

## MINUTES

### 1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held May 20, 2025, to order at 3:00 p.m.

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

### 2. ROLL CALL

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

Present: Mayor Becky Daggett  
Vice Mayor Miranda Sweet  
Councilmember Austin Aslan  
Councilmember Anthony Garcia  
Councilmember Khara House  
Councilmember Lori Matthews  
Councilmember David Spence

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

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

The Council and audience recited the pledge of allegiance, Councilmember Spence 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. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

- A. **Consideration and Approval of previous minutes:** City Council Regular Meeting February 20, 2024, City Council Regular Meeting April 15, 2025.

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to approve the minutes of the City Council Regular Meeting February 20, 2024, City Council Regular Meeting April 15, 2025.

**Vote:** 7 - 0 - Unanimously

#### 5. OPEN CALL TO THE PUBLIC

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

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

Colleen Maring, Chief Legal and Chief People Officer at Northern Arizona Healthcare, addressed Council and provided updates on the outpatient surgery center expansion, highlighting construction progress and the challenge of treating patients during renovations. The upgraded facility would feature expanded surgical and therapy spaces, including new clinics and operating rooms. She clarified that the improvements did not replace the need for a new hospital, and the search for a suitable site was ongoing.

Dapper Dre addressed Council and highlighted the importance of advocacy during Bike Month, encouraging participation in bike rides and greater use of cycling amenities. He emphasized the need for improved infrastructure for pedestrians and cyclists. Linking his message to the city's carbon neutrality goals, he stressed that equitable, adaptable infrastructure was essential for community resilience.

Lance Adams addressed Council and announced two upcoming electric vehicle ride and drive events, one for City Council and Flagstaff employees, and another for the public, to promote electric vehicle use and awareness.

#### 6. PROCLAMATIONS AND RECOGNITIONS

- A. **Proclamation:** Historic Preservation Month

Heritage Preservation Officer Lauren Clementino showed a drone video of the May Hicks house relocation and Councilmember House read and presented the proclamation.

- B. **Proclamation:** Public Works Week

Councilmember Garcia read and presented the proclamation.

- C. **Proclamation:** National Rescue Dog Day

Mayor Daggett read and presented the proclamation.

## 7. COUNCIL LIAISON REPORTS

Councilmember Matthews reported that she attended the National Police Officer barbeque in support of National Police Officer week. She also attended the Indigenous Commission meeting where they worked on planning for the upcoming Indigenous Peoples' Day and Indigenous Code Talker Day. She attended the Navajo Nation Human Rights Commission meeting; it was very informative and provided an opportunity to connect and talk about issues and solutions. Lastly, she attended the ribbon cutting of the Multicultural Park Sculpture Exhibition at the Liz Archuleta County Park, she encouraged the public to check it out and be sure to scan the QR codes to learn about each sculpture.

Councilmember Garcia reported that the Library Board meeting was coming up later in the week and he would report out at the next meeting.

Councilmember Aslan provided a preview of the upcoming Sustainability Commission meeting which would include a presentation from the 2025 Innovate Green Business Pitch Competition winners and an update on the Carbon Neutrality Plan. Tech Genie would also be presenting at the meeting. He noted that the Tourism Commission meeting was later in the week and that he would be attending the Coconino Plateau Water Advisory Council meeting at the end of the month.

Vice Mayor Sweet reported that she attended the Beautification and Public Art Commission meeting where they approved seven Beautification in Action Grants with seven more coming forward soon. They also discussed Willow Bend enhancements, traffic signal enhancements, and a new mural coming downtown. She also attended the ribbon cutting for the sculpture exhibition. She also reported that she attended the Water Commission meeting where they discussed the 2024 consumer confidence report, the water production plan, and solids handling at the Rio de Flag plant. Lastly, she reported that she would be attending the Mountain Line Board and Technical Advisory Committee joint meeting, as well as the Northern Arizona Water Users Association leadership forum.

