
5 PLAN BASIN 1 (SEE SHEET 5)
6 PLAN BASIN 2 (SEE SHEET 6)
7 PLAN BASIN 3 (SEE SHEET 7)
8 PLAN/PROFILE – CHANNEL TO LINDA VISTA DRIVE (SEE SHEET 8)
9 PLAN/PROFILE – WOLFF PROPERTY FLOOD PROTECTION (SEE SHEET 9)

Contact Arizona811 at least two full working days before you dig to request utility locations
Call 811 or 1-(800)-STAKE-IT (782-5348)

UNAUTHORIZED CHANGES & USES:
THE ENGINEER REGISTERED, IF ANY, FOR THIS PROJECT SHALL NOT BE RESPONSIBLE FOR UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO OR USES OF THESE PLANS MUST BE APPROVED, IN WRITING, BY THE PREPARER OF THESE PLANS.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 3 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PROJECT OVERVIEW AND SURVEY NOTES

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

NO.	DATE	BY	REVISION
1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION

Natural Channel Design, Inc.
2900 N. West St. #5
Flagstaff, Arizona 86004
(928) 774-2336

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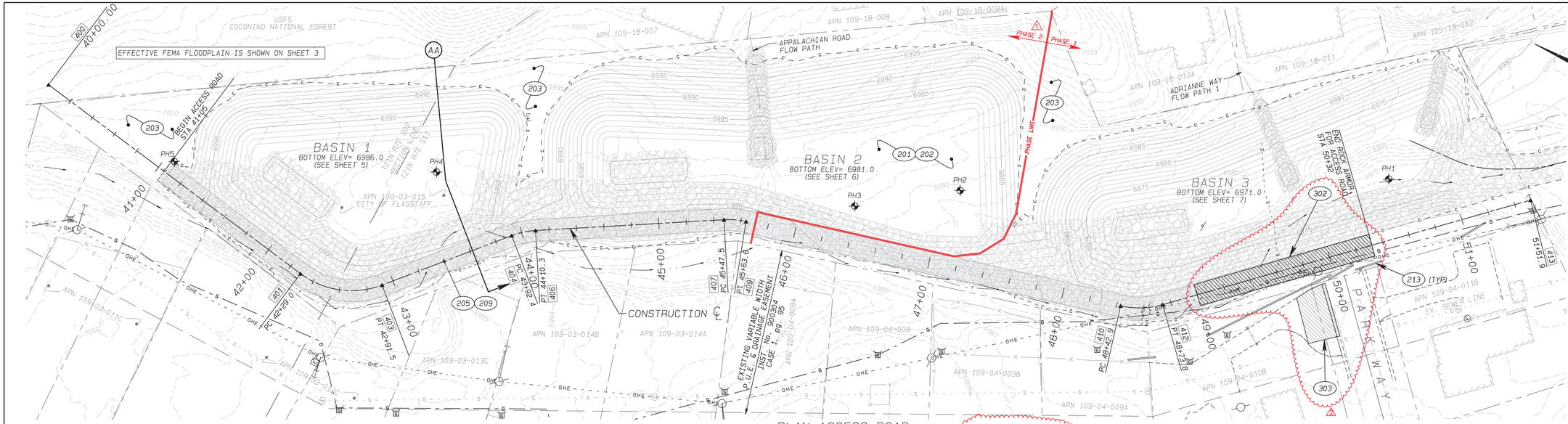
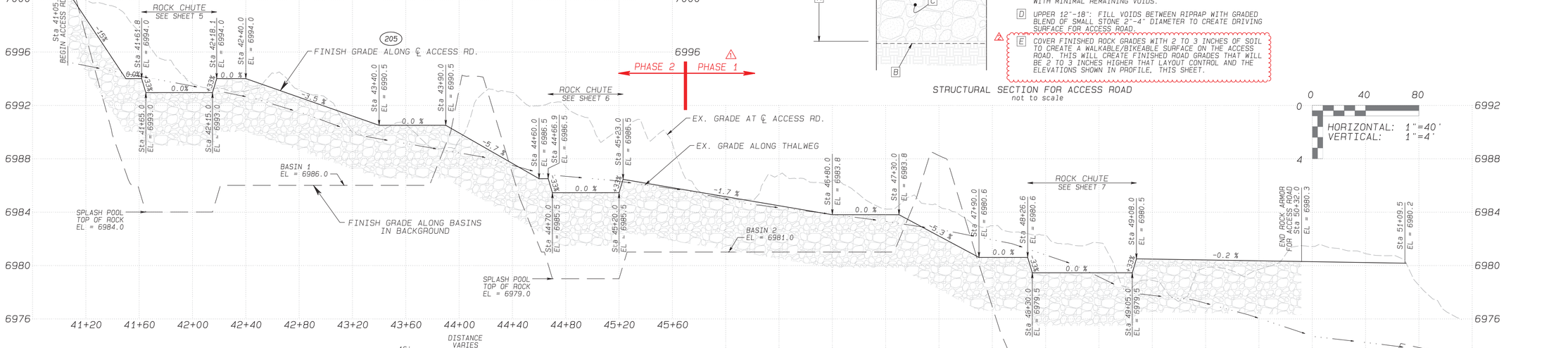
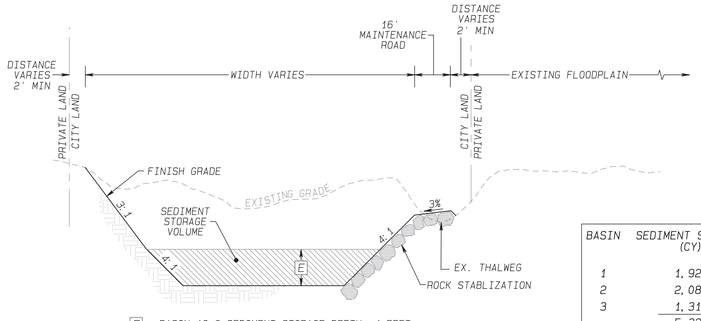


PLAN ACCESS ROAD

NOTE: STATIONING SHOWN ON THIS SHEET REFERENCES CONSTRUCTION OF NEW ACCESS ROAD. SEE SHEET 3 FOR CONTROL COORDINATE TABLE.



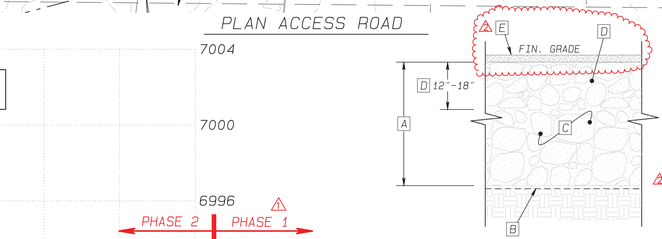
PROFILE ACCESS ROAD



[E] BASIN 1& 2 SEDIMENT STORAGE DEPTH= 4 FEET.
BASIN 3 STORAGE DEPTH= 3 FEET

(AA) TYPICAL GRADING CROSS SECTION AT BASIN
not to scale

BASIN	SEDIMENT STORAGE (CY)
1	1, 926
2	2, 088
3	1, 313
	5, 327



STRUCTURAL SECTION FOR ACCESS ROAD
not to scale

STRUCTURAL SECTION NOTES:

- [A] 48" THICK D50=24" RIPRAP
- [B] NON-WOVEN GEOTEXTILE
- [C] FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS.
- [D] UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.
- ⚠ [E] COVER FINISHED ROCK GRADES WITH 2 TO 3 INCHES OF SOIL TO CREATE A WALKABLE/BIKEABLE SURFACE ON THE ACCESS ROAD. THIS WILL CREATE FINISHED ROAD GRADES THAT WILL BE 2 TO 3 INCHES HIGHER THAT LAYOUT CONTROL AND THE ELEVATIONS SHOWN IN PROFILE, THIS SHEET.

CONSTRUCTION KEYNOTES:

(201)	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
(202)	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
(203)	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
(205)	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN & PROFILE, STRUCTURAL SECTION AND TYPICAL SECTIONS ON SHEETS 5-7. QUANTITIES FOR EARTHWORK ARE PROVIDED ON SHEET 2 'QUANTITY SUMMARY'.
⚠ (209)	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH GEOTEXTILE FABRIC.
(213)	1 LS	REMOVE & RESET EXISTING CONCRETE BARRIERS AS NEEDED TO FACILITATE CONSTRUCTION ACCESS. RESET UPON DEMOBILIZATION.
(302)	**	CONSTRUCT & MAINTAIN STABILIZED MAINTENANCE ACCESS ROAD SECTION BETWEEN Sta. 49+00 TO PARK WAY (Sta. 50+32) AT ONSET OF CONSTRUCTION TO SERVE AS EROSION & SEDIMENT CONTROL TRACKOUT PAD FOR PROJECT. MATERIAL QUANTITIES ARE ACCOUNTED FOR ON SHEET 2.
(303)	**	BID ALTERNATE: CREATE TEMPORARY CONTRUCTION ACCESS ACROSS THE SOUTHEAST CORNER OF APN 109-04-010B TO INCLUDE REMOVAL AND REPLACEMENT (TO NEAREST CONTROL JOINTS) OF THE EXISTING CONCRETE DRIVEWAY (±720SF) AND EXISTING ROLL CURB (±40LF) ALONG THE PARCEL FRONTAGE.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

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UNAUTHORIZED CHANGES & USES:
TO THE EXTENT PERMITTED BY LAW, NCD AND ITS CONSULTANTS SHALL NOT BE RESPONSIBLE FOR UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES OR USES SHALL BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

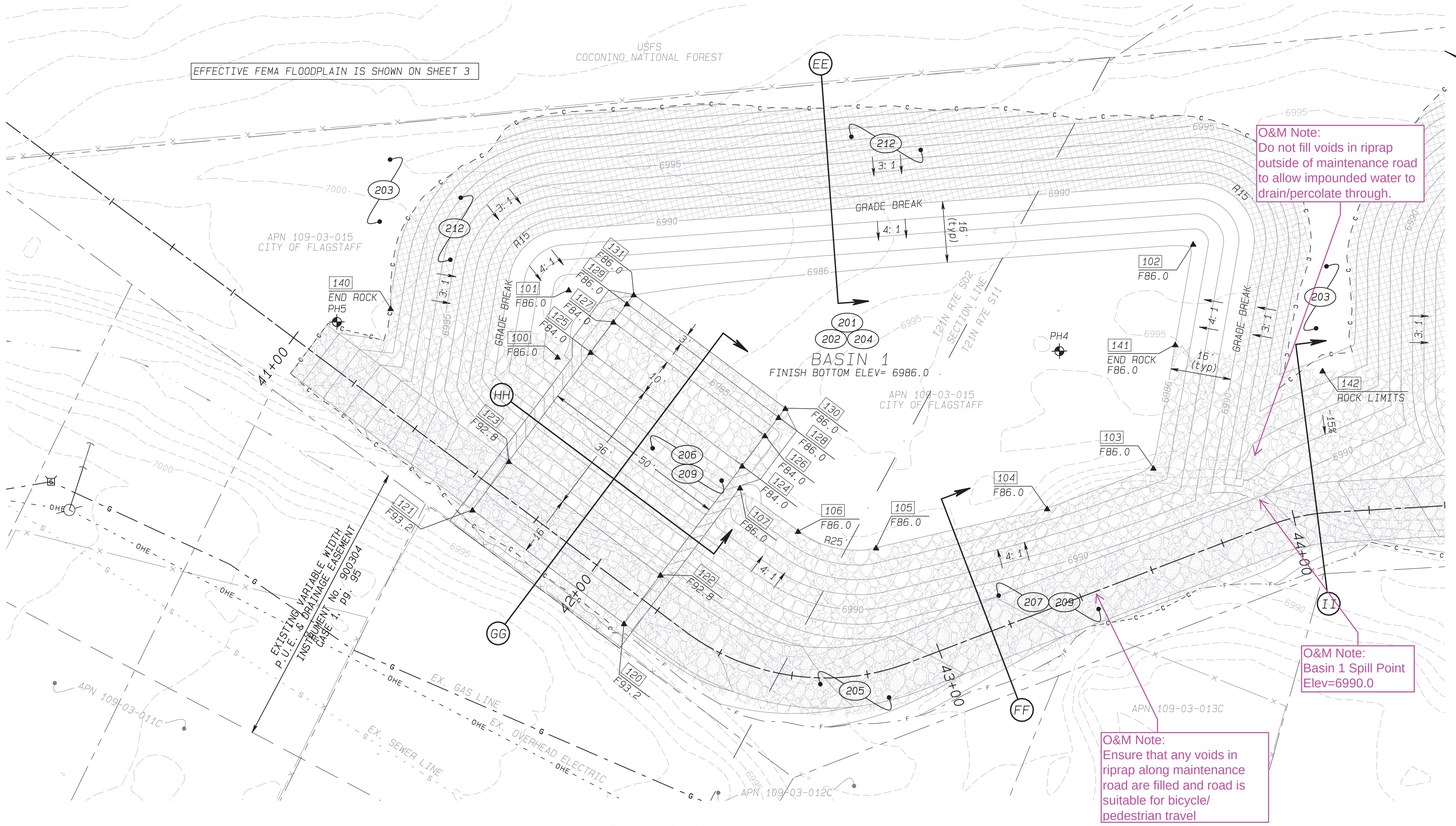
SHEET NUMBER: 4 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN/PROFILE – ACCESS ROAD

DRAWN BY: MK/LM/DM			
DESIGNED BY: MK			
CHECKED BY: MK			
NO.	DATE	BY	REVISION
⚠ 1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION
⚠ 2	9/22/23	MK	EDITS TO CONSTRUCTION NOTES AND DRAWING FOR PHASE 2 BIDDING

Natural Channel Design, Inc.
2900 N West St. #6
Flagstaff, AZ 86004
(928) 774-2336



PLAN BASIN 1

CONSTRUCTION KEYNOTES:

201	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH, PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
203	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
204	**	CONSTRUCT NEW SEDIMENT BASIN PER PLAN & THE CONTROL POINT COORDINATES PROVIDED. SEE SHEET 2 FOR ESTIMATED EARTHWORK QUANTITIES & NOTES.
205	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN/PROFILE & STRUCTURAL SECTION ON SHEET 4.
206	**	CONSTRUCT 48" MIN. THICK (D50=24") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
207	**	CONSTRUCT 48" MIN. THICK (D50=24") ARMORED RIPRAP SLOPE & ROAD STABILIZATION PER PLAN & TYPICAL SECTIONS ON THIS SHEET.
209	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH NON-WOVEN GEOTEXTILE FABRIC. ITEM IS CONSIDERED INCIDENTAL TO INSTALLATION OF 48" THICK ROCK RIPRAP PER KEYNOTES 205-207.
212	**	INSTALL WESTERN EXCELSIOR EXCEL CS-3 DOUBLE NET EROSION CONTROL BLANKET (ECB) ON 3:1 SLOPES. USE ALL NATURAL ECB (NO PLASTIC NETTING). INSTALL PER MANUFACTURER'S SPECIFICATIONS. NOTE: PLACEMENT OF ECB ON 4:1 SLOPE FABRIC IS SUBJECT TO GETTING RIPPED DURING SEDIMENT REMOVAL.

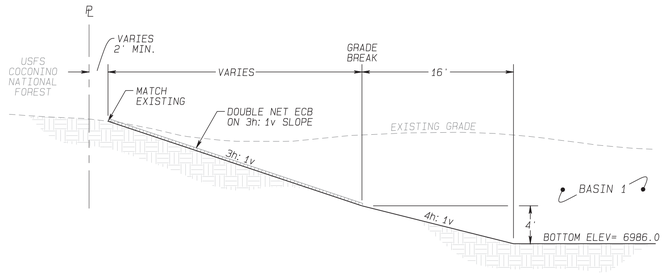
**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

NOTE TO BIDDERS:
SEE THE QUANTITY SUMMARY, SHEET 2 AND PHASE 2 BID SCHEDULE FOR A DETAILED LIST OF THE REQUIRED QUANTITIES FOR A PHASED CONSTRUCTION PLAN.

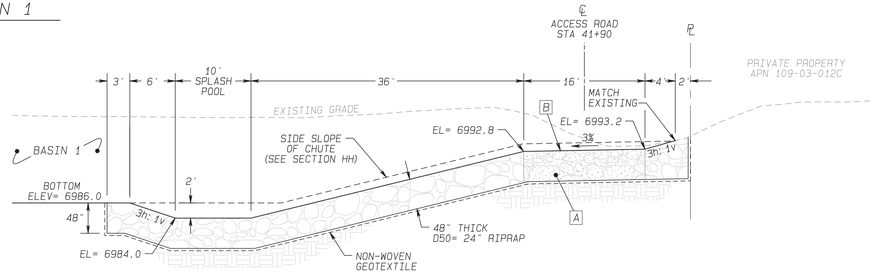
Coordinate Table - Basin 1

Pt #	Northing	Easting	Elevation	Descriptor
100	1537529.70	786964.81	6986.00	BOT BASIN 1
101	1537535.76	786981.73	6986.00	BOT BASIN 1
102	1537397.66	787072.54	6986.00	BOT BASIN 1
103	1537378.05	787015.79	6986.00	BOT BASIN 1
104	1537397.33	786992.79	6986.00	BOT BASIN 1
105	1537431.75	786961.75	6986.00	BOT BASIN 1
106	1537451.85	786955.54	6986.00	BOT BASIN 1
107	1537470.83	786958.11	6986.00	BOT BASIN 1
120	1537480.12	786911.90	6993.20	EDGE OF ACCESS RD.
121	1537529.67	786918.62	6993.20	EDGE OF ACCESS RD.
122	1537477.97	786927.76	6992.80	TOP OF SLOPE
123	1537527.52	786934.47	6992.80	TOP OF SLOPE
124	1537473.14	786963.43	6984.00	BOTTOM OF SLOPE
125	1537522.68	786970.15	6984.00	BOTTOM OF SLOPE
126	1537471.79	786973.34	6984.00	END OF SPLASH POOL
127	1537521.34	786980.06	6984.00	END OF SPLASH POOL
128	1537470.99	786979.29	6986.00	TOP OF LIP
129	1537520.53	786986.00	6986.00	TOP OF LIP
130	1537470.58	786982.26	6986.00	END OF ROCK
131	1537520.13	786988.97	6986.00	END OF ROCK
140	1537574.44	786954.53	-	END OF ROCK
141	1537388.85	787047.06	6986.00	END OF ROCK
142	1537351.55	787059.95	-	LIMITS OF ROCK

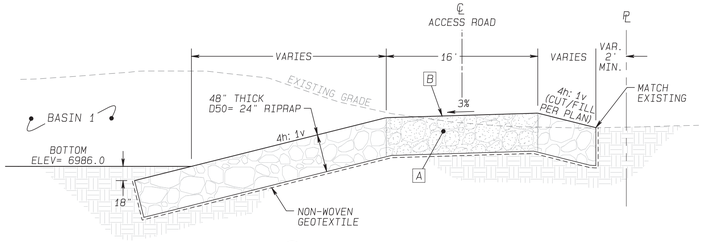
NOTE: SEE SHEET 3 FOR SURVEY INFORMATION



EE TYPICAL SECTION
not to scale



GG ℄ PROFILE ROCK CHUTE
not to scale



FF TYPICAL SECTION
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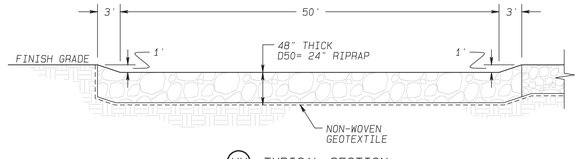
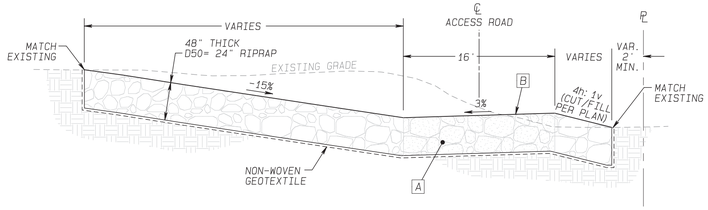


HH TYPICAL SECTION
not to scale

TYPICAL SECTION NOTES:

A FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS. SEE STRUCTURAL SECTION ON SHEET 4.

B UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.



II TYPICAL SECTION
not to scale

Natural Channel Design, Inc.
2900 N West St. #5
Flagstaff, Arizona 86004
(928) 774-2336

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

NO.	DATE	BY	REVISION
A	9/22/23	MK	UPDATED FOR PHASE 2 BIDDING

UNAUTHORIZED CHANGES & USES: THE ENGINEER REPRESENTED BY THIS PLAN SHALL NOT BE RESPONSIBLE FOR UNAUTHORIZED CHANGES TO OR USES OF THIS PLAN. ALL CHANGES TO THIS PLAN MUST BE APPROVED BY THE ENGINEER.

DATE: 12/19/2022

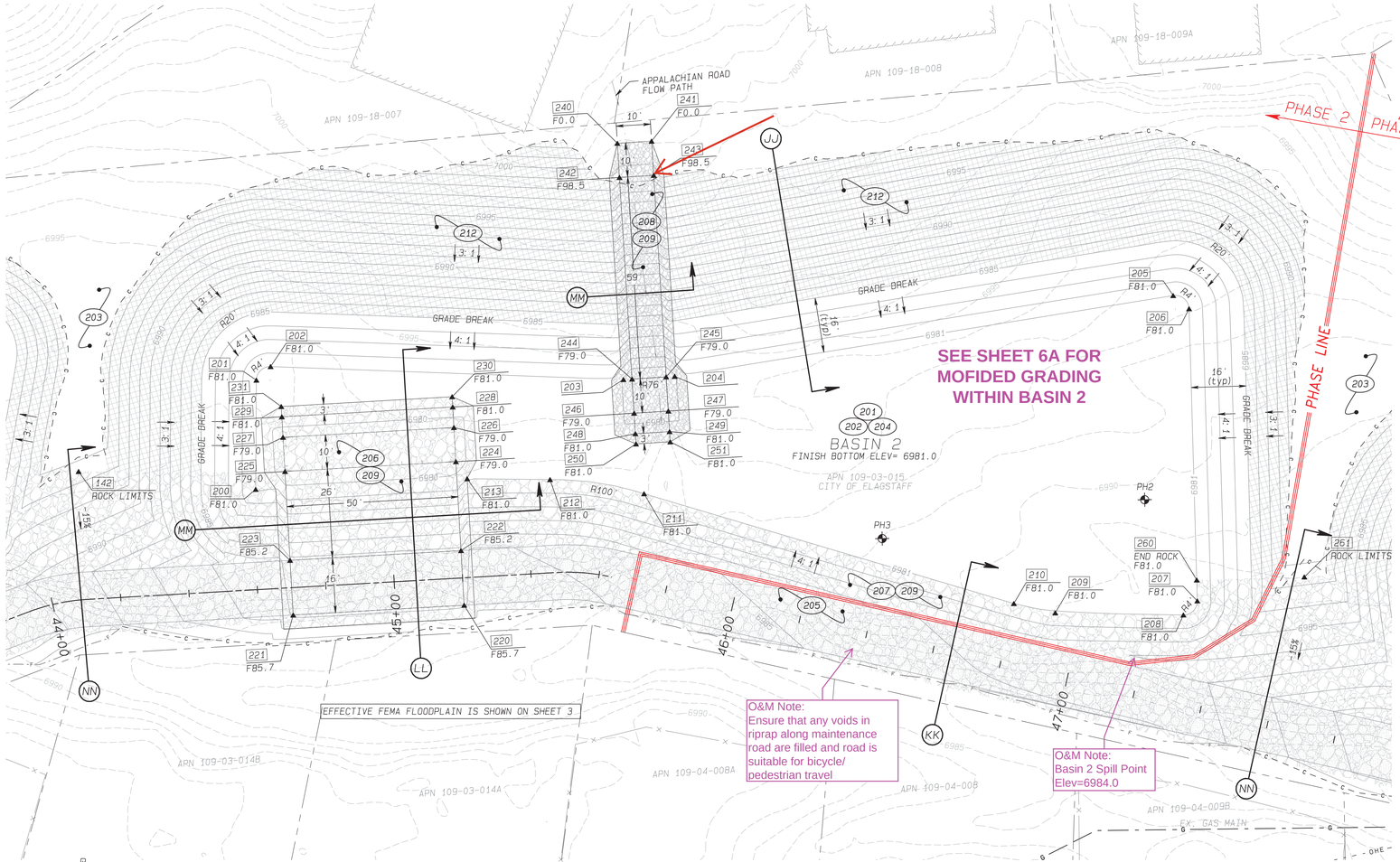
NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 5 OF 9

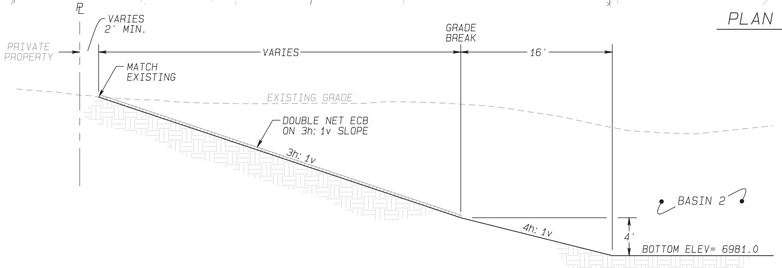
MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN BASIN 1

Z:\Projects\Arizona\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Site Basins_City_Only_Basins_Revised_For_Phase2.pro, 9/22/2023



PLAN BASIN 2



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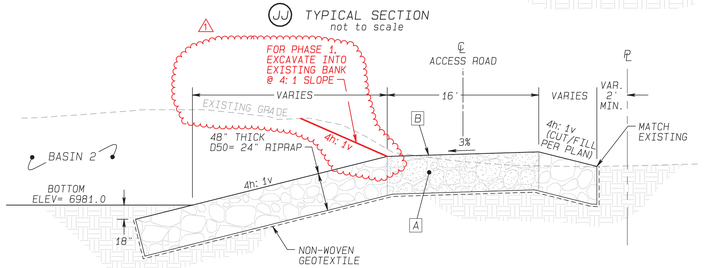

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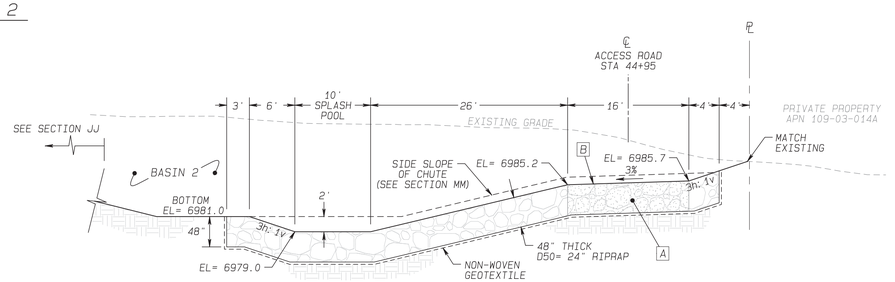

(LL) ℄ PROFILE ROCK CHUTE
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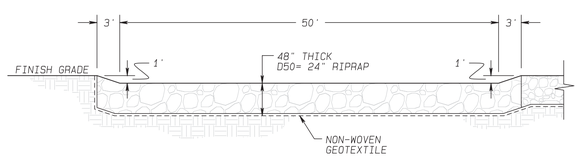

(MM) TYPICAL SECTION
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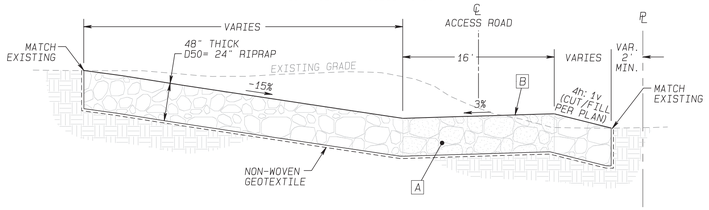
(MM) TYPICAL SECTION
not to scale



(NN) TYPICAL SECTION
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CONSTRUCTION KEYNOTES:

(201)	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
(202)	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
(203)	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
(204)	**	CONSTRUCT NEW SEDIMENT BASIN PER PLAN & THE CONTROL POINT COORDINATES PROVIDED. SEE SHEET 2 FOR ESTIMATED EARTHWORK QUANTITIES & NOTES.
(205)	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN/PROFILE & STRUCTURAL SECTION ON SHEET 4.
(206)	**	CONSTRUCT 48" MIN. THICK (D50=24") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
(207)	**	CONSTRUCT 48" MIN. THICK (D50=24") ARMORED RIPRAP SLOPE & ROAD STABILIZATION PER PLAN & TYPICAL SECTIONS ON THIS SHEET.
(208)	113 CY	CONSTRUCT 24" MIN. THICK (D50=12") ROCK CHUTE PER PLAN & TYPICAL SECTION.
(209)	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH NON-WOVEN GEOTEXTILE FABRIC. ITEM IS CONSIDERED INCIDENTAL TO INSTALLATION OF ROCK RIPRAP PER KEYNOTES 205-208.
(212)	**	INSTALL WESTERN EXCELSIOR EXCEL CS-3 DOUBLE NET EROSION CONTROL BLANKET (ECB) ON 3:1 SLOPES. USE ALL NATURAL ECB (NO PLASTIC NETTING). INSTALL PER MANUFACTURER'S SPECIFICATIONS. NOTE: PLACEMENT OF ECB ON 4:1 SLOPE FABRIC IS SUBJECT TO GETTING RIPPED DURING SEDIMENT REMOVAL.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

NOTE TO BIDDERS:
SEE THE QUANTITY SUMMARY, SHEET 2 AND PHASE 2 BID SCHEDULE FOR A DETAILED LIST OF THE REQUIRED QUANTITIES FOR A PHASED CONSTRUCTION PLAN.

Coordinate Table - Basin 2

Pt #	Northing	Easting	Elevation	Descriptor
200	1537303.82	787080.57	6981.00	BOT BASIN 2
201	1537319.19	787108.54	6981.00	BOT BASIN 2
202	1537317.50	787114.03	6981.00	BOT BASIN 2
203	1537225.62	787160.89	-	BOT BASIN 2
204	1537213.00	787168.99	-	BOT BASIN 2
205	1537097.32	787260.50	6981.00	BOT BASIN 2
206	1537091.40	787259.41	6981.00	BOT BASIN 2
207	1537047.74	787186.03	6981.00	BOT BASIN 2
208	1537049.29	787180.46	6981.00	BOT BASIN 2
209	1537082.28	787162.77	6981.00	BOT BASIN 2
210	1537094.17	787159.26	6981.00	BOT BASIN 2
211	1537204.12	787134.70	6981.00	BOT BASIN 2
212	1537230.12	787124.94	6981.00	BOT BASIN 2
213	1537251.39	787113.36	6981.00	BOT BASIN 2
220	1537234.17	787080.66	6985.70	TOP OF INLET
221	1537275.38	787053.85	6985.70	TOP OF INLET
222	1537242.75	787094.16	6985.20	TOP OF SLOPE
223	1537284.96	787067.36	6985.20	TOP OF SLOPE
224	1537256.69	787116.11	6979.00	BOTTOM OF SLOPE
225	1537298.90	787089.31	6979.00	BOTTOM OF SLOPE
226	1537262.05	787124.55	6979.00	END OF SPLASH POOL
227	1537304.26	787097.75	6979.00	END OF SPLASH POOL
228	1537265.27	787129.62	6981.00	TOP OF LIP
229	1537307.47	787102.81	6981.00	TOP OF LIP
230	1537266.87	787132.15	6981.00	END OF ROCK
231	1537309.08	787105.35	6981.00	END OF ROCK
240	1537260.78	787220.32	7000.00	TOP OF INLET
241	1537252.36	787225.72	7000.00	TOP OF INLET
242	1537255.38	787211.90	6998.50	TOP OF SLOPE
243	1537246.96	787217.30	6998.50	TOP OF SLOPE
244	1537223.52	787162.24	6979.00	BOTTOM OF SLOPE
245	1537215.10	787167.64	6979.00	BOTTOM OF SLOPE
246	1537218.12	787153.83	6979.00	END OF SPLASH POOL
247	1537209.70	787159.23	6979.00	END OF SPLASH POOL
248	1537214.88	787148.78	6981.00	TOP OF LIP
249	1537206.46	787154.18	6981.00	TOP OF LIP
250	1537213.26	787146.25	6981.00	END OF ROCK
251	1537204.84	787151.65	6981.00	END OF ROCK
260	1537050.87	787191.28	6981.00	END OF ROCK
261	1537023.85	787207.36	6981.00	LIMITS OF ROCK

NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

TYPICAL SECTION NOTES:

A FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS. SEE STRUCTURAL SECTION ON SHEET 4.

B UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.

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Natural Channel Design, Inc.
2900 N West St. #5
Flagstaff, AZ 86004
(928) 774-2336

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

NO.	DATE	BY	REVISION
1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION
2	9/22/23	MK	UPDATED FOR PHASE 2 BIDDING

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT

PARK SITE BASINS

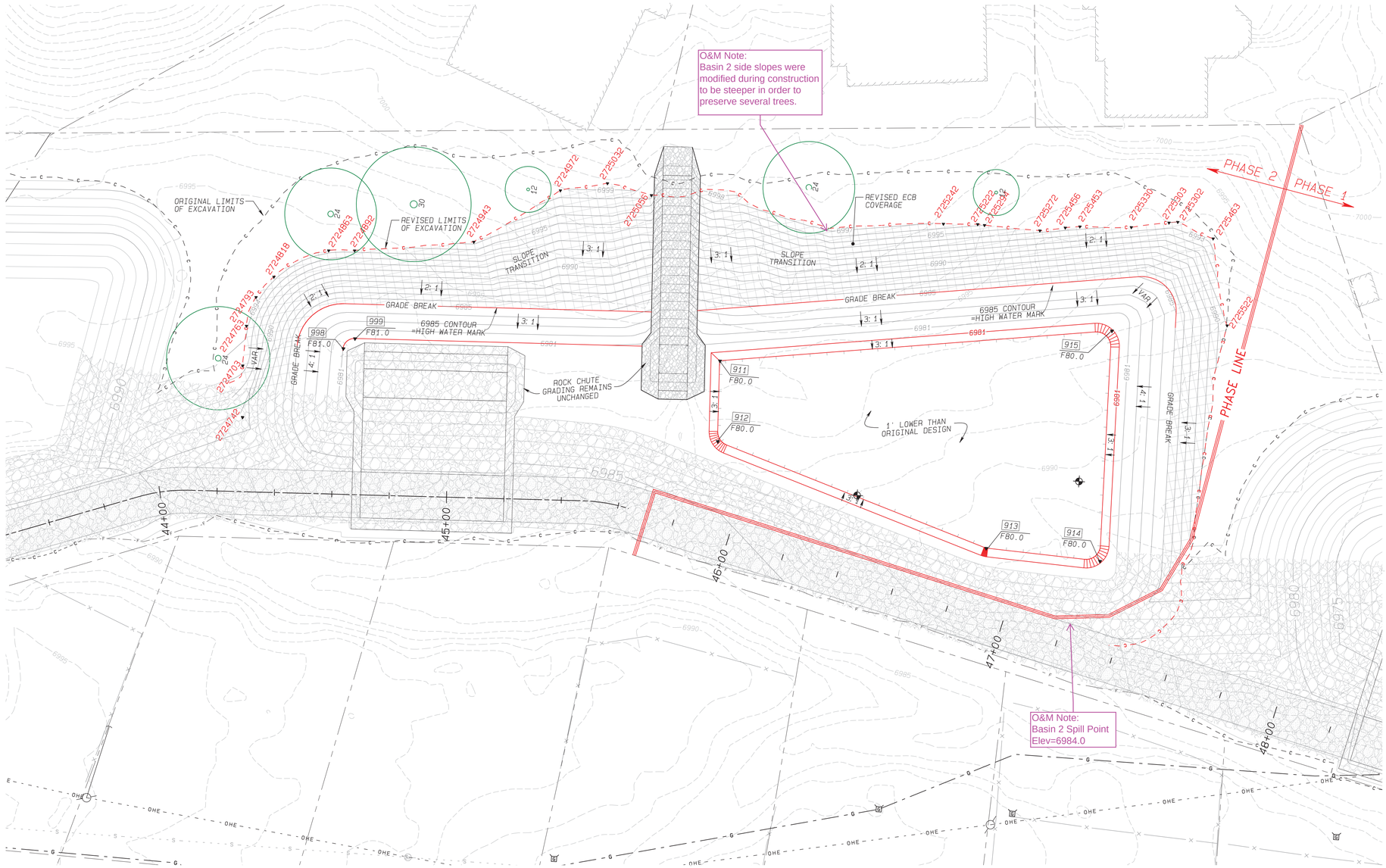
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN BASIN 2

DATE: 12/19/2022
NCD PROJECT NUMBER: 22-412AZ
SHEET NUMBER: 6 OF 9

UNAUTHORIZED CHANGES & USES:
BE ADVISED, UNAUTHORIZED CHANGES AND USES OF THESE PLANS MAY CAUSE DAMAGES, AND ARE SUBJECT TO LEGAL ACTION. ALL CHANGES MUST BE APPROVED, IN WRITING, BY THE PREPARER OF THESE PLANS.

EDWARD M. KOPEC
ARIZONA REGISTERED PROFESSIONAL ENGINEER
CERTIFICATE NO. 33181
Call 811 or 602-263-1100 (Arizona Blue Stake, Inc.)



Point Number Revisions/Additions Coordinate Table - Bottom of Basin

Pt #	Northing	Easting	Elevation	Descriptor
911	1537202.96	787169.28	6980.00	BOTTOM - ADD'L EXCAVATION
912	1537187.89	787145.56	6980.00	BOTTOM - ADD'L EXCAVATION
913	1537089.51	787166.96	6980.00	BOTTOM - ADD'L EXCAVATION
914	1537054.10	787185.37	6980.00	BOTTOM - ADD'L EXCAVATION
915	1537095.48	787254.28	6980.00	BOTTOM - ADD'L EXCAVATION
998	1537314.24	787099.53	6981.00	BOT BASIN 2 (REVISE PT 201)
999	1537312.80	787104.69	6981.00	BOT BASIN 2 (REVISE PT#202)

ALL OTHER LAYOUT CONTROL AS PRESENTED ON SHEET 6 OF THE APPROVED PLANS REMAINS UNCHANGED.

Additional Control Coordinates - Top of Slope

Pt #	Northing	Easting	Elevation	Descriptor
2724742	1537329.95	787060.00	6993.40	TOP OF SLOPE
2724703	1537339.99	787075.00	6994.19	TOP OF SLOPE
2724763	1537346.63	787087.21	6994.33	TOP OF SLOPE
2724973	1537229.84	787125.09	6981.00	TOE OF SLOPE
2724818	1537348.25	787106.75	6994.53	TOP OF SLOPE
2724863	1537337.53	787125.00	6994.46	TOP OF SLOPE
2724892	1537330.00	787130.06	6994.32	TOP OF SLOPE
2724972	1537282.23	787187.48	6998.83	TOP OF SLOPE
2725032	1537270.00	787198.70	6999.81	TOP OF SLOPE
2725056	1537255.00	787203.81	6998.56	TOP OF SLOPE
2725242	1537165.00	787252.39	6996.81	TOP OF SLOPE
2725222	1537155.00	787258.94	6996.28	TOP OF SLOPE
2725294	1537152.86	787260.00	6996.03	TOP OF SLOPE
2725272	1537135.78	787269.22	6994.35	TOP OF SLOPE
2725456	1537129.01	787275.00	6994.51	TOP OF SLOPE
2725453	1537125.00	787278.17	6994.51	TOP OF SLOPE
2725330	1537110.00	787287.98	6993.71	TOP OF SLOPE
2725303	1537100.00	787296.64	6994.00	TOP OF SLOPE
2725302	1537097.59	787298.55	6994.00	TOP OF SLOPE
2725463	1537084.15	787300.65	6993.52	TOP OF SLOPE
2725522	1537063.19	787278.24	6990.96	TOP OF SLOPE

THE ABOVE CONTROL POINTS ARE AS STAKED IN THE FIELD BY NCDE ON 11/30/2023 TO MARK THE NEW CUT LIMITS ALONG THE EAST SIDE OF BASIN 2

SUMMARY OF REVISIONS

-RED LINES INDICATE REVISED GRADE LINES OF BASIN.
-TREES TO BE SAVED ARE INDICATED IN GREEN. ADDITIONAL TREES (NOT SHOWN) MAY ALSO BE SAVED BY THESE MODIFICATIONS.
-SLOPE ALONG EAST SIDE OF BASIN CHANGED FROM FULLY 3: 1 IN ORIGINAL DESIGN TO NOW INCLUDE SEGEMENTS OF 2: 1 SLOPE TO SAVE SOME LARGE DIAMETER TREES ADJACENT TO PRIVATE PROPERTIES.
-BOTTOM 4' OF SLOPE IN BASIN (BELOW HIGH WATER MARK) CHANGED FROM 4: 1 IN ORIGINAL DESIGN TO 3: 1.
-BASIN TOE OF SLOPE ADJUSTED WESTWARD ALONG NORTH HALF OF EAST SIDE OF BASIN TO BE NEARLY ADJACENT RIPRAP APRON IN BOTTOM OF BASIN.
-ADDITIONAL 1' OF EXCAVATION ADDED TO SOUTHERN HALF OF BASIN TO COMPENSATE FOR LOST VOLUME RESULTING FROM EAST SIDE SLOPE AND GEOMETRY ADJUSTMENTS.
-TOP OF SLOPE, TIE TO EXISTING GRADES ALONG EAST SIDE OF BASIN ARE PUSHED FURTHER AWAY FROM PROPERTY LINE.

ADJUSTMENT TO BID QUANTITIES:

ITEM	QUANTITY
NET REDUCTION TO EARTHWORK (CUT)	1,368 CY
TREE REMOVALS (>12" DBH)	FIELD DETERMINE
EROSION CONTROL BLANKET REDUCTION	545 SY

BID QUANTITY ADJUSTMENT NOTES:

- BASIN GEOMETRY ADJUSTMENT RESULTS IN 1,680 CY LESS EXCAVATION.
- 1' DEEP ADDITIONAL DEPRESSION WITHIN BASIN RESULTS IN 312 CY MORE EXCAVATION
- NET RESULT = 1,368 CY LESS EXCAVATION & HAUL OFF

- ORIGINAL DESIGN QUANTITIES WERE 1654 SY OF ECB FOR BASIN 2
- THIS REVISED DESIGN OF EASTERN SLOPE OF BASIN 2 REQUIRES 1109 SY OF ECB.
- NET RESULT = 545 SY LESS ECB
- AS WITH THE ORIGINAL BID QUANTITES, THESE AMOUNTS DO NOT ACCOUNT FOR ANCHOR TRENCHES OR OVERLAP AREAS.

REVISED FINISHED CONTOURS ARE SHOWN

GRAPHIC SCALE 1"=20'
0 20 40 60

Contact Arizona 811 at least two full working days before you begin excavation.
Call 811 or Click AZ811.com

SHEET NUMBER: 6A OF 9

UNAUTHORIZED CHANGES & USES: IN ACCEPTANCE OF THESE PLANS, THE RECIPIENT AGREES TO INDEMNIFY AND HOLD HARMLESS NCDE FOR ANY AND ALL DAMAGES, LIABILITY AND COSTS, INCLUDING DEFENSE COSTS, ARISING OUT OF OR RESULTING THEREFROM. ANY UNAUTHORIZED USE OF THESE PLANS SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO NCDE. ANY AUTHORIZED REVISIONS TO THESE PLANS MUST BE APPROVED IN WRITING BY A PE PREPARER

DATE: 12/01/2023

NCD PROJECT NUMBER: 22-412AZ

Registered Professional Engineer
34567
MICHAEL D KEARLY
Date Signed 12/01/23
ARIZONA U.S.A.

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

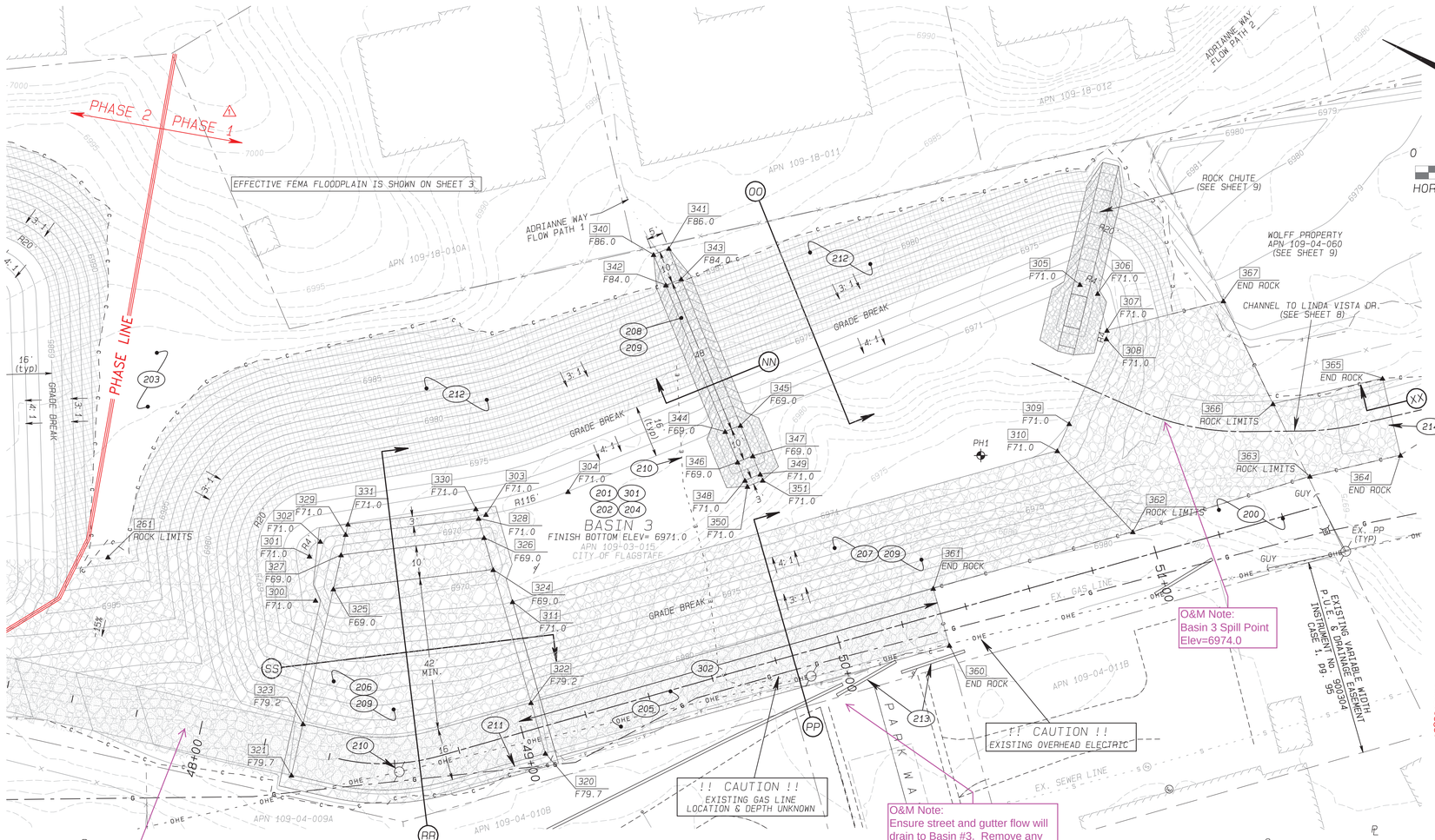
NO.	DATE	BY	REVISION

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT

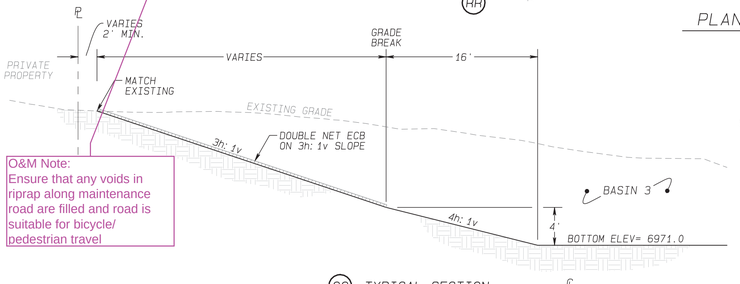
PARK SITE BASINS - PHASE 2 CONSTRUCTION
COCONINO COUNTY FLOOD CONTROL DISTRICT

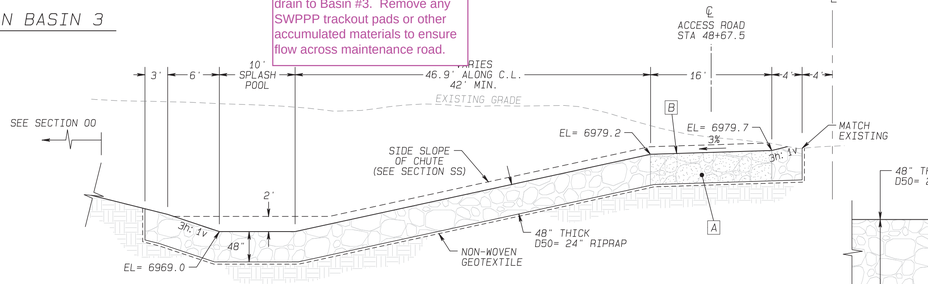
REVISION#2 - ADDITIONAL REVISIONS TO BASIN #2

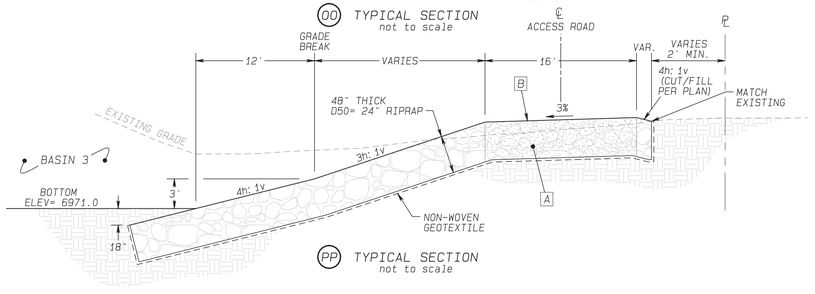
Natural Channel Design, Inc.
2900 N West. St. #5
Flagstaff, Arizona 86004
(928) 774-2336



PLAN BASIN 3







OO TYPICAL SECTION
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RR ℄ PROFILE ROCK CHUTE
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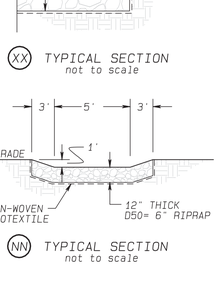

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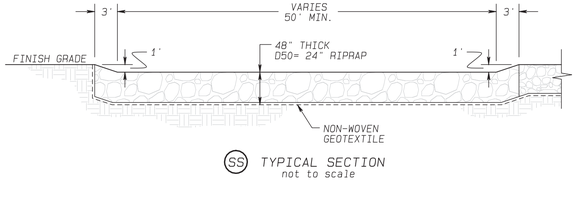

SS TYPICAL SECTION
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NN TYPICAL SECTION
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PP TYPICAL SECTION
not to scale

CONSTRUCTION KEYNOTES:

200	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK.
201	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
203	NPI	PRESERVE TREES & NATIVE VEGETATION IN AREA BETWEEN BASINS.
204	**	CONSTRUCT NEW SEDIMENT BASIN PER PLAN & THE CONTROL POINT COORDINATES PROVIDED. BASIN 3 SHALL BE CONSTRUCTED & MAINTAINED AT ONSET OF CONSTRUCTION TO SERVE AS SEDIMENT TRAP FOR PROJECT. SEE SHEET 2 FOR ESTIMATED EARTHWORK QUANTITIES & NOTES.
205	**	CONSTRUCT NEW ACCESS MAINTENANCE ROAD PER PLAN/PROFILE & STRUCTURAL SECTION ON SHEET 4.
206	**	CONSTRUCT 48" MIN. THICK (D50=24") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
207	**	CONSTRUCT 48" MIN. THICK (D50=24") ARMORED RIPRAP SLOPE & ROAD STABILIZATION PER PLAN & TYPICAL SECTIONS ON THIS SHEET.
208	34 CY	CONSTRUCT 12" MIN. THICK (D50=6") ROCK CHUTE PER PLAN & TYPICAL SECTION.
209	**	INSTALL NON-WOVEN GEOTEXTILE FABRIC. COMPLETELY UNDERLAY ALL ROCK WITH NON-WOVEN GEOTEXTILE FABRIC. ITEM IS CONSIDERED INCIDENTAL TO INSTALLATION OF ROCK RIPRAP PER KEYNOTES 205-208.
210	NPI	COORDINATE RELOCATION OF OVERHEAD & UNDERGROUND ELECTRIC FACILITIES WITH ARIZONA PUBLIC SERVICE (APS).
211	NPI	COORDINATE RELOCATION OF GAS FACILITY WITH UNISOURCE.
212	**	INSTALL WESTERN EXCELSIOR EXCEL CS-3 DOUBLE NET EROSION CONTROL BLANKET (ECB) ON 3:1 SLOPES. USE ALL NATURAL ECB (NO PLASTIC NETTING). INSTALL PER MANUFACTURER'S SPECIFICATIONS. NOTE: PLACEMENT OF ECB ON 4:1 SLOPE FABRIC IS SUBJECT TO GETTING RIPPED DURING SEDIMENT REMOVAL.
213	1 LS	REMOVE & RESET EXISTING CONCRETE BARRIERS AS NEEDED TO FACILITATE CONSTRUCTION ACCESS. RESET UPON DEMOBILIZATION.
214	**	INSTALL END OF RIPRAP TO MATCH INTO EXISTING DOWNSTREAM GRADE/CROSS-SECTION.
301	**	CONSTRUCT & MAINTAIN LOWER BASIN 3 AT ONSET OF CONSTRUCTION TO SERVE AS EROSION SEDIMENT CONTROL TRAP FOR PROJECT. EARTHWORK QUANTITY ACCOUNTED FOR ON SHEET 2.
302	**	CONSTRUCT & MAINTAIN STABILIZED MAINTENANCE ACCESS ROAD SECTION BETWEEN Sta. 49+00 TO PARK WAY (Sta. 50+32) AT ONSET OF CONSTRUCTION TO SERVE AS EROSION & SEDIMENT CONTROL TRACKOUT PAD FOR PROJECT. MATERIAL QUANTITIES ARE ACCOUNTED FOR ON SHEET 2.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

Coordinate Table - Basin 3

Pt #	Northing	Easting	Elevation	Descriptor
300	1536962.39	787226.55	6971.00	BOT BASIN 3
301	1536970.54	787293.37	6971.00	BOT BASIN 3
302	1536969.83	787242.91	6971.00	BOT BASIN 3
303	1536929.87	787274.53	6971.00	BOT BASIN 3
304	1536911.49	787292.75	6971.00	BOT BASIN 3
305	1536805.31	787423.39	6971.00	BOT BASIN 3
306	1536800.29	787423.63	6971.00	BOT BASIN 3
307	1536792.36	787415.24	6971.00	BOT BASIN 3
308	1536791.29	787412.88	6971.00	BOT BASIN 3
309	1536788.59	787384.88	6971.00	BOT BASIN 3
310	1536787.72	787375.92	6971.00	BOT BASIN 3
311	1536909.90	787255.32	6971.00	BOT BASIN 3
320	1536878.77	787219.94	6979.70	TOP OF INLET
321	1536942.88	787176.58	6979.70	TOP OF INLET
322	1536890.08	787231.25	6979.20	TOP OF SLOPE
323	1536947.42	787191.93	6979.20	TOP OF SLOPE
324	1536919.78	787260.95	6969.00	BOT OF SLOPE
325	1536959.31	787232.21	6969.00	BOT OF SLOPE
326	1536926.94	787268.11	6969.00	END OF SPLASH POOL
327	1536962.32	787242.39	6969.00	END OF SPLASH POOL
328	1536931.23	787272.41	6971.00	TOP OF LIP
329	1536964.12	787248.49	6971.00	TOP OF LIP
330	1536933.38	787274.56	6971.00	END OF ROCK
331	1536965.02	787251.55	6971.00	END OF ROCK
340	1536923.85	787368.30	6986.00	TOP OF INLET
341	1536920.71	787372.19	6986.00	TOP OF INLET
342	1536916.06	787362.02	6984.00	TOP OF SLOPE
343	1536912.92	787365.92	6984.00	TOP OF SLOPE
344	1536878.67	787331.92	6969.00	BOT OF SLOPE
345	1536875.54	787335.82	6969.00	BOT OF SLOPE
346	1536870.88	787325.65	6969.00	END OF SPLASH POOL
347	1536867.75	787329.55	6969.00	END OF SPLASH POOL
348	1536866.21	787321.89	6971.00	TOP OF LIP
349	1536863.07	787325.78	6971.00	TOP OF LIP
350	1536864.65	787320.63	6971.00	END OF ROCK
351	1536861.52	787324.53	6971.00	END OF ROCK
360	1536787.55	787308.32	-	END OF ROCK ACCESS RD.
361	1536800.28	787321.05	-	END OF ROCK ACCESS RD.
362	1536755.73	787365.60	-	LIMITS OF ROCK
363	1536716.94	787406.52	-	LIMITS OF ROCK
364	1536696.04	787425.50	-	END OF ROCK
365	1536712.18	787443.26	-	END OF ROCK
366	1536737.47	787420.29	-	LIMITS OF ROCK
367	1536765.85	787440.27	-	END OF ROCK

NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

TYPICAL SECTION NOTES:

A FILL INTERSTICIAL SPACES BETWEEN RIPRAP WITH SOIL USING MULTIPLE APPLICATIONS OF WATER-SETTLED SOIL UNTIL THE ROCK/GRAVEL/SOIL STRUCTURE IS COMPLETE WITH MINIMAL REMAINING VOIDS. SEE STRUCTURAL SECTION ON SHEET 4.

B UPPER 12"-18": FILL VOIDS BETWEEN RIPRAP WITH GRADED BLEND OF SMALL STONE 2"-4" DIAMETER TO CREATE DRIVING SURFACE FOR ACCESS ROAD.

C TERMINATE RIPRAP WITH NON-WOVEN GEOTEXTILE FABRIC WRAPPING UP TO FINISH GRADE AS SHOWN.

D INSTALL END OF RIPRAP TO MATCH INTO EXISTING DOWNSTREAM GRADE/CHANNEL CROSS SECTION.

Natural Channel Design, Inc.
2900 N West St. #5
Flagstaff, AZ 86004
(928) 774-2336

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

NO.	DATE	BY	REVISION
1	2/24/23	MK	NOTATIONS FOR PHASED CONSTRUCTION
2	9/22/23	MK	UPDATED FOR PHASE 2 BIDDING

UNAUTHORIZED CHANGES & USES:
BE ADVISED, UNAUTHORIZED CHANGES AND USES OF THESE PLANS WILL BE AT THE RECIPIENT'S SOLE RISK AND WITHOUT LIABILITY TO THE PREPARER OR ANY OF THEIR CONSULTANTS. UNDER NO CIRCUMSTANCES SHALL TRANSFER OF THESE PLANS IN ELECTRONIC MEDIA FORMAT MUST BE APPROVED BY THE PREPARER.

DATE: 12/19/2022
NCD PROJECT NUMBER: 22-412AZ
SHEET NUMBER: 7 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN BASIN 3

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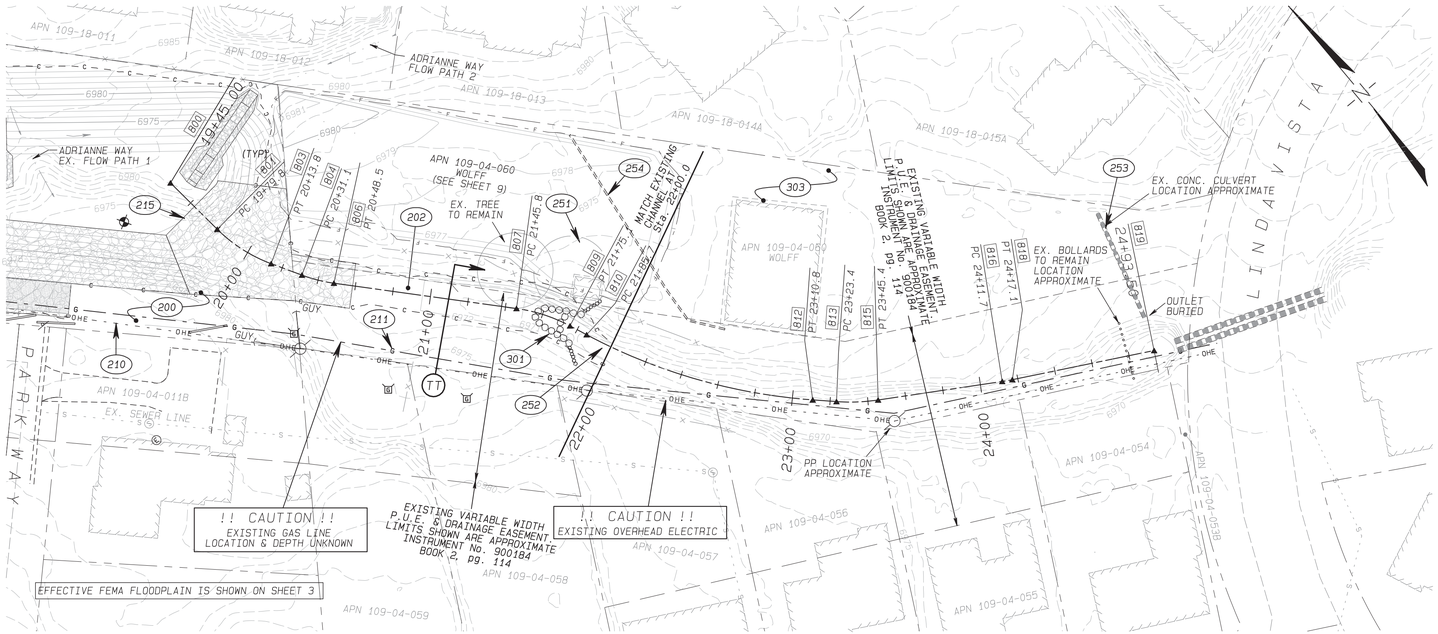
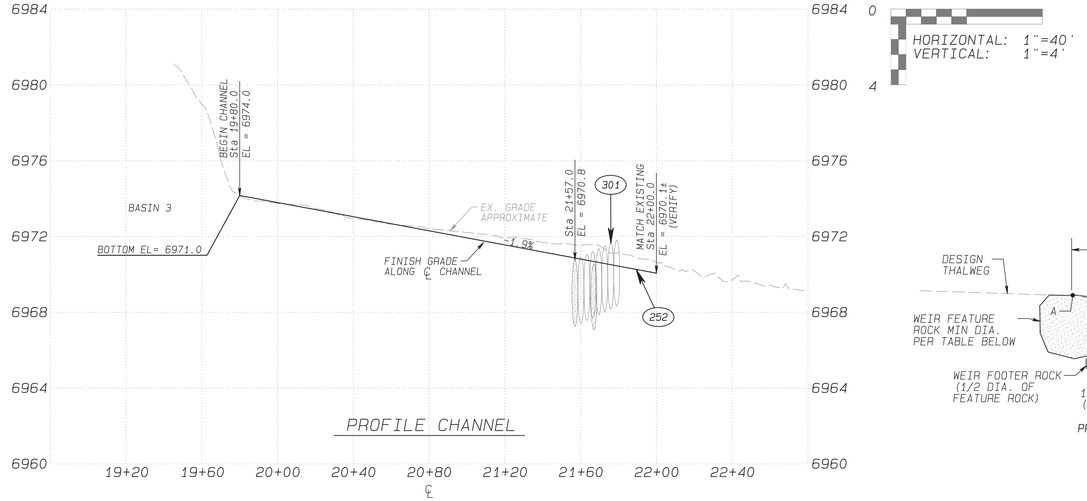
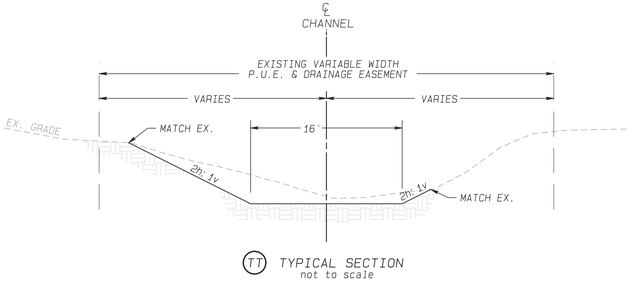


PLAN CHANNEL



PROFILE CHANNEL



TT TYPICAL SECTION
not to scale

0 40 80

HORIZONTAL: 1"=40'
VERTICAL: 1"=4'

CHANNEL CONSTRUCTION ℄ COORDINATE TABLE

PT#	DESCRIPTION	STATION / CURVE DATA / BEARING	NORTH / DISTANCE	EAST
B00	CL CHANNEL	19+45.00	1536807.43	787395.36
		S5 24'10"E	34.77ft	
B01	PC R80'	19+79.77	1536772.82	787398.64
		RADIUS POINT: 802	1536780.35	787478.28
		RADIUS: 80.00ft		
		DELTA: 24 20'32" LEFT		
		ARC LENGTH: 33.99ft		
B03	PT	20+13.75	1536740.66	787408.82
		S29 44'41"E	17.34ft	
B04	PC R80'	20+31.09	1536725.60	787417.42
		RADIUS POINT: 805	1536765.29	787486.88
		RADIUS: 80.00ft		
		DELTA: 12 29'46" LEFT		
		ARC LENGTH: 17.45ft		
B06	PT	20+48.54	1536711.51	787427.66
		S42 14'28"E	97.30ft	
B07	PC R85'	21+45.84	1536639.48	787493.07
		RADIUS POINT: 808	1536582.34	787430.14
		RADIUS: 85.00ft		
		DELTA: 20 07'48" RIGHT		
		ARC LENGTH: 29.86ft		
B09	PT	21+75.71	1536614.33	787508.89
		S22 06'39"E	9.95ft	
B10	PC R300'	21+85.66	1536605.11	787512.64
		RADIUS POINT: 811	1536718.03	787790.57
		RADIUS: 300.00ft		
		DELTA: 23 54'02" LEFT		
		ARC LENGTH: 125.14ft		
B12	PT	23+10.80	1536502.19	787582.22
		S46 00'41"E	12.58ft	
B13	PC R100'	23+23.38	1536493.45	787591.27
		RADIUS POINT: 814	1536565.40	787660.72
		RADIUS: 100.00ft		
		DELTA: 12 37'23" LEFT		
		ARC LENGTH: 22.03ft		
B15	PT	23+45.41	1536480.01	787608.67
		S58 38'04"E	66.24ft	
B16	PC R100'	24+11.66	1536445.53	787665.23
		RADIUS POINT: 817	1536530.92	787717.28
		RADIUS: 100.00ft		
		DELTA: 3 06'42" LEFT		
		ARC LENGTH: 5.43ft		
B18	PT	24+17.09	1536442.83	787669.95
		S61 44'46"E	76.41ft	
B19	CL CHANNEL	24+93.50	1536406.66	787737.25

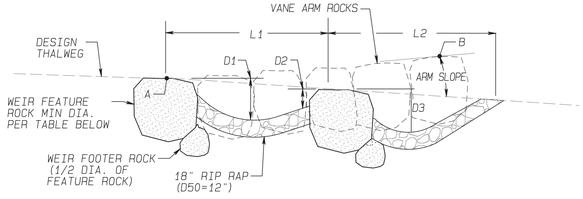
NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

CONSTRUCTION KEYNOTES:

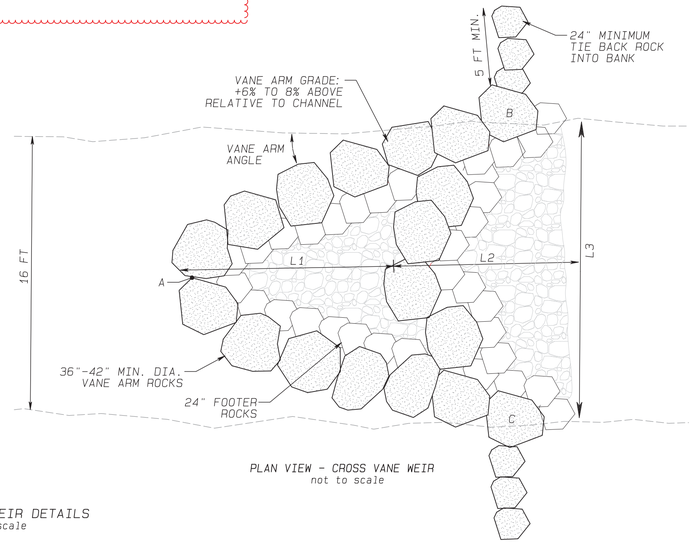
200	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF LOWER BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK. SEE SHEET 7 FOR RIPRAP LAYOUT & CONTROL COORDINATES.
201	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
202	**	CLEAR & GRUB IN ADVANCE OF GRADING OPERATIONS
210	NPI	COORDINATE RELOCATION OF OVERHEAD ELECTRIC FACILITIES WITH ARIZONA PUBLIC SERVICE (APS).
211	NPI	COORDINATE RELOCATION OF GAS FACILITY WITH UNISOURCE.
215	**	SEE SHEET 7 FOR LIMITS OF RIPRAP INSTALLATION & LAYOUT CONTROL.
251	**	CONTRACTOR TO COORDINATE WITH OWNER FOR REMOVAL OF EXISTING DOUBLE TRUNK TREE ON WOLFF PROPERTY. SALVAGE WOOD TO OWNER IN APPROXIMATE 10-FOOT LOG LENGTHS - TO USE FOR FIREWOOD. TREE LOCATION SHOWN IN PLAN IS APPROXIMATE. ITEM ACCOUNTED FOR ON SHEET 9.
252	**	TRANSITION NEW CHANNEL TO MATCH EXISTING CHANNEL CONFIGURATION
253	1 EA	LOCATE & RESTORE FUNCTION OF EXISTING DRIVEWAY CONCRETE CULVERT (WOLFF PROPERTY). FLUSH PIPE TO REMOVE SEDIMENT & DEBRIS. GRADE AS NEEDED TO ENSURE POSITIVE FLOW FROM PIPE OUTLET TO WASH. LOCATION SHOWN IN PLAN IS APPROXIMATE.
254	1 LS	REMOVE & RETURN EXISTING CONCRETE BARRIER TO COCONINO COUNTY PUBLIC WORKS - APPROXIMATELY 130-140 FEET (WOLFF PROPERTY).
301	1 EA	CONSTRUCT ROCK CROSS VANE WEIR STRUCTURE PER PLAN/PROFILE & DETAILS PROVIDED ON THIS SHEET.
303		PROPERTY OWNER TO REMOVE EXISTING PAVEMENT AND MODIFY SIDE YARD DRAINAGE TO IMPROVE INCIDENTAL DRAINAGE PATTERNS AWAY FROM STRUCTURE.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

NO PHASE 2 ITEMS, THIS SHEET



PROFILE VIEW - CROSS VANE WEIR
not to scale



PLAN VIEW - CROSS VANE WEIR
not to scale

CROSS VANE WEIR DETAILS
not to scale

WEIR DIMENSION TABLE

Structure Location	Feature Rock Size (in.)	Footer Rock Size (in)	Left Vane Arm Angle (deg)	Right Vane Arm Angle (deg)	Vane Arm Slope Relative to Horiz. (%) (L/R)	Vane Arm Height (ft) (A to B & A to C)	L1 (ft)	L2 (ft)	L3 (ft)	D1 (ft)	D2 (ft)	Approx. D3 (ft)
Sta. 21+57	36"-42"	24"	25	15	5, 5	1.1	10	10	22±	1.5	0.5	1

UNAUTHORIZED CHANGES & USES:
THE ENGINEER REPRESENTED BY THIS SEAL AND SIGNATURE ACCEPTS RESPONSIBILITY FOR DESIGN ELEMENTS OF THIS PLAN AND SHALL BE AFFORDED THE OPPORTUNITY TO ADAPT THE PLANS FOR USE OF ANY CHANGES MADE TO THESE PLANS BY OTHERS. ANY CHANGES MADE BY OTHERS MUST BE APPROVED BY THE ENGINEER OF RECORD, P.E. NO.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 8 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT

PLAN/PROFILE - CHANNEL TO LINDA VISTA DRIVE

NO.	DATE	REVISION	BY
1	9/22/23	UPDATED FOR PHASE 2 BIDDING	MK

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

Natural Channel Design, Inc.
2900 N West St #5
Flagstaff, Arizona 86004
(928) 774-2336

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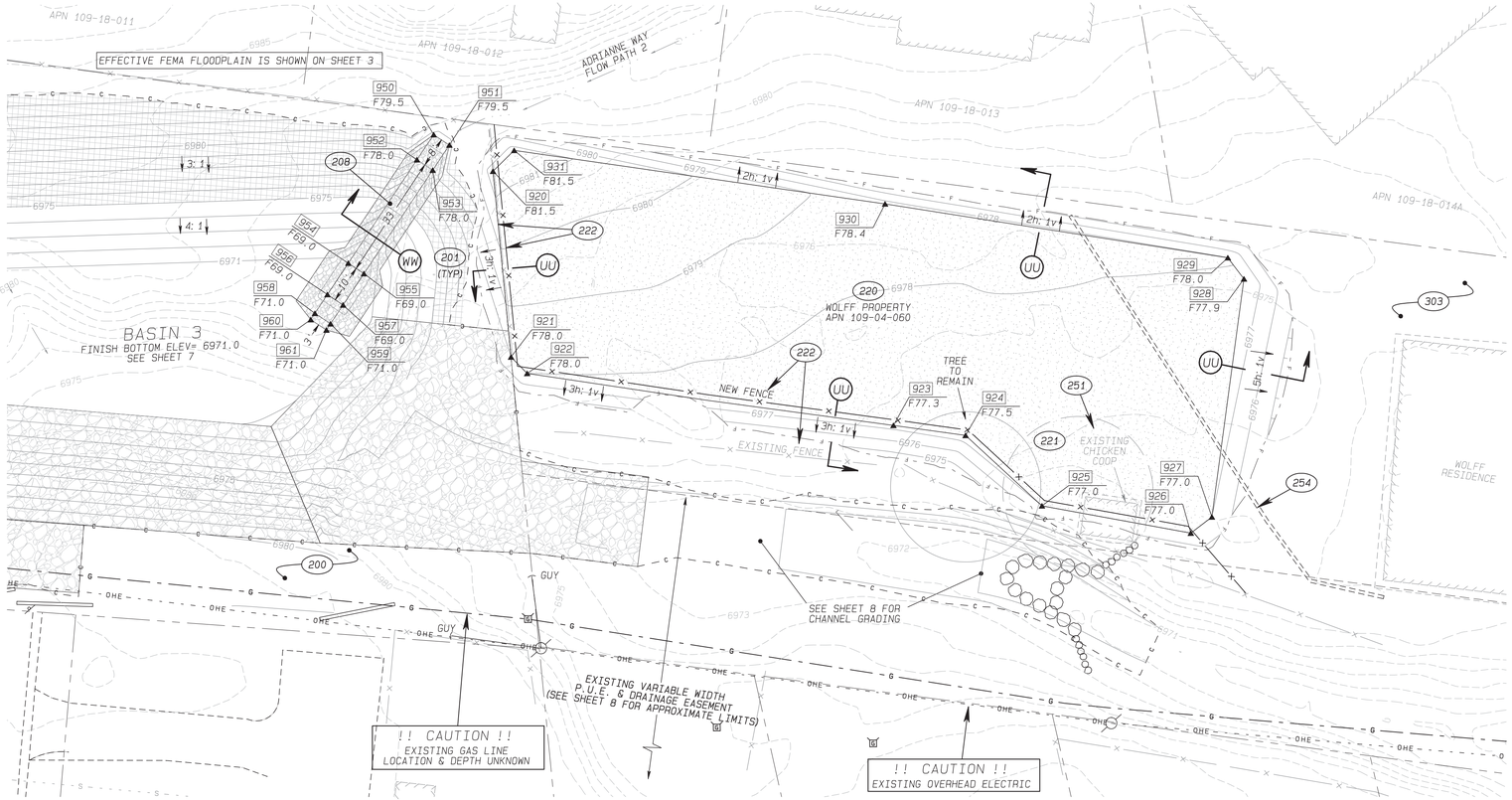
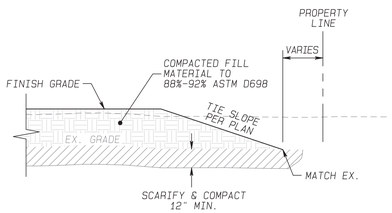


PLAN VIEW - WOLFF PROPERTY

0 20 40
0
2
HORIZONTAL: 1"=20'
VERTICAL: 1"=2'



(UU) TYPICAL SECTION
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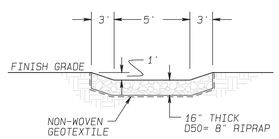


(WW) TYPICAL SECTION
not to scale

CONSTRUCTION KEYNOTES:

(200)	NPI	CONTRACTOR SHALL PRESERVE AND PROTECT EXISTING TREES ON WEST SIDE OF LOWER BASIN 3/CHANNEL. NEW RIP-RAP EDGE SHALL BE MODIFIED AS NECESSARY TO MINIMIZE DISTURBANCE TO ROOT BALLS OF TREES AND NOT CUT ROOTS CLOSER THAN 5' AWAY FROM THE EDGE THE TREE TRUNK. SEE SHEET 7 FOR RIPRAP LAYOUT & CONTROL COORDINATES.
(201)	**	REMOVE & DISPOSE OF EXISTING TREES GREATER THAN 12-INCH DBH. PRIOR TO CLEARING TREES CONTRACTOR & NCD SHALL WALK SITE TO DETERMINE TREES TO BE PRESERVED. CONTRACTOR SHALL HAVE THEIR SURVEYOR STAKE OUT LIMITS OF CUT PRIOR TO SITE WALKTHROUGH. ALL TREES IDENTIFIED TO BE SAVED SHALL BE PROTECTED FROM DAMAGE AS PRACTICABLE. ANY DAMAGE TO BARK OR PRUNED LIMBS SHALL BE REPAIRED WITH PRUNING SEALER AND GRAFTING COMPOUND AS APPROPRIATE.
(208)	41 CY	CONSTRUCT 16" MIN. THICK (D50=8") ROCK CHUTE PER PLAN & DETAILS ON THIS SHEET.
(220)	**	CONSTRUCT COMPACTED FILL PER PLAN, DETAIL & CONTROL COORDINATES PROVIDED. SCARIFY & COMPACT 12" MIN. DEPTH BENEATH FILL PAD FOOTPRINT. COMPACT TO 88%-92% MIN. ASTM D698
(221)	1 LS	REMOVE & DISPOSE EXISTING CHICKEN COOP.
(222)	1 LS	REMOVE & REPLACE EXISTING FENCE & POSTS IN KIND. LOCATION OF NEW FENCE SHOWN IN PLAN IS APPROXIMATE. INSTALL NEW FENCE ATOP FILL PAD. APPROXIMATE LENGTH OF NEW FENCE EQUAL TO 250 LINEAL FEET.
(251)	1 EA	CONTRACTOR TO COORDINATE WITH OWNER FOR REMOVAL OF EXISTING DOUBLE TRUNK TREE ON WOLFF PROPERTY. SALVAGE WOOD TO OWNER IN APPROXIMATE 10-FOOT LOG LENGTHS - TO USE FOR FIREWOOD. TREE LOCATION SHOWN IN PLAN IS APPROXIMATE.
(254)	1 LS	REMOVE & RETURN EXISTING CONCRETE BARRIER TO COCONINO COUNTY PUBLIC WORKS - APPROXIMATELY 130-140 FEET (WOLFF PROPERTY).
(303)		PROPERTY OWNER TO REMOVE EXISTING PAVEMENT AND MODIFY SIDE YARD DRAINAGE TO IMPROVE INCIDENTAL DRAINAGE PATTERNS AWAY FROM STRUCTURE.

**: SEE 'QUANTITY SUMMARY' ON SHEET 2 FOR ITEMIZED LIST OF QUANTITIES
NPI: NON-PAY ITEM

Coordinate Table - Wolff Property

Pt #	Northing	Easting	Elevation	Descriptor
920	1536800.71	787464.80	6981.50	WOLFF PAD
921	1536760.18	787436.27	6978.00	WOLFF PAD
922	1536754.07	787436.69	6978.00	WOLFF PAD
923	1536680.14	787501.48	6977.34	WOLFF PAD
924	1536665.63	787514.27	6977.50	WOLFF PAD
925	1536638.20	787517.47	6977.00	WOLFF PAD
926	1536606.94	787542.73	6977.00	WOLFF PAD
927	1536606.53	787549.78	6977.01	WOLFF PAD
928	1536648.92	787597.46	6977.93	WOLFF PAD
929	1536655.97	787597.88	6978.04	WOLFF PAD
930	1536726.19	787538.14	6978.40	WOLFF PAD
931	1536801.24	787472.68	6981.50	WOLFF PAD
950	1536818.34	787459.20	6979.50	TOP OF INLET
951	1536813.52	787460.55	6979.50	TOP OF INLET
952	1536816.17	787451.49	6978.00	TOP OF SLOPE
953	1536811.36	787452.84	6978.00	TOP OF SLOPE
954	1536807.26	787419.72	6969.00	BOT OF SLOPE
955	1536802.44	787421.07	6969.00	BOT OF SLOPE
956	1536804.55	787410.09	6969.00	END OF SPLASH POOL
957	1536799.74	787411.44	6969.00	END OF SPLASH POOL
958	1536802.93	787404.32	6971.00	TOP OF LIP
959	1536798.12	787405.67	6971.00	TOP OF LIP
960	1536802.39	787402.39	6971.00	END OF ROCK
961	1536797.58	787403.74	6971.00	END OF ROCK

NOTE: SEE SHEET 3 FOR SURVEY INFORMATION

⚠ NO PHASE 2 ITEMS, THIS SHEET

Z:\Projects\Arizona\Coconino County\Museum Fire 2022\Drawings\Park Site Basins\Park Way Basins_City_Only_Basins_Revised_for_Phase2.pro, 9/22/2023

UNAUTHORIZED CHANGES & USES: THE ENGINEER REPRESENTED BY THIS SHEET ACCEPTS NO RESPONSIBILITY FOR UNAUTHORIZED CHANGES TO OR USES OF THIS PLAN. ALL CHANGES MUST BE APPROVED BY THE ENGINEER WHO PREPARED THE PLAN.

DATE: 12/19/2022

NCD PROJECT NUMBER: 22-412AZ

SHEET NUMBER: 9 OF 9

MUSEUM FIRE NRCS EMERGENCY WATERSHED PROTECTION PROJECT
PARK SITE BASINS
COCONINO COUNTY FLOOD CONTROL DISTRICT
PLAN/PROFILE - WOLFF PROPERTY FLOOD PROTECTION

NO.	DATE	BY	REVISION
⚠	9/22/23	MK	UPDATED FOR PHASE 2 BIDDING

DRAWN BY: MK/LM/DM
DESIGNED BY: MK
CHECKED BY: MK

Natural Channel Design, Inc.
2900 N. West St. #5
Flagstaff, Arizona 86004
(928) 774-2336

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jennifer Caputo, Human Resources Manager

Co-Submitter: Cindy Perger

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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.

STAFF RECOMMENDED ACTION:

At the April 1, 2025 Council Meeting:
1) Read Resolution No. 2025-17 by title only
2) City Clerk Reads Resolution No. 2025-05 by title only (if approved above)
3) Read Ordinance No. 2025-17 by title only for the first time
4) City Clerk reads Ordinance No. 2025-05 by title only (if approved above)

At the April 15, 2025 Council Meeting:
5) Adopt Resolution No. 2025-17
6) Read Ordinance No. 2025-05 by title only for the final time
7) City Clerk reads Ordinance No. 2025-05 by title only (if approved above)
8) Adopt Ordinance No. 2025-05

Executive Summary:

Add a new section to the employee handbook for Absent No Pay leave and amend the below sections of the employee handbook to make basic grammatical changes, updates to committee purpose and terms, defining employee leave types and clarifying levels of authorizing and approving city staff for projects, compensation and termination for a specific employee class type. These changes will provide more clear process and policy guidance and responsibility for city staff and employees.

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 1-10-030 Employment Categories
Amend Section 1-20-040 Overtime Pay
Amend Section 1-50-039 Purchase Day Program;

Financial Impact:

None

Policy Impact:

The Employee Handbook amendments being considered add one new policy to outline leave type that was previously undefined, and modifying language to six others, to include modifying special assignments, length and approving staff (Acting Pay), update to eligibility, employee classification titles, and restriction of use of accrual hours for leave type (Bereavement Leave), update to general grammatical issues, committee

purpose, and committee structure and terms (Employee Advisory Committee), amendment to language to meet federal FEMA reimbursement requirements for emergencies (Overtime Pay), removal of City Manager approval for employee program (Purchase Day Program), and outline process for temporary employees to discuss their reason for termination (Employment Categories).

Previous Council Decision or Community Discussion:
No

Options and Alternatives to Recommended Action:
Option of not approving proposed changes to policies resulting in a lack of clarity, process, structure and non-compliance with federal requirements.

Connection to PBB Priorities and Objectives:
High Performing Governance

Connection to Regional Plan:
None

Connection to Carbon Neutrality Plan:
None

Connection to 10-Year Housing Plan:
None

Connection to Division Specific Plan:
None

Attachments:
Res. 2025-17
Res. 2025-17 Exhibit
Ord. 2025-05
Addend for Absent No Pay
Adden for Acting Pay
Adden for Bereavement Leave
Adden for EAC
Adden for Employment Categories
Adden for OT Pay
Adden for Purchase Day

RESOLUTION NO. 2025-17

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "*2025 SUITE OF EMPLOYEE HANDBOOK CHANGES*"

RECITALS:

WHEREAS, pursuant to A.R.S. § 9-802 a municipality may enact or amend provisions of the City Code by reference to a public record, provided that the adopting ordinance is published in full; and

WHEREAS, the City Council of the City of Flagstaff ("City") wish to declare the document entitled *"2025 Suite of Employee Handbook Changes"* to be a public record and to permit its adoption by reference into the City Code; and

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

That certain document known as *"2025 Suite of Employee Handbook Changes"* attached hereto as Exhibit A is hereby declared to be a public record, and one (1) paper copy and one (1) electronic copy, maintained in compliance with A.R.S. § 44-7041, shall remain on file with the City Clerk and kept available for public use and inspection.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 15th day of April, 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____

CITY ATTORNEY

Exhibits:
2025 Suite of Employee Handbook Changes

2025 Suite of Employee Handbook Changes

ADDENDUM JJ

1-10-030. EMPLOYMENT CATEGORIES

D. TEMPORARY SERVICE

4. IN CONSULTATION WITH THE DIVISION DIRECTOR AND THE HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR, Temporary employees may be dismissed at any time, without cause, without notice, and without a statement of reasons. Temporary employees do not have access to the Personnel Board. However, Temporary employees MAY CONTACT THE HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR OR DESIGNEE FOR QUESTIONS RELATED TO THEIR DISMISSAL. ~~shall have the right to file formal grievances under the Grievance Procedure (Article 1-90).~~

ADDENDUM KK

1-10-070. EMPLOYEE ADVISORY COMMITTEE

Note: This section of the Employee Handbook of Regulations is copied from Section 1-14-0001-0006 of the Flagstaff City Code. In order to ensure consistency, numbering and formatting of this section matches Section 1-14-001-0006.

1-14-001-0006.3 PURPOSE

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation and benefits. The EAC does not make recommendations regarding THE hiring, discipline, promotion, demotion, transfer, voluntary reassignment, suspension, or dismissal OF INDIVIDUAL EMPLOYEES.

1-14-001-0006.4 OBJECTIVES

B. Review and recommend to the City Manager any initiatives or changes to City's policies and procedures ~~which are~~ related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.

1-14-001-0006.5 STRUCTURE

G. There will be two co-chairs who will serve a ~~one~~ TWO (2) year term AND THEIR RESPECTIVE TERMS WILL BE STAGGERED ON EVEN AND ODD YEARS. Alternate members are not eligible to serve as co-chair.

1-14-001-0006.6 ELECTIONS AND MEMBERSHIP

B. Elections for special appointments will be conducted during the second meeting in August AND WILL SERVE A TWO (2) YEAR TERM WHICH WILL BE STAGGERED ON EVEN AND ODD YEARS.

1-14-001-0006.7 RESIGNATION OR REMOVAL

C. If the resigning member is a co-chair, a special election for the appointment of a new co-chair will take place and the newly elected co-chair will finish out the ~~one (1) year~~ term of the previous co-chair.

E. If an employee from a group desires to remove the current EAC member, they must follow criteria listed:

1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.

c. The co-chair will recuse ~~himself or herself~~ THEMSELVES from the process, if the complaint is about them or another EAC member from the same group.

4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.

b. If the election does not receive enough votes to be considered valid, the EAC member will continue ~~his or her~~ THEIR term.

c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue ~~his or her~~ THEIR term.

d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue ~~his or her~~ THEIR term and another election will be held to select another EAC member to serve a two (2) year term from the time of the election.

ADDENDUM LL

1-20-040. OVERTIME PAY

6. IN THE EVENT THE MAYOR DECLARES A CITYWIDE EMERGENCY, THE CITY MANAGER SHALL APPROVE ADDITIONAL COMPENSATION FOR UNCLASSIFIED EMPLOYEES (SECTION DIRECTORS AND BELOW) WHO WORK MORE THAN 40 HOURS IN ANY GIVEN WORK WEEK IN RESPONSE TO THE DECLARED EMERGENCY. THIS WILL BE DONE AS NEEDED TO EFFECTIVELY ADDRESS THE EMERGENCY AND TO ENSURE UNCLASSIFIED EMPLOYEES ARE COMPENSATED APPROPRIATELY AND CONSISTENTLY IN ACCORDANCE WITH THE FEMA PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE.

7. FOR EMPLOYEES THAT ARE PART OF THE INCIDENT MANAGEMENT TEAM, REFER TO THE ACTIVE INCIDENT MANAGEMENT DIRECTIVE OR SPEAK TO YOUR SUPERVISOR FOR FURTHER CLARIFICATION.

ADDENDUM MM

1-20-050. ACTING PAY COMPENSATION

A. Classified and Unclassified Non-emergency service employees (excluding temporary employees and employees who are serving their initial probationary period) who are:

1. Designated to perform the duties of a position that is of a higher pay range than their normal job due to an absence or,

~~2. ACTING DUE TO A VACANCY WHERE THE EMPLOYEE IS TAKING ON PARTIAL RESPONSIBILITIES AND/OR DOES NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION (AND IS THEREFORE NOT ELIGIBLE FOR A TEMPORARY PROMOTION).~~

2. DESIGNATED FOR A SPECIAL ASSIGNMENT AS DIRECTED BY THE DIVISION DIRECTOR WITH APPROVAL FROM THE CITY MANAGER OR DESIGNEE; OR,

3. ACTING DUE TO A VACANCY WHERE THE EMPLOYEE IS TAKING ON PARTIAL RESPONSIBILITIES AND/OR DOES NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION (AND IS THEREFORE NOT ELIGIBLE FOR A TEMPORARY PROMOTION); OR,

4. An unclassified employee when covering for a vacancy in the same pay range as their normal job.

B. Acting pay assignments must be for ten (10) days (two (2) work weeks) or greater and ~~do~~ SHOULD not last greater than ~~twelve (12) weeks~~ SIX (6) MONTHS WITHOUT APPROVAL BY THE CITY MANAGER.

C. Acting pay will be paid retroactive to the effective date of the assignment.

D. Classified positions that are approved by the ~~DEPARTMENT HEAD~~ DIVISION DIRECTOR to respond to an emergency situation, or are required by the ~~DIVISION HEAD~~ DIRECTOR to perform the duties of a position that is of a higher classification or range than their normal job due to a vacancy, absence, or required staffing level will receive Acting Pay Compensation under the following circumstances:

1. Acting Pay will be paid hour-for-hour for each hour the employee works in a position within a higher pay range.

ADDENDUM NN

1-50-039. PURCHASE DAY PROGRAM

C. PROCEDURE

2. The Benefit Eligible Employee may request to participate in the Purchase Day Program by submitting a Purchase Day Program Request form to the employee's immediate supervisor, Section Head, Division Director, ~~Deputy City Manager~~ AND Human Resources/RISK MANAGEMENT Director or designee.

ADDENDUM OO

1-50-040. BEREAVEMENT LEAVE

Benefit Eligible Employees are eligible for paid time off for bereavement leave in the event of the death of a Family Member.

A. ELIGIBILITY

1. Benefit Eligible Employees will receive up to five (5) Working Days of paid bereavement leave for a Family Member's Death., ~~subject to City operational needs as determined by the immediate supervisor.~~ . IN THE CASE OF A LOSS OF PREGNANCY DUE TO A MISCARRIAGE OR STILLBIRTH, THE PARENTS ARE ELIGIBLE FOR THIS LEAVE.

2. Bereavement leave will be pro-rated for Part-Time BENEFIT Eligible Employees.~~by dividing the number of hours worked in the week by five (5) and rounding up to the next whole number.~~

3. PROBATIONARY ~~Non-Tenured~~ and Temporary Employees may receive up to five (5) Working Days of unpaid time off for bereavement.

~~4. Earned Paid Sick Time may not be used for Bereavement Leave.~~

4. "FAMILY MEMBER" SHALL HAVE THE SAME MEANING AS SET FORTH IN A.R.S. § 23-371.H.

B. PROCEDURES

~~A~~1. If an employee wishes to take time off due to the death of a Family Member, the employee should notify his or her THEIR supervisor immediately AND SUBMIT A LEAVE OF ABSENCE REQUEST TO DOCUMENT THE LEAVE.

2. EMPLOYEES MAY USE THEIR ACCRUED SICK LEAVE WHEN ADDITIONAL TIME AWAY FROM WORK IS NEEDED TO GRIEVE THE LOSS OF THEIR FAMILY MEMBER.

~~B. An employee shall submit a Leave of Absence Form to the immediate supervisor to record the employee's bereavement leave through the City's payroll procedures. The form should indicate the name and relation of the Family Member.~~

Form(s): Leave of Absence Request Form

ADDENDUM PP

1-50-082 ABSENT NO PAY

BENEFIT ELIGIBLE EMPLOYEES ARE ELIGIBLE TO REQUEST ABSENT NO PAY LEAVE FOR UNFORESEEN OR LIMITED INCIDENTS THAT REQUIRE A SHORT-TERM ABSENCE FROM WORK.

A. ELIGIBILITY

1. BENEFIT ELIGIBLE EMPLOYEES MAY USE NO MORE THAN THREE (3) WORKING DAYS OF ABSENT NO PAY LEAVE PER MONTH.

2. ALL OF THE EMPLOYEE'S APPROPRIATE ACCRUED LEAVE MUST BE EXHAUSTED BEFORE ABSENT NO PAY LEAVE CAN BE USED.

3. THE EMPLOYEE'S SUPERVISOR MAY APPROVE THIS TYPE OF LEAVE AND COMMUNICATE THE APPROPRIATE HOUR CODES TO PAYROLL. A SUPERVISOR MAY DENY THIS LEAVE TYPE AND IS NOT REQUIRED TO APPROVE ABSENT NO PAY LEAVE.

4. FOR ANY UNPAID ABSENCES FROM WORK THAT WILL EXCEED THREE (3) WORKING DAYS IN ONE MONTH, LEAVE WITHOUT PAY MUST BE REQUESTED AND BE APPROVED FOR THE EMPLOYEE'S ABSENCE. ANY UNAUTHORIZED ABSENCE WILL BE DEEMED UNAUTHORIZED LEAVE WITHOUT PAY. SEE SECTION 1-50-090, UNAUTHORIZED LEAVE WITHOUT PAY.

ORDINANCE NO. 2025-05

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

RECITALS:

WHEREAS, the City Council has authority to approve the proposed amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That certain document known as "2025 Suite of Employee Handbook Changes", one(1) paper copy and (1) electronic copy of which are on file in the office of the City Clerk of the City of Flagstaff, Arizona, has been declared a public record by Resolution No. 2025-17 of the City of Flagstaff, Arizona, and is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

SECTION 2. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 3. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 4. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 5. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 15th day of April, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-08X. ABSENT NO PAY

Benefit Eligible Employees are eligible to request Absent No Pay leave for unforeseen or limited incidents that require a short-term absence from work.

A. ELIGIBLITY

1. Benefit Eligible Employees may use no more than three (3) Working Days of Absent No Pay leave per month.

2. All of the employee's appropriate accrued leave must be exhausted before Absent No Pay leave can be used.

3. The employee's supervisor may approve this type of leave and communicate the appropriate hour codes to Payroll. A supervisor may deny this leave type and is not required to approve Absent No Pay leave.

4. For any unpaid absences from work that will exceed three (3) Working Days in one month, Leave Without Pay must be requested and be approved for the employee's absence. Any unauthorized absence will be deemed Unauthorized Leave Without Pay. See section 1-50-090, Unauthorized Leave Without Pay.

(Ord. No. 2025-XX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-20-050. ACTING PAY COMPENSATION

A. Classified and Unclassified Non-emergency service employees (excluding temporary employees and employees who are serving their initial probationary period) who are:

1. Designated to perform the duties of a position that is of a higher pay range than their normal job due to an absence or,

2. Designated for a special assignment as directed by the Division Director with approval from the City Manager or designee; or,

3. Acting due to a vacancy where the employee is taking on partial responsibilities and/or does not meet the minimum requirements for the position (and is therefore not eligible for a temporary promotion); or,

4. An unclassified employee when covering for a vacancy in the same pay range as their normal job.

B. Acting pay assignments must be for ten (10) days (two (2) work weeks) or greater and should not last greater than six (6) months without approval by the City Manager.

C. Acting pay will be paid retroactive to the effective date of the assignment.

D. Classified positions that are approved by the Division Director to respond to an emergency situation, or are required by the Division Director to perform the duties of a position that is of a higher classification or range than their normal job due to a vacancy, absence, or required staffing level will receive Acting Pay Compensation under the following circumstances:

1. Acting Pay will be paid hour-for-hour for each hour the employee works in a position within a higher pay range.

(Ord. No. 2022-23, Amended 10/20/2022); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-040. BEREAVEMENT LEAVE

Benefit Eligible Employees are eligible for paid time off for bereavement leave in the event of the death of a Family Member.

A. ELIGIBILITY

1. Benefit Eligible Employees will receive up to five (5) Working Days of paid Bereavement Leave for a Family Member's Death. In the case of a loss of pregnancy due to a miscarriage or stillbirth, the parents are eligible for this leave.

2. Bereavement Leave will be pro-rated for Part-Time Benefit Eligible Employees.

3. Probationary and Temporary Employees may receive up to five (5) Working Days of unpaid time off for bereavement.

4. "Family Member" shall have the same meaning as set forth in A.R.S. § 23-371.H.

B. PROCEDURES

1. If an employee wishes to take time off due to the death of a family member, the employee should notify their supervisor immediately and submit a Leave of Absence Request to document the leave.
2. Employees may use their accrued sick leave when additional time away from work is needed to grieve the loss of their Family Member.

Form(s): Leave of Absence Request Form

(Ord. No. 2009-12, Amended 05/19/09); (Ord. No. 2013-09, Amended 05/07/13); (Ord. No. 2017-12, Amended 07/01/17); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-10-070. EMPLOYEE ADVISORY COMMITTEE

Note: This section of the Employee Handbook of Regulations is copied from Section 1-14-0001-0006 of the Flagstaff City Code. In order to ensure consistency, numbering and formatting of this section matches Section 1-14-001-0006.

1-14-001-0006 EMPLOYEE ADVISORY COMMITTEE

The Employee Advisory Committee (EAC) is hereby established.

1-14-001-0006.3 PURPOSE

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation and benefits. The EAC does not make recommendations regarding THE hiring, discipline, promotion, demotion, transfer, voluntary reassignment, suspension, or dismissal of individual employees.

1-14-001-0006.4 OBJECTIVES

The objectives of the EAC are to:

B. Review and recommend to the City Manager any initiatives or changes to City's policies and procedures related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.

1-14-001-0006.5 STRUCTURE

G. There will be two co-chairs who will serve a two (2) year term and their respective terms will be staggered on even and odd years. Alternate members are not eligible to serve as co-chair.

1-14-001-0006.6 ELECTIONS AND MEMBERSHIP

B. Elections for special appointments will be conducted during the second meeting in August and will serve a two (2) year term which will be staggered on even and odd years.

1-14-001-0006.7 RESIGNATION OR REMOVAL

C. If the resigning member is a co-chair, a special election for the appointment of a

new co-chair will take place and the newly elected co-chair will finish out the term of the previous co-chair.

E. If an employee from a group desires to remove the current EAC member, they must follow criteria listed:

1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.

    a. The complaint may only be filed from the EAC member's group.

    b. Human Resources will relay the complaint information to the current co-chairs.

    c. The co-chair will recuse themselves from the process, if the complaint is about them or another EAC member from the same group.

4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.

    a. The election must have fifty percent (50%) plus one (1) votes of the EAC member's group for the election to be valid.

    b. If the election does not receive enough votes to be considered valid, the EAC member will continue their term.

    c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue their term.

    d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue their term and another election will be held to select another EAC member to serve a two (2) year term from the time of the election.

(Ord. No. 2010-33, Amended, 02/15/11); (Ord. No. 2014-32, Amended, 01/06/15); (Ord. No. 2018-18, Amended, 06/15/18); (Ord. No. 2018-36, Amended, 11/06/18); (Ord. No. 2019-10, Amended, 07/02/19); (Ord. No. 2020-23, Amended 09/15/20); (Ord. No. 2022-15, Amended 07/05/2022); (Ord. No. 2024-11, Amended 04/16/2024); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-10-030. EMPLOYMENT CATEGORIES

D. TEMPORARY SERVICE

4. In consultation with the Division Director and the Human Resources/Risk Management Director, Temporary employees may be dismissed at any time, without cause, without notice, and without a statement of reasons. Temporary employees do not have access to the Personnel Board. However, Temporary employees may contact the Human Resources/Risk Management Director or designee for questions related to their dismissal.

(Ord. No. 2018-36, Amended, 11/06/18); (Ord. No. 2022-23, Amended 10/20/2022); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-20-040. OVERTIME PAY

6. In the event the mayor declares a citywide emergency, the City Manager shall approve additional compensation for unclassified employees (Section Directors and below) who work more than 40 hours in any given work week in response to the declared emergency. This will be done as needed to effectively address the emergency and to ensure unclassified employees are compensated appropriately and consistently in accordance with the FEMA public assistance program and policy guide.

7. For employees that are part of the Incident Management Team, refer to the active Incident Management directive or speak to your supervisor for further clarification.

(Ord. No. 2007-39, Amended, 08/07/07); (Ord. No. 2010-10, Amended, 06/08/10); (Ord. No. 2022-23, Amended 10/20/22); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-039. PURCHASE DAY PROGRAM

C. PROCEDURE

2. The Benefit Eligible Employee may request to participate in the Purchase Day Program by submitting a Purchase Day Program Request form to the employee's immediate supervisor, Section Head, Division Director, and Human Resources/Risk Management Director or designee.

(Ord. No. 2013-09, Amended, 05/07/13); (Ord. No. 2019-10, Amended 07/02/19); (Ord. No. 2024-09, Amended 04/16/2024); (Ord. No. 2025-XX, Amended XX/XX/XXXX)

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jennifer Caputo, Human Resources Manager

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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).

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-14 by title only
2. City Clerk reads Resolution No. 2025-14 by title only (if approved above)
3. Adopt Resolution No. 2025-14

Executive Summary:

This amendment is to update defined terms in the agreement.

Financial Impact:

None.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Approve the amendment.
2. Not approve the amendment.

Connection to PBB Priorities and Objectives:

High Performing Governance

Connection to Regional Plan:

n/a

Connection to Carbon Neutrality Plan:

n/a

Connection to 10-Year Housing Plan:

n/a

Connection to Division Specific Plan:
n/a

Attachments: Res. 2025-14
IGA

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) FOR THE PURPOSES OF UPDATING DEFINED TERMS IN THE AGREEMENT

RECITALS:

WHEREAS, the Intergovernmental Agreement and Declaration of Trust, recorded on July 6, 1993, and entered into pursuant to Arizona Revised Statutes §11-952, established the Northern Arizona Public Employees Benefit Trust, referred to as NAPEBT, for the purpose of providing and maintaining Health and Welfare Benefits for Employees of the Participants and certain members of their families (the "Original Agreement"); and

WHEREAS, the Original Agreement was amended and restated in its entirety pursuant to an amendment effective August 10, 2006; and

WHEREAS, the Participants (including the City of Flagstaff) and appointed Trustees desire to amend the amended and restated Intergovernmental Agreement and Declaration of Trust to update defined terms in the Agreement.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the Mayor and Trustee to execute the amendment to the amended and restated Intergovernmental Agreement and Declaration of Trust, attached hereto as Exhibit A.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of April 2025.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
IGA

AMENDMENT

TO

INTERGOVENMENTAL AGREEMENT

AND

DECLARATION OF TRUST

This amendment to Intergovernmental Agreement and Declaration of Trust is made and entered into effective as of the Effective Date (defined below) by all of the Trustees and Participants of the Northern Arizona Public Employees Benefit Trust ("NAPEBT").

WHEREAS, the Intergovernmental Agreement and Declaration of Trust, recorded on July 6, 1993, and entered into pursuant to Arizona Revised Statutes §11-952, established the Northern Arizona Public Employees Benefit Trust, referred to as NAPEBT, for the purpose of providing and maintaining Health and Welfare Benefits for Employees of the Participants and certain members of their families (the "Original Agreement"); and

WHEREAS, the Original Agreement was amended and restated in its entirety pursuant to an amendment effective August 10, 2006 (the "Amended and Restated Agreement"); and

WHEREAS, the Trustees and Participants wish to amend the Amended and Restated Agreement as set forth herein.

NOW THEREFORE, the Trustees and Participants hereby agree as follows:

1. Section 1.9 of the Amended and Restated Agreement is hereby amended in its entirety to read as follows:

> 1.9 The term "Participant" means the Public Employers that are signatories to this Trust Agreement, and any other Public Employers who may subsequently become signatories to this Trust Agreement. To be a Participant, if not already a Participant as of the date of Amended and Restated Agreement, a Public Employer must also meet the following criteria:
>
> > 1.9.1 At the time of joining NAPEBT, the Public Employer has at least one hundred (100) active (non-retiree) employees to be covered under the Plan Document; or
> >
> > 1.9.2 Immediately prior to joining NAPEBT, the population of active employees of the Public Employer was employed by one of the existing Participants and began working for the new Participant as a result of a separation of a unit of employees from that existing Participant.

2. Article I of the Amended and Restated Trust Agreement is hereby amended to add a new Section 1.10 as follows:

1.10. The term “Public Employer” means a political subdivision of the State of Arizona that qualifies as such under Section 115 of the Internal Revenue Code and also qualifies as public agency within the meaning of A.RS. §11-951.

3. This Amendment will be effective when executed and approved by all of the Trustees and Participants and recorded with the Coconino County Recorder.

4. Except as expressly provided herein, the Amended and Restated Trust Agreement shall remain in full force and effect.

5. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but all of which together shall constitute one and the same instrument and shall become effective when one or more counterparts hereof have been signed by all of Members and delivered to the Company. Delivery of an executed counterpart signature page of this Amendment by facsimile or electronic transmission in a Tagged Image File Format (“TIFF”), Portable Document Format (“PDF”), or other electronic format sent by electronic mail shall be effective as delivery of a manually executed counterpart hereof.

[Signatures on following pages]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

COCONINO COMMUNITY COLLEGE DISTRICT:

_____ Date: _____
By: Dr. Eric A. Heiser
Its: President & CEO

Approved as to form:

_____ Date: _____
Nathan Schott, Attorney

Attest:

_____ Date: _____
_____

TRUSTEE APPOINTED BY COCONINO COMMUNITY COLLEGE DISTRICT:

_____ Date: _____
Jami Van Ess, Executive
Vice President/CFO

CITY OF FLAGSTAFF:

_____ Date: _____
By: Becky Daggett
Its: Mayor

Approved as to form:

_____ Date: _____
Sterling Solomon, City Attorney

Attest:

_____ Date: _____
Stacy Saltzburg, City Clerk

TRUSTEE APPOINTED BY CITY OF FLAGSTAFF:

_____ Date: _____
Jennifer Caputo, Deputy Human Resources Director

COCONINO COUNTY

_____ Date: _____
By: Judy Begay
Its: Board Chair

Approved as to form:

_____ Date: _____
Ammon Barker, Deputy County Attorney

Attest:

_____ Date: _____
Lindsay Daley, Clerk of the Board

TRUSTEE APPOINTED BY COCONINO COUNTY:

_____ Date: _____
Erika Philpot, Deputy County Manager

COCONINO ACCOMODATION SCHOOL DISTRICT

_____ Date: _____

By: Erin Tutay,
Its: Director of Business Services

NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY:

_____ Date: _____

By: Tony Williams
Its: Chairperson

Approved as to form:

_____ Date: _____

Scott Holcomb, Attorney

KACHINA VALLEY IMPROVEMENT DISTRICT:

_____ Date: _____

By: Sam Mossman
Its: Utility Director

Approved as to form:

_____ Date: _____

Steve Wene, Attorney

FLAGSTAFF UNIFIED SCHOOL DISTRICT:

_____ Date: _____
By: Michael A. Penca
Its: Superintendent

Approved as to form:

_____ Date: _____
Brandon J. Kavanagh, Attorney

TRUSTEE APPOINTED BY FLAGSTAFF UNIFIED SCHOOL DISTRICT:

_____ Date: _____
Ginger Stevens, Director of Finance
& Business Services

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Bryce Doty, Real Estate Manager

Date: 03/27/2025

Meeting Date: 04/01/2025

TITLE:

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

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-16 by title only
2. City Clerk reads Resolution No. 2025-16 by title only (if approved above)
3. Adopt Resolution No. 2025-16

Executive Summary:

The Northern Arizona Intergovernmental Public Transportation Authority, ("Mountain Line") is close to completion on the Downtown Connection Center (DCC) project. This project is built on City property at 216 W. Phoenix Ave. and being used (leased) for the DCC pursuant to an intergovernmental agreement between Mountain Line and the City dated May 1, 2023. The proposed amendment will remove areas that needed to be dedicated as public right-of-way from the use (leased) area. The City will dedicate public right-of-way as a separate action.

Financial Impact:

None.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

Council previously approved the intergovernmental agreement on June 21, 2022, and the first amendment to the intergovernmental agreement on March 21, 2023.

Options and Alternatives to Recommended Action:

Approve the IGA amendment.
Do not approve the IGA amendment. If the IGA is not approved, the City would not be able to dedicate necessary public right-of-way.

Background and History:

A new Downtown Connection Center (DCC) is identified in Mountain Line's 2020 Strategic Plan as the highest priority capital project in order to support public transit service within the community. Since 2009, Mountain Line has operated the existing DCC under an Intergovernmental Agreement (IGA) and licensing agreement with the City of Flagstaff for use of City owned parcels on Phoenix Avenue. This transit hub serves approximately 52,000 riders monthly and has upwards of 300 buses accessing the site daily at our current level of service.

The existing DCC has capacity for nine buses at two curb islands and two on-street loading zones developed for 30' buses, that were in operation in 2009. Mountain Line currently operates 40' and 60' buses and has made minor accommodations and upgrades to fit our new fleet into the existing DCC. The existing loading zones have no additional capacity for transit service expansion and presents significant operational challenges for existing service levels. Under our current conditions, Mountain Line has to get creative about connection schedules and bus dwell locations.

The existing DCC has minimal amenities for riders and drivers. A portion of the existing City warehouse is used for a driver comfort station with restrooms and a breakroom for staff. Aside from two bus shelters, there are no customer service or amenities for patrons.

Connection to PBB Priorities and Objectives:
Sustainable, Innovative Infrastructure
Identify smart traffic management, multi-modal transportation, and alternative energy opportunities.

Environmental Stewardship
Implement sustainable building practices and alternative energy and transportation options for traffic management, multi-modal transportation, and alternative energy opportunities.
Implement, maintain and further the Climate Action and Adaptation Plan (CAAP).

Connection to Regional Plan:
Goal T.7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicle
Policy T.7.1. Cooperate with NAIPTA in developing and implementing the five-year transit master planning goals and objectives to continuously improve service, awareness, and ridership.
Policy T.7.2. Provide public transit centers and options that are effectively distributed throughout the region to increase access to public transit.
Policy T.7.3. Support a public transit system design that encourages frequent and convenient access points, for various transportation modes and providers, such as private bus and shuttle systems, park-and-ride lots for cars and bicycles, and well-placed access to bus, railroad, and airline terminal facilities.
Policy T.7.4. Support mobility services for seniors and persons with mobility needs.
Policy T.7.5. Incorporate adopted plans and policies for non-motorized and public transportation in the permitting process for all development or land use proposals, including provisions for efficient access and mobility, and convenient links between pedestrian, bicycle, and transit facilities.
Policy T.7.6. Coordinate with NAIPTA to establish rural transit service within the region that is consistent with County land use plans, based on funding availability, cost effectiveness, location of major trip generators, distance between generators, and the needs of transit-dependent individuals.

Connection to Carbon Neutrality Plan:
Decreased Dependence on Cars
DD-1: Encourage vibrancy, appropriate density, and attainability in existing neighborhoods, so that more residents live within walking distance of their daily needs.
DD-2: Create inclusive networks for walking and biking that are continuous, attractive, safe, comprehensive, and convenient for people of all ages.
DD-3: Encourage Flagstaff residents and visitors to walk, bike, roll and take the bus.
DD-4: Transform transportation policies and planning to incorporate greenhouse gas emissions analysis and reduce dependence on driving.
DD-5: Invest in comprehensive and equitable transit.
DD-6: Proactively invest to protect Flagstaff's clean air status.

Connection to 10-Year Housing Plan:
N/A

Attachments: Res. 2025-16
IGA Amendment

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; AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, on May 1, 2023 the City of Flagstaff, a municipal corporation of the state of Arizona ("the City") and Northern Arizona Intergovernmental Public Transportation Authority, a corporate body and political subdivision of the State of Arizona ("Mountain Line") entered into an Intergovernmental Agreement related to the Downtown Connection Center ("the IGA"); and

WHEREAS, on May 1, 2023 the City and Mountain Line entered into a first Amendment to the IGA; and

WHEREAS, the City desires to enter into a Second Amendment to the IGA with Mountain Line.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

The Second Amendment to the Intergovernmental Agreement related to the Downtown Connection Center with the Northern Arizona Intergovernmental Transportation Authority ("the Second Amendment") attached hereto as Exhibit A is hereby approved, and the Mayor is authorized to execute the same.

SECTION 2. Delegation of Authority.

The Mayor, City Manager, City Attorney, Community Development Director, Real Estate Manager, or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of the Second Amendment.

SECTION 3. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of April, 2025.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Second Amendment (including exhibits)

SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FLAGSTAFF AND THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORATION AUTHORITY ("MOUNTAIN LINE")

Related to Downtown Connection Center

THIS SECOND AMENDMENT is entered into this ____ day of_____, 2025 by and between CITY OF FLAGSTAFF, a municipal corporation of the state of Arizona ("CITY") and NORTHERN AIRZONA INTERGOVERNMENTAL TRANSPORATION AUTHORITY, a corporate body and political subdivision of the State of Arizona ("Mountain Line"), and amends that Intergovernmental Agreement entered into by the parties on May 1, 2023 including amendments set forth in the First Amendment also dated May 1, 2023 (collectively "the Agreement").

RECITALS:

WHEREAS, Mountain Line is using certain real property owned by the City located along the north side of Phoenix Avenue between Milton Road and Beaver Street ("the DCC Property") for the development, construction, and operation of a public transportation facility known as the Downtown Connection Center all as set forth in the Agreement;

WHEREAS, the parties desire to amend the boundaries of the DCC Property, as a result of development requirements for the Downtown Connection Center.

AGREEMENT:

NOW THEREFORE, in consideration of the mutual promises and obligations set forth herein, the parties agree as follows:

The legal description of the DCC Property is hereby amended, by replacing the current Exhibit A with the attached Exhibit A.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set forth their hands, through representatives duly so authorized, the date and date first above written.

FOR THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY:

_____

Name: Heather Dalmolin
Its: CEO and General Manager
Date:

Attest by:

_____

FOR THE CITY OF FLAGSTAFF

_____
Name: Becky Daggett
Its: Mayor
Date:

Attest by:

_____
Stacy Saltzburg, City Clerk

PROPER FROM AND AUTHORITY:

This Second Amendment to the IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the property form and and within the powers of and authority granted under the laws of this state to such Party.

_____
Sterling Solomon, City Attorney

_____
Scott A. Holcomb, NAIPTA General Counsel

Attachments:
Exhibit A Legal Description for DCC Property

EXHIBIT 'A'
LEGAL DESCRIPTION
DCC IGA Parcel Boundary Description

A portion of the southeast quarter of Section 16, Township 21 North, Range 7 East, of the Gila and Salt River Meridian, Coconino County, Arizona, described as follows:

Commencing at the southeast corner of that parcel of land as shown on Instrument Number 3960373, Official Records of Coconino County (herein referred to as R1), said point being in common with the northerly Right-of-Way line of West Phoenix Avenue, form which the southwest corner of said parcel bears North 75°40'32" West, 704.43 feet (Basis of Bearing, R1);

Thence along the southerly line of said parcel, and said Right-of-Way line, North 75°40'32" West, 64.58 feet to the **POINT OF BEGINNING;**

Thence continuing along said southerly line, and said Right-of-Way line, North 75°40'32" West, 639.85 feet to the southwest corner of said parcel, said point being in common with the southeast corner of that parcel of land as described in Instrument Number 3455308, Official Records of Coconino County;

Thence leaving said Right-of-Way line, and along the easterly line of said parcel, North 13°07'59" East, 10.52 feet;

Thence leaving said easterly line, North 75°40'32" West, 66.27 feet;

Thence North 13°51'59" East, 11.31 feet;

Thence North 75°40'29" West, 75.48 feet;

Thence South 59°19'31" West, 24.75 feet;

Thence North 75°40'29" West, 93.44 feet;

Thence North 21°04'07" East, 128.78 feet to a point on the westerly line of said parcel;

Thence along said westerly line, North 30°21'35" East, 29.09 feet to the northwest corner of said parcel;

Thence along the northerly line of said parcel, South 75°43'26" East, 24.75 feet to a point on the westerly line of that parcel of land as shown on R1;

Thence along said westerly line, North 20°45'30" East, 44.50 feet;

Thence leaving said westerly line, South 80°00'23" East, 81.09 feet;

Thence South 12°14'21" West, 64.73 feet;

Thence South 75°40'20" East, 286.91 feet;

Thence South 69°03'54" East, 262.02 feet;

Thence South 21°01'48" West, 116.64 feet to the **POINT OF BEGINNING;**

Containing 3.04 Acres, more or less.

See Exhibit “B” attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of the Ardurra Group, Inc., Flagstaff, Az.

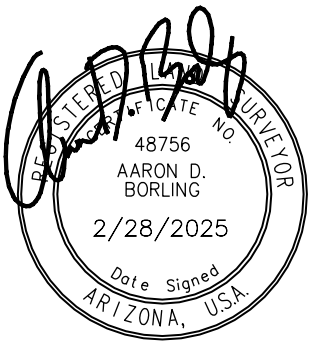
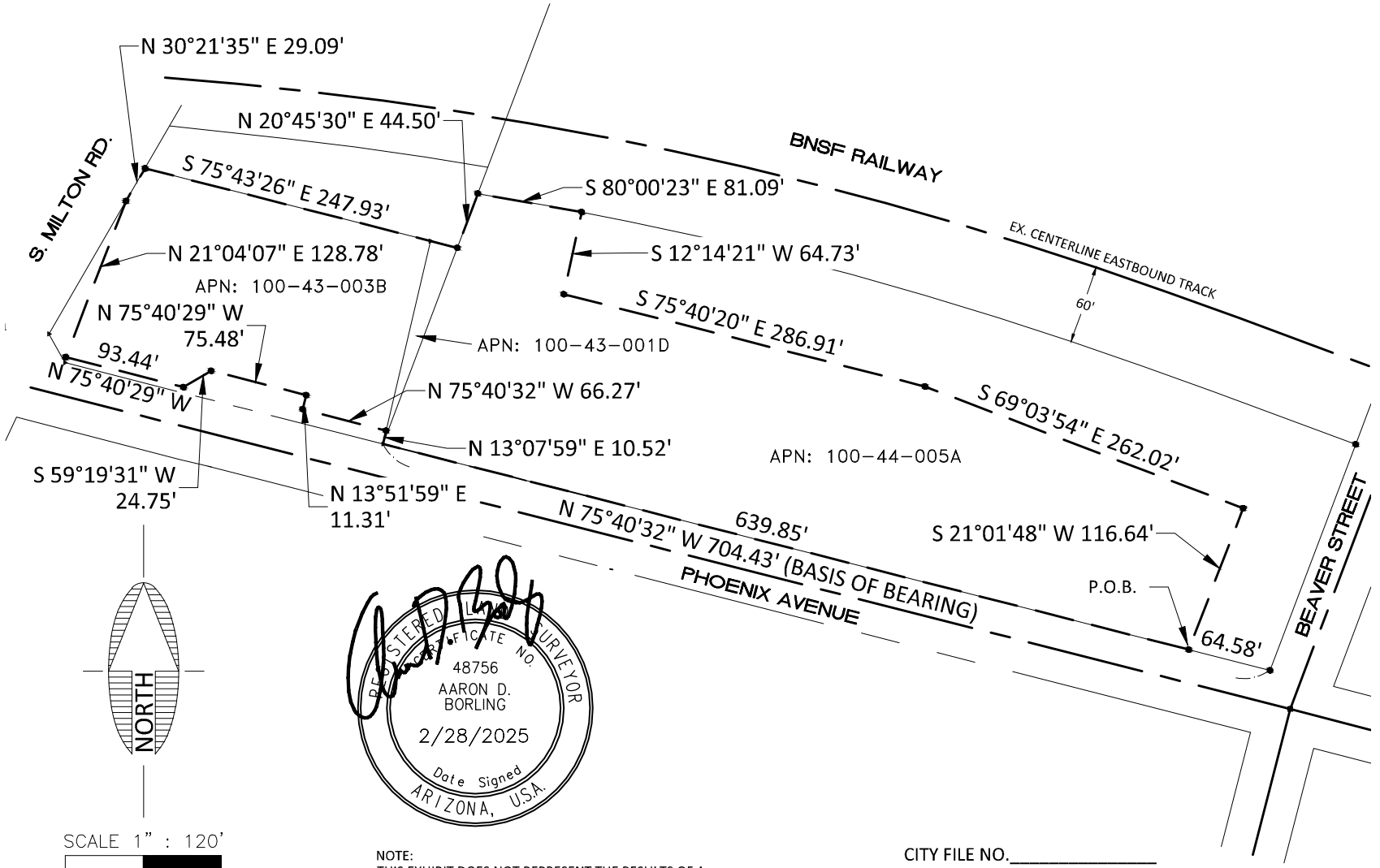


EXHIBIT 'B' TO ACCOMPANY LEGAL DESCRIPTION

LOCATED IN THE SOUTHEAST QUARTER OF SECTION 16,
TOWNSHIP 21 NORTH, RANGE 7 EAST
OF THE GILA AND SALT RIVER MERIDIAN,
COCONINO COUNTY, ARIZONA



SCALE 1" : 120'

0 60 120

NOTE:
THIS EXHIBIT DOES NOT REPRESENT THE RESULTS OF A BOUNDARY SURVEY AND SHOULD NOT BE CONSTRUED AS ONE. ITS SOLE PURPOSE IS TO DEPICT THE LOCATION OF THE AREA DESCRIBED.

CITY FILE NO._____

DESCRIPTIVE TITLE:_____

ARDURRA
www.ardurra.com

NAIPTA DCC
LEGAL EXHIBIT
FLAGSTAFF ARIZONA

DRAWN BY:	
DATE:	FEBRUARY 2025
SCALE:	1"=120'
JOB NO:	121048

SHEET 3 OF 3

DATE: Feb 28, 2025
FILE: P:\2024\121048\Legal Descriptions\Exhibits\CAD Files\Lease Parcel Exhibit.dwg