

## MINUTES

### 1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held October 21, 2025, 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 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, Vice Mayor Sweet read the Mission Statement of the City of Flagstaff, and Councilmember Garcia read the Land Acknowledgement.

#### MISSION STATEMENT

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

#### LAND ACKNOWLEDGEMENT

*The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.*

### 4. 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.*

Steven Puhr addressed Council to share his concerns regarding the use of an inappropriate benchmark in evaluating the performance of US Bancorp Asset Management. He urged the city to change the benchmark.

Devonnah McLaughlin, CEO of Housing Solutions of Northern Arizona, presented the fiscal year 2025 impact report to the City Council, highlighting new property developments, down payment assistance programs, and transitional housing services, with significant support from the city and other partners.

Gracie Martinez, on behalf of the Associated Students of Northern Arizona University (ASNAU), addressed Council and shared the purpose of ASNAU and highlighted some of their initiatives, including a Puppies at the Polls event for the upcoming November 4, 2025 election.

Colleen Maring, Chief People Officer at Northern Arizona Healthcare, addressed Council about Breast Cancer Awareness month and shared information about the resources that NAH offered. She reminded the public that regular screenings were key to early detection and intervention.

A written comment in opposition to the use of Flock technology was submitted by Andrew Sikorski.

## **5. PROCLAMATIONS AND RECOGNITIONS**

### **A. Proclamation: United is the Way Campaign Month**

Mayor Daggett read and presented the proclamation.

### **B. Recognition of Municipal Energy Efficiency Efforts**

Climate Program Manager Denae Presler and representatives from APS, including Tony Majors, Janet Dean, and Ryan Weisner, recognized the City of Flagstaff for its comprehensive energy and water conservation project, which included LED retrofits, smart irrigation, and electric vehicle infrastructure, resulting in significant utility savings and environmental benefits.

### **C. Recognition of City Manager Greg Clifton**

The Council recognized City Manager Greg Clifton for his dedication and work for the City of Flagstaff. They expressed words of appreciation and well wishes to him as he neared his retirement from the city.

Councilmember Matthews thanked Greg for his patience, guidance, and support during her time on Council. A lot had been accomplished through his tenure, and she was appreciative of all his work. She wished him well in his next adventure.

Councilmember House highlighted Greg's passion for building things and how that passion spoke highly for the work he had done for Flagstaff. She reflected on his work on flood control, the Carbon Neutrality Plan, the Lived Black Experience project, and housing development. She believed that his greatest achievements had been building a strong team within the City of Flagstaff through succession planning, leadership development, and support for all of Team Flagstaff. The city was in a great

position with strong leadership, dedicated staff, and solid partnerships. She thanked him for being a builder, bridge builder, and connector for the community.

Vice Mayor Sweet wished Greg well in his retirement and expressed appreciation for his efforts to give voice to the downtown and his dedication to Flagstaff.

Councilmember Garcia stated that it had been a pleasure getting to know Greg and watching his steady leadership through many transitions. He led with strength and grace, leaving big shoes to fill. His calm yet powerful leadership guided major projects and challenging times, especially during the pandemic, helping Flagstaff thrive when others struggled. He would always be part of the Flagstaff family, a respected leader, teacher, and example of what true leadership looked like. He thanked Greg for all that he had done to make Flagstaff the best it could be.

Councilmember Aslan recognized Greg's steady, no-drama leadership. His unflappability had been key to building a high-functioning organization. He had truly elevated and transformed the City of Flagstaff, and his mentorship and example had taught him a great deal about leadership and character. He was proud to have been part of the decision to hire him and felt that it was one of the best decisions he had been involved in. Greg had led the city through incredible challenges; the Museum and Pipeline fires, post-fire flooding, the pandemic, and the economic downturn. He always led with foresight and composure. His proactive planning and steady guidance left a lasting impact on the organization and everyone in it. He wished him the very best in his semi-retirement and hoped he enjoyed the extra time to pursue photography. Greg would be missed but his legacy would remain strong in Flagstaff.