Councilmember House reported that the Commission on Diversity Awareness and the Housing Commission would be meeting that week. She also attended the ribbon cutting of the Multicultural Park Sculpture Exhibition.

Councilmember Spence reported that he attended the ribbon cutting of the Multicultural Park Sculpture Exhibition and noted that he was impressed with the long history of city and county cooperation for the entire complex around the former sawmill site.

Mayor Daggett reported that the Commission on Inclusion and Adaptive Living would meet the following week. She also encouraged the public to consider serving on a city commission, it was a great way to get involved.

## 8. 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: Airport Commission

**Moved by Councilmember Lori Matthews, seconded by Councilmember Khara House to appoint Nicholas Barraza to the Airport commission.**

**Vote: 7 - 0 - Unanimously**

**B. Consideration of Appointments: Beautification and Public Art Commission**

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to appoint Tracey McCoy to the Beautification and Public Art Commission.

**Vote:** 7 - 0 - Unanimously

**C. Consideration of Appointments: Board of Adjustment**

**Moved by** Mayor Becky Daggett, **seconded by** Vice Mayor Miranda Sweet to appoint Gail Jackson to the Board of Adjustment.

**Vote:** 7 - 0 - Unanimously

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Anthony Garcia to appoint John Jackson to the Board of Adjustment.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to appoint Devin Kelley to the Board of Adjustment.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to appoint Joseph Jarvis to the Board of Adjustment.

**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.*

Mayor Daggett pulled Item 9D for public comment.

**Moved by** Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to approve the Consent Agenda as presented with the exception of Item 9D.

**Vote:** 7 - 0 - Unanimously

**A. Retroactive approval of letter of support: Transportation Alternatives Program grant application**

Retroactively approve the letter of support.

**B. Consideration and Approval of Contract: CMAR Construction Phase Services Agreement - Phase 2025 - GMP 2 - Mill and Overlay - with C and E Paving & Grading, LLC.**

1. Approve the CMAR Construction Phase Services Agreement - Phase 2025 - GMP 2 - Mill and Overlay - with C and E Paving & Grading, LLC for a Guaranteed Maximum Price (GMP) of \$8,484,919.98; and
2. Authorize the City Manager to execute the necessary documents.

**C. Consideration and Approval of Contract:** Approve the Cooperative Purchase Contract Construction LLC to provide construction services for the Flagstaff Urban Trail System (FUTS) - 2025 Asphalt Maintenance Program in an amount not to exceed \$2,791,769.50.

1. Approve the Cooperative Purchase Contract with Sunland Asphalt & Construction, LLC to provide construction services for the FUTS 2025 Asphalt Maintenance Program in an amount not to exceed \$2,791,769.50; and
2. Authorize the City Manager to execute the necessary documents.

**D. Consideration and Approval of Contract:** A Cooperative Purchase Contract with U.S. Bancorp Asset Management, Inc. for Investment Management Services in the amount not to exceed \$160,000, annually.

Stephen Puhr addressed Council with recommendations to strengthen the city's investment oversight. He emphasized the need to amend the city's investment policy and investment policy statement to require City Council approval, in alignment with Article 6, Section 7 of the city charter, which grants the Council authority over city investments. He also recommended that the Council be included in quarterly meetings with investment managers and receive regular investment reports, not just upon request. He also proposed technical revisions to improve risk assessment and reporting, such as replacing the benchmark metric of "weighted average maturity" with "duration" to more accurately reflect interest rate risk. He pointed out inconsistencies in the current investment policy language that conflict with the city charter, particularly around oversight and policy adoption.

Management Services Director Rick Tadder clarified that the item was the contract for an investment management company to invest city funds, not a discussion about the city's investment policy itself. The policy was included only to show the guidelines the investment manager must follow. He noted that the city had successfully managed investments for years, meeting or exceeding benchmarks. Staff was seeking approval of the contract to continue services.

Councilmember Matthews indicated that she would like a future discussion to ensure that the city was in compliance with the charter.

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to approve the Cooperative Purchase Contract with U.S. Bancorp Asset Management, Inc. for Investment Management Services in an amount not to exceed \$160,000, annually and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

**E. Consideration and Ratification of Letter of Support:** Coconino County Superintendent School Violence Prevention Program grant application

Retroactively approve the letter of support

**F. Consideration and Approval of Contract:** Approve Two Cooperative Purchase Agreements for Plan Review and Building Inspection Services in a Total Amount Not to Exceed \$290,000, annually.

1. Approve a Cooperative Purchase Contract with Shums Coda for Plan Review and Building Inspection Services in an amount not to exceed \$290,000, annually;
2. Approve a Cooperative Purchase Contract with Bureau Veritas for Plan Review and Building Inspection Services in an amount not to exceed \$290,000, annually; and
3. Authorize the City Manager to execute the necessary documents.

- G. Consideration and Approval of Contract:** Cooperative Contract for On-Call City Wide Public Relations/Involvement Services with Beta Public Relations, LLC in an amount not to exceed \$300,000.00 per contract year for public outreach services.
1. Approve the Cooperative Purchase Contract with Beta Public Relations, LLC for City-Wide On-Call Public Relations/Involvement Services in an amount not to exceed \$300,000.00 per contract year and a contract duration of four years; and
  2. Authorize the City Manager to execute the necessary documents.
- H. Consideration and Approval of Contract:** 2025 Renewal of the Master Agreement for Software Maintenance with Hexagon for software utilized by the City of Flagstaff Police Department in the amount of \$315,822.54, plus applicable taxes.
1. Approve the 2025 Renewal of the Master Agreement for Software Maintenance with Hexagon in the amount of \$315,822.54 plus applicable taxes; and
  2. Authorize the City Manager to execute all necessary documents.

## 10. ROUTINE ITEMS

- A. Consideration and Adoption of Ordinance No. 2025-10:** An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 7 Health and Sanitation, Chapter 4 Municipal Solid Waste Collection Service, Section 07-04-001-0010 Fees, to add a new fee for public use of city-owned electric vehicle charging stations; providing for penalties, repeal of conflicting ordinances, severability, providing for clerical corrections, and establishing an effective date

Climate Program Manager Denae Presler provided a PowerPoint presentation that covered the following:

### COST RECOVERY FEE STRUCTURE -- UPDATE REQUEST

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to read Ordinance No. 2025-10 by title only for the final time with the amendment presented by staff.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 7 HEALTH AND SANITATION, CHAPTER 4 MUNICIPAL SOLID WASTE COLLECTION SERVICE, SECTION 07-04-001-0010 FEES TO ADD A NEW FEE FOR PUBLIC USE OF CITY-OWNED ELECTRIC VEHICLE CHARGING STATIONS; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, PROVIDING FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE AS AMENDED*

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to adopt Ordinance No. 2025-10 with the amendment presented by staff.

**Vote:** 7 - 0 - Unanimously

- B. Consideration and Adoption of Ordinance No. 2025-09:** An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition of real property interests for the Arroyo Seco to Dortha Channel as part of the Spruce Wash Channel Improvements Project; providing for delegation of authority, repeal of conflicting ordinances, severability, authority for clerical corrections, and establishing an effective date

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to read Ordinance No. 2025-09 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE ACQUISITION OF REAL PROPERTY INTERESTS FOR THE ARROYO SECO TO DORTHA CHANNEL AS PART OF THE SPRUCE WASH CHANNEL IMPROVEMENTS PROJECT; PROVIDING FOR DELEGATION OF AUTHORITY, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to adopt Ordinance No. 2025-09.

**Vote:** 7 - 0 - Unanimously

- C. **Consideration and Adoption of Ordinance No. 2025-08:** An ordinance of the City Council of the City of Flagstaff, establishing the number of signatures required for City of Flagstaff candidate nomination petitions, providing for severability, authority for clerical corrections, and establishing an effective date

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember David Spence to read Ordinance No. 2025-08 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ESTABLISHING THE NUMBER OF SIGNATURES REQUIRED FOR CITY OF FLAGSTAFF CANDIDATE NOMINATION PETITIONS, PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember David Spence to adopt Ordinance No. 2025-08.

**Vote:** 7 - 0 - Unanimously

- D. **Consideration and Approval of Contract:** Sixth Amendment to the Construction Manager at Risk Construction Phase Services Agreement with Eagle Mountain Construction, Inc. for the Spruce Wash Flood Mitigation Suite of Projects to add Guaranteed Maximum Price 6 for the Spruce Wash Watershed Improvements.

Capital Improvements Engineer Trevor Henry provided a PowerPoint presentation that covered the following:

SPRUCE WASH  
AMENDMENT SIX TO THE CMAR CONSTRUCTION SERVICES AGREEMENT  
SUITE OF PROJECTS  
AMENDMENT SIX -- GMP 6  
COST TO DATE  
SPRUCE WASH SCHEDULE  
COMMUNITY INVOLVEMENT

Councilmember Garcia asked if amendment six was the final phase of the project. Mr. Henry explained that there would be one more amendment that would include the last portion of the program that would include the Killip Outlet.

Mayor Daggett asked how far down the channel work would need to be to no longer have traffic interruptions on Cedar. Mr. Henry stated that the next phase of work, outlined in GMP 6, would begin south of Cedar Avenue once the current work on Cedar was completed. Once the northern projects wrapped up, traffic congestion on Cedar should ease, and construction moving south was not expected to cause significant disruptions along Cedar Avenue.

Council thanked staff for all the work to keep the project moving and on schedule.

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to approve the Sixth Amendment to the Construction Manager at Risk (CMAR) Construction Phase Services Agreement with Eagle Mountain Construction, Inc. (EMC) for the Spruce Wash Mitigation Suite of Projects to include Guaranteed Maximum Price (GMP) 6 for the Spruce Wash Watershed Improvements in the amount of \$5,380,490.00 and adding 0 days to the contract duration, approve an Owner's Contingency of \$87,500, which is approximately 1.6% of GMP 6, and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

## 11. PUBLIC HEARING ITEMS

- A. Consideration and Adoption of Resolution No. 2025-25 and Ordinance No. 2025-11:** a resolution of the City Council of the City of Flagstaff, declaring that certain document known as "the 2025 City Tax Code Amendments" as a public record, and providing for an effective date; and an ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, title 3 Business Regulations, by adopting the "2025 City Tax Code Amendments" as set forth in that public record on file with the City Clerk relating to codification of voter approved sales tax rates and Model City Tax Code Updates, and increasing the use tax rate to match sales tax rates; providing for repeal of conflicting ordinances, severability, clerical corrections, and establishing an effective date

Mayor Daggett continued the public hearing from May 6, 2025.

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

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember David Spence to adopt Resolution No. 2025-25.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Ordinance No. 2025-11 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE FLAGSTAFF CITY CODE, TITLE 3, BUSINESS REGULATIONS, BY ADOPTING THE "2025 CITY TAX CODE AMENDMENTS" AS SET FORTH IN THAT PUBLIC RECORD ON FILE WITH THE CITY CLERK RELATING TO CODIFICATION OF VOTER APPROVED SALES TAX RATES AND MODEL CITY TAX CODE UPDATES, AND INCREASING THE USE TAX RATE TO MATCH SALES TAX RATES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to adopt Ordinance No. 2025-11.

**Vote:** 7 - 0 - Unanimously

## 12. REGULAR AGENDA

- A. Consideration and Approval of Contract:** Approve the Contract with Creative Flagstaff to serve as the City's Lead Arts Agency (LAA) and Grantmaking Agency (GMA) for Arts, Culture and Science.

Community Investment Director Dave McIntire provided a PowerPoint presentation that covered the following:

LEAD ARTS, CULTURE AND SCIENCE AGENCY; GRANTMAKING AGENCY  
INTENTION AND CONTRACT  
BBB -- ART AND SCIENCE FUNDING  
PROCESS  
INTENT AND PURPOSE

PROCESS  
REQUEST  
REVIEW  
CONTRACT ACTIVITIES  
LEAD ARTS AGENCY  
GRANT MAKING AGENCY  
BBB -- ARTS AND SCIENCE FUNDED  
BUDGET  
ACTION

Julie Comnick, Executive Director for Creative Flagstaff, addressed Council and expressed gratitude for being recommended to continue as the city's lead arts and grantmaking agency. She emphasized the importance of supporting creative expression in the community. She announced that 39 arts and science nonprofit organizations were recommended to receive a record \$490,000 in grant funding. Highlights of the funding included current and upcoming exhibitions such as the Indigenous art market and ArtX activations, youth creative camps, professional development workshops, and continued cultural programming, which were all made possible through the city's partnership and support.

Mayor Daggett asked the status on the national endowment of the arts. Ms. Comnick stated that many "Our Town" project grants had recently been terminated, which affected funding for arts and culture programming. The grants, along with support from the National Endowment for the Arts and the National Endowment for the Humanities, were key to offering free, themed programming tied to exhibitions. While the loss was significant, efforts were underway to diversify funding streams, and there was hope that state agency support would remain intact to help sustain local arts initiatives.

Council thanked Ms. Comnick for their efforts and continuing the good work of Creative Flagstaff.

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to approve contract #2025-176 with Creative Flagstaff and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

**B. Consideration and Adoption of Resolution No. 2025-29:** A resolution of the Flagstaff City Council adopting an amendment to the City of Flagstaff's Incentive Policy for Affordable Housing.

Housing Planning Manager Jennifer Mikelson addressed Council and stated that the primary purpose of the amendment was to correct and clarify terminology related to the eligible fees list which had become outdated. The current policy was adopted in 2009 and remained the primary tool for encouraging affordable housing in Flagstaff through financial and zoning incentives, since Arizona law prohibited mandating affordable units. The financial incentives were funded through the general fund and used to pay eligible fees on behalf of developers. While a comprehensive rewrite of the policy was planned, it was on hold until the completion of a broader code analysis project to ensure any new incentives aligned with potential changes to development regulations and better support housing affordability.

Ms. Mikelson reviewed the track changes within the policy.

Councilmember House asked if there were any perceived impacts to the accessibility of the program for affordable housing. Ms. Mikelson indicated that there was no impact to accessing the fees. The revision was trying to maintain what the incentive was always intended to pay. An underlying goal of the policy was to make it more easily attainable.

Councilmember Matthews asked if the the incentive program had \$250,000 allocated for the year, which Ms. Mikelson confirmed.

Councilmember Matthews asked \$250,000 would cover a ten-unit affordable housing apartment complex. Ms. Mikelson stated that \$250,000 would go some way but would only go so far. Fees were larger with bigger projects.

Councilmember Matthews asked about deferring impact fees for market rate units. Ms. Mikelson stated that it was a provision that was included way back when as an additional kind of creative incentive to offer developers to try to work within their financing timelines.

Housing Director Sarah Darr stated that to her knowledge that particular incentive had only been used twice. The impetus behind the incentive was that impact fees were paid out of financing upfront, which meant the developer was incurring interest charges throughout the time span of development and allowing them to pay those fees at the end meant they were not incurring interest. The security for the city was that the fees had to be paid back before a Certificate of Occupancy was issued.

Councilmember Matthews stated that she would like to find a way to incentivize middle market housing to get more of that housing.

Mayor Daggett asked if the fund was used to reimburse Community Development for the waivers. Ms. Mikelson responded yes, there was no non-payment happening.

Councilmember Matthews asked if the funding amount was approved by Council. Ms. Darr stated that Council approved the budget for the incentive program. There were many competing factors within the general fund, and their practice had been to approach the budget team if there were needs beyond the funding available. When determining how much money to request in the budget process, they looked at what they anticipated coming forward. Not everything was built all at once and they had been successful in staggering the use of the funds. Larger projects were much different because they did not allow for that staggering.

Councilmember Matthews stated that in light of the city's declared crisis's she would like to have a conversation about Council being more involved in the details of budget requests.

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025-29 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, ADOPTING AN AMENDMENT TO THE CITY OF FLAGSTAFF'S INCENTIVE POLICY FOR AFFORDABLE HOUSING*

**Moved by** Councilmember Khara House, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2025-29.

**Vote:** 7 - 0 - Unanimously

- C. Consideration and Adoption of Resolution No. 2025-28:** A resolution of the Flagstaff City Council adopting the City of Flagstaff Public Safety Personnel Retirement System Pension Funding Policy; delegating authority; and establishing an effective date.

Management Services Director Rick Tadder addressed Council and stated that the resolution was to adopt the annual pension funding policy for the City of Flagstaff's Public Safety Retirement Plans as required by state law. He stated that both the police and fire pension plans were now over 100% funded. The policy outlined strategies to maintain full funding, including budgeting contributions regardless of staff vacancies, continuing payments for deferred retirement participants, avoiding contribution reductions even when overfunded, and maintaining set-aside and contingency reserve funds.

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025-28 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL ADOPTING THE CITY OF FLAGSTAFF PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM PENSION FUNDING POLICY; DELEGATING AUTHORITY; AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-28.

**Vote:** 7 - 0 - Unanimously

- D. **Consideration and Adoption of Resolution No. 2025-27:** A resolution of the Flagstaff City Council, designating its Chief Fiscal Officer for officially submitting the fiscal year 2025-2026 expenditure limitation report to the Arizona Auditor General, and establishing an effective date.

Management Services Director Rick Tadder addressed Council and stated that the city was required to annually designate a Chief Fiscal Officer for the City for expenditure limitation reporting. The resolution would formally designate him as the Chief Fiscal Officer, per Arizona Revised Statutes, Section 41-1279.07(E).

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-27 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2025-2026 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-27.

**Vote:** 7 - 0 - Unanimously

- E. **Consideration and Approval of Resolution No. 2026-26:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the City of Flagstaff and the Arizona Department of Transportation (ADOT) for the US 89 Highway Safety Improvement Program Scoping grant award.

Transportation Engineer David Lemcke provided a PowerPoint presentation that covered the following:

RESOLUTION -- IGA FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM SCOPING  
BACKGROUND  
HSIP SCOPING - IGA

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-26 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) AND THE CITY OF FLAGSTAFF FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM PROJECT SCOPING*

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-26.

**Vote:** 7 - 0 - Unanimously

**13. OPEN CALL TO THE PUBLIC**

DJ addressed Council and spoke about an experience at the library and his experiences with homelessness.

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

Councilmember House reported that she was accepted into the Flinn Brown Fellowship program. She requested a consideration on the use of the Council initiative fund to provide funding for some of the events occurring for Juneteenth.

Vice Mayor Sweet stated that she attended the soft opening of the Market of Dreams; she said it was well attended and a great success. She also participated in the e-bike demo and would be attending the Public Works appreciation luncheon to celebrate with the team.

Councilmember Garcia reported that he attended a seminar at NAU that provided a briefing on how to get an intern from NAU. He said Council or staff could contact student services for more information.

Mayor Daggett stated that she was honored to present awards at the Flagstaff High School award ceremony. She thanked Deputy City Manager Joanne Keene for presenting the awards at Coconino High School. She met with the Governor's Office of Resiliency to talk about energy, energy production, and priorities. She was able to send off the Coconino High School softball team to the state championships, which they won. She encouraged people to check out the Market of Dreams.

Deputy City Manager Joanne Keene introduced Gracie Martinez who was an intern in the City Manager's Office for the summer. She was a Junior at NAU and interested in getting her master's in public administration and looking for public service exposure. They were happy to have her on board and look forward to what she can offer to the team.

**15. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held May 20, 2025, adjourned at 5:10 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 May 20, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 26th day of August, 2025

\_\_\_\_\_  
CITY CLERK