Mayor Daggett shared that the Chambers was filled with people who had deep respect and affection for Greg. She stated that he had been the perfect City Manager for her to learn from, first as a new councilmember and then as mayor. His professionalism, quiet humor, and genuine care for both staff and the community have left a lasting mark. Greg has built a culture of excellent customer service and a workplace where people truly enjoy their jobs. He had led by example, from supporting major projects to standing shoulder to shoulder with the community during floods, shoveling mud and filling sandbags. He showed what it meant to listen, include, and value every voice in the community. She thanked Greg for his leadership, compassion, and commitment to Flagstaff, and when the Rio de Flag project broke ground, they would make sure he was there to celebrate.

Greg thanked the Council for their thoughtful and kind words. It was a heartwarming recognition.

Council presented Greg with a gift and Mayor called a short recess at 3:52 p.m. through 4:13 p.m.

## 6. COUNCIL LIAISON REPORTS

Vice Mayor Sweet reported that Mountain Line broke ground on their maintenance facility which would support ongoing maintenance and repair needs of their fleet. She also reported that the NACOG meeting was coming up along with the Beautification and Public Arts Commission.

## 7. CONSENT AGENDA

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

Mayor Daggett pulled Item 7D for discussion and Councilmember Spence pulled Item 7G for discussion.

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember David Spence to approve the Consent Agenda as presented with the exception of Items 7D and 7G.

**Vote:** 7 - 0 - Unanimously

- A. Consideration and Approval of Contract:** Consultant Services Agreement with Nexus Consulting, LLC in an amount of \$108,615.15, plus reimbursable expenses, annually, for Federal Lobbying Services.
1. Approve the Consultant Services Agreement with Nexus Consulting, LLC in an amount of \$108,615.15, plus reimbursable expenses, annually, for Federal Lobbying Services; and
  2. Authorize the City Manager to execute the necessary documents.

- B. Consideration and Acceptance of Easements and Right-of-Way by Final Plat:** Request from Capstone Homes for City acceptance of easements and right-of-way dedicated by final plat of "Atlas at Timber Sky" located at 2490 S Alvan Clark Boulevard, a 58-lot single-family subdivision using Planned Residential Development (PRD) Standards on 6.66 acres in the High-Density Residential (HR) Zone within the Resource Protection Overlay (RPO).

Accept the easements and right-of-way and authorize the Mayor to sign the Final Plat when notified by staff that all documents are ready for signature and recordation.

- C. Consideration and Acceptance of Easements and Right-of-Way by Final Plat:** Request from EPS Group, Inc, on behalf of CDR Devcorp LTD, for City acceptance of easements and right-of-way dedicated by the final plat of "The Lookout at Canyon del Rio" located at 3770 E Whetstone Dr. This plat is a 50-lot single-family subdivision using Planned Residential Development (PRD) Standards on 7.11 acres in the Medium-Density Residential (MR) Zone within the Resource Protection Overlay (RPO).

Accept the easements and right-of-way and authorize the Mayor to sign the Final Plat when notified by staff that all documents are ready for signature and recordation.

- D. Consideration and Approval of Contract:** First Amendment to Professional Services Contract Between the City of Flagstaff and Housing Solutions of Northern Arizona for the Administration of the Community Homebuyer Assistance Program (CHAP) and Employer Assisted Housing (EAH) Program.

Mayor Daggett expressed enthusiasm for the partnership between city staff and Housing Solutions of Northern Arizona, especially in the upcoming discussion about the permanently affordable housing program. She asked for clarification on why the current contract amount increased from \$80,000 to \$500,000.

Housing Program Manager Adriana Fisher explained that the smaller contract was a temporary measure put in place earlier in the year after general funds for down payment assistance had run out in February. The \$80,000 agreement was intended to bridge the gap while staff finalized the permanent affordability program and negotiated a longer-term arrangement with Housing Solutions.

The proposed \$500,000 contract represented an expanded, long-term agreement covering administrative fees for a full five-year term, with the option for two additional one-year extensions, for a potential total of seven years. The increase reflected both the broader scope of services and the longer duration of the partnership moving forward.

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to approve First Amendment to Contract 2025-205 with Housing Solutions of Northern Arizona for the administration of CHAP and EAH programs and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

**E. Consideration and Approval of Contract:** Approve the Contract with AZ Wastewater Industries, Inc. (AWI) in the amount of \$187,942.52, including local fees and taxes, to Purchase and Install the CUES Portable Pipe Inspection System in the Wastewater Collections Closed Circuit Television (CCTV) Van.

1. Approve the Contract with AWI in the amount of \$187,942.52, including local fees and taxes, to Purchase and Install the CUES Portable Pipe Inspection System for the Wastewater Collections CCTV Van; and
2. Authorize the City Manager to execute the necessary documents.

**F. Consideration and Approval of Contract Addendum:** Fourth Addendum to the Lease of the Hopi Building at Heritage Square for Office Space

Staff recommends approval of the Fourth Addendum to the Lease Agreement for the Hopi Building for an additional term of three (3) years, commencing October 31, 2025, and authorizing the Mayor and City Manager, or their designees, to execute all necessary documents. Extending the Fourth Addendum ensures continuity of services provided at the Hopi Building and avoids disruption to tenants and community programs currently operating at the site.

**G. Consideration and Approval of Contract:** Approval for the cooperative purchase of (3) three fully up-fitted and patrol-ready Ford Police Interceptor Utility SUVs from Olathe Ford Sales, Inc. in the amount of \$206,561.58 plus all applicable taxes.

Councilmember Spece raised concern that approving additional gasoline-powered cars conflicted with the Carbon Neutrality Plan. He noted that electrifying high-mileage fleet vehicles such as police cruisers would make the greatest impact on reducing emissions and questioned whether the city should delay the purchase until electric models become available. He also asked whether a fast-charging station existed at the police department and suggested that installing one could help overcome the challenge of round-the-clock patrol vehicle use.

Public Works Section Director Jennifer Brown explained that the three vehicles were urgently needed because the police department currently had no reliable backup units. The vehicles under consideration were "turnkey" models that were 90% upfitted for law enforcement use which would allow officers to get them on the road quickly. She emphasized that most of the department's existing patrol cars were already hybrid interceptors and that future purchases, including the next five patrol vehicles, were planned to be hybrid models. However, she noted that the department had only four charging stations at present and none that qualified as fast chargers. Installing a high-speed charging station would cost roughly \$400,000 to \$500,000.

Ms. Brown described the operational constraints on police vehicles. The vehicles ran nearly 24 hours a day and were heavily used, leaving little room for downtime. Ordering and outfitting new vehicles typically took eight months to a year, while losing a car to repairs could happen at any time. Given those factors, the department urgently needed replacements to maintain safe and consistent patrol coverage.

Council acknowledged the tension between the city's carbon goals and the immediate need to ensure public safety. They expressed appreciation for the explanation and encouraged staff to continue finding ways to accelerate the transition to hybrid and electric vehicles, including creative procurement options and future infrastructure upgrades.

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to approve the cooperative purchase of (3) three Ford Police Interceptor Utility SUVs from Olathe Ford Sales, Inc. in the amount of \$206,561.58 and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

**H. Consideration and Approval of Contract:** Cooperative purchase with Corporate Technology Solutions, LLC in an amount not to exceed \$300,000.00 for City-Wide Verkada Security and Protection Systems.

1. Approve the cooperative purchase with Corporate Technologies Solutions, LLC (CTS) in an amount not to exceed \$300,000.00 for City-Wide Verkada Security and Protection Systems; and
2. Authorize the City Manager to execute the necessary documents.

**I. Council Confirmation of Direction:** Approval of direction and instruction given by City Council to City Attorney and staff in executive session on October 21, 2025 to proceed with the presentation with the Bureau of Reclamation and staff related to findings of the value planning study entitled: Future Water Supply Study for Navajo Nation, Flagstaff and Regional Water Users.

Approval of direction and instruction given in Executive Session on October 21, 2025 to proceed with the presentation with the Bureau of Reclamation and staff related to findings of the value planning study entitled: Future Water Supply Study for Navajo Nation, Flagstaff and Regional Water Users.

## 8. ROUTINE ITEMS

**A. Consideration and Approval of Contract:** Construction Manager at Risk (CMAR) Construction Phase Services Agreement - GMP with PCL Construction, Inc. for the Lake Mary Water Treatment Plant - Sedimentation Basin Improvements in an amount not to exceed \$13,642,244.00, including fees and taxes.

Water Services Project Manager Justin Emerick provided a PowerPoint presentation that covered the following:

LAKE MARY SEDIMENTATION BASINS REHABILITATION  
PROJECT LOCATION  
LAKE MARY WATER TREATMENT PLANT SEDIMENTATION BASINS  
SEDIMENTATION REMOVAL RAKES  
PCL CONSTRUCTION  
AGING DEGRADED CONCRETE

Councilmember Spence asked whether the \$13 million allocation was for construction or just planning. Mr. Emerick clarified that the design phase was already finished, and the funding represented the guaranteed maximum price for actual construction.

Councilmember Spence asked about the condition of the sedimentation basins. Mr. Emerick explained that the existing basins were a one-million-gallon concrete structure originally built in 1963 with a four-inch concrete coating to prevent leaks. Over time, that coating had deteriorated and fractured, allowing some water to escape. Repairs have been attempted using caulking and latex, but the new project would address those issues using modern concrete and polymer materials that were stronger and longer lasting than those available in the 1960s. They anticipated the improvements would extend the basins' lifespan well beyond the original 60 years.

Councilmember Matthews asked about the project's contingency fund. Mr. Emerick confirmed that the owner's contingency was \$400,000 which was less than 2% of the total project cost and lower than typical construction standard of 5--10%. He explained that both an owner's contingency and a contractor's allowance have been included to cover unexpected costs during construction.

**Moved by** Councilmember David Spence, **seconded by** Councilmember Lori Matthews to approve the CMAR Construction Phase Services Agreement - GMP with PCL Construction, Inc. for the Lake Mary Water Treatment Plant - Sedimentation Basin Improvements in an amount of \$13,242,244.00, approve an Owner's Contingency amount of \$400,000.00, for a total GMP amount not to exceed \$13,642,244.00, including fees and taxes, and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2025-54, Resolution No. 2025-55, and Ordinance No. 2025-21:** A resolution of the Flagstaff City Council, repealing Resolution No. 2017-03 related to ParkFlag District fees; repeal of conflicting resolutions; and establishing an effective date; a resolution of the Flagstaff City Council declaring as a public record that certain documents filed with the City Clerk and entitled "2025 ParkFlag Code Amendments"; and an ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 3 Business Regulations, to establish parking and permit fees for the ParkFlag District, and Title 9 Traffic, to update provisions related to the Comprehensive Parking Management Program and duties of the Office of the Parking Manager; providing for penalties, repeal of conflicting ordinances, severability, authority for clerical corrections, and establishing an effective date

Management Services Director Rick Tadder provided a PowerPoint presentation that covered the following:

PARKFLAG DOWNTOWN PARKING RATE INCREASE UPDATE  
ENHANCED DOWNTOWN SERVICES  
FISCAL UPDATE FROM 1ST READ OF ORDINANCE  
1ST READ OF ORDINANCE -- USES OF FUNDS  
UPDATED -- USES OF FUNDS  
REVISED FUNDING FROM PARKFLAG REVENUES  
PARKFLAG RATES AND FEE ADOPTION

Mr. Clifton commended staff for their extensive work and collaboration on the project, he noted the significant effort that went into refining the details and calculations. He also shared that the numbers were reviewed with the Downtown Business Alliance (DBA) and received a favorable response

Councilmember Garcia asked about the possibility to keep the ADA parking at \$1. Community Investment Director Dave McIntire explained that several related issues still needed further discussion, including possible local fee reductions, adjustments to the first-hour parking rates, and the treatment of ADA spaces. He noted that the team's primary focus had been finalizing the financial details just presented, so those potential fee changes had not yet been incorporated. Because fee reductions did not require the same level of public notice, staff could return to Council with recommendations relatively soon once they had the time to analyze the options.

Council also discussed the upcoming downtown enhancements, asking whether they would be carried out by the DBA and whether they would extend south of the BNSF railroad tracks. Staff explained that while the specific contractor was still under procurement, the enhancements would focus on commercial zones within the ParkFlag district, including areas both north and south of the tracks up to Butler, but not residential areas. The approach was intended to promote greater equity between North and South downtown.

The enhancements, funded at \$700,000, would include improved graffiti removal, faster waste and pet/human waste collection, gum removal, snow and cinder clearing, alleyway maintenance, restroom upkeep, and enhanced support for downtown events. Additional improvements would standardize features such as benches, trash cans, and flowerpots. The increase from previous estimates reflected higher labor and material costs discovered during scope development.

Staff confirmed that a detailed contract would be brought back to Council, including clear scope of work and reporting requirements, so Council could track deliverables and ensure the enhancements were implemented as planned. Council emphasized the importance of regular updates on progress and results.

Vice Mayor Sweet stated that the hourly parking rate had not changed since 2017, and rising costs made an increase necessary to maintain, not just enhance, core downtown services. Feedback from businesses and the DBA indicated a desire for a cleaner, safer, and more welcoming public space, and the proposed funding would help address those needs. The process had included public meetings, community input, and revisions to permit types and fees based on that feedback. She stressed the importance of keeping the public and businesses informed about rate changes, available

free parking, new lots, and other updates. Outreach via social media had been appreciated, and ongoing communication with downtown businesses would remain a priority. Regular updates and an annual downtown report would be appreciated.

Councilmember House asked about the future software enhancements that were being removed from the downtown parking proposal, particularly regarding kiosk accessibility and payment options. She noted issues with certain bank cards not being accepted by the current system.

Parking Manager Gail Brockman explained that the kiosks currently experienced about a 3% failure rate with some cards due to bank changes. To address that, they were adding another mobile app option from a current vendor at no additional cost. The credit card machines themselves would also be updated to include tap-to-pay functionality, which would make payments easier and more reliable. She indicated that other planned enhancements were being explored, including technology to help drivers locate available parking spaces via an app, she emphasized that the original software enhancement budget was intended to allow flexibility to adopt new technology in the future, such as improvements to apps and payment options, but no other specific upgrades were currently planned.

Councilmember House also noted the importance of transparency and tracking regarding downtown enhancements and parking revenue. She suggested tools like a dashboard or roadmap so the community could clearly see where funds were going and how projects were being implemented. She noted that community members wanted clarity on expanded or new parking opportunities and how anticipated changes were being met. She also asked about enhancements beyond vehicle parking, such as cinder and snow clearing, and expressed interest in efforts to improve walkability and pedestrian accessibility downtown.

Mr. McIntire explained that removing cinders and snow, along with aesthetic improvements, were intended to enhance the pedestrian experience downtown. However, more substantial infrastructure changes to further improve walkability, such as streamlining road closures to reduce costs, improve safety, and make event management more efficient, were not included in the current scope of services. He noted that internal discussions and research on the costs of such infrastructure were ongoing, and funding for those improvements may be proposed in the future. For now, pedestrian experience would primarily be improved through cleaning, snow and cinder removal, and other aesthetic enhancements.

Councilmember Garcia encouraged the public to consider riding the bus to experience the community in a different way. He also suggested motorcycle parking as staff planned for the future.

Councilmember Matthews stated that she had heard both support and concerns regarding downtown parking. She noted that private lots charged \$4.50 per hour, and monitoring time in public spaces helped encourage turnover. She expressed excitement for the vision and enhancements for downtown, particularly improvements that made navigation safer for people with mobility challenges by addressing ice, cinders, and snow. She looked forward to the new agreement being implemented.

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2025-54.

**Vote:** 7 - 0 - Unanimously

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Anthony Garcia to adopt Resolution No. 2025-55.

**Vote:** 7 - 0 - Unanimously

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Khara House to read Ordinance No. 2025-21 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 3 BUSINESS REGULATIONS, TO ESTABLISH PARKING AND*

*PERMIT FEES FOR THE PARKFLAG DISTRICT, AND TITLE 9 TRAFFIC, TO UPDATE PROVISIONS RELATED TO THE COMPREHENSIVE PARKING MANAGEMENT PROGRAM AND DUTIES OF THE OFFICE OF THE PARKING MANAGER BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "2025 PARKFLAG CODE AMENDMENTS"; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to adopt Ordinance No. 2025-21.

**Vote:** 7 - 0 - Unanimously

- C. Consideration and Approval of Contract:** Approve the A/E Professional Services Contract with WSP USA, Inc. in the amount of \$358,599.56 for the Butler Avenue Complete Streets Project, Phase 1 - Environmental Clearance

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

BUTLER AVENUE COMPLETE STREETS PROFESSIONAL ENGINEERING SERVICES  
 CONTRACT  
 BUTLER AVENUE COMPLETE STREETS  
 CONSIDERATION AND APPROVAL OF CONTRACT  
 PROJECT BACKGROUND  
 PROPOSED CROSS SECTION  
 PROJECT CONSIDERATIONS  
 PROJECT CHARTERING AND SCOPING  
 PROJECT SCHEDULE

Mayor Daggett asked whether a new requirement from the Federal Highway Administration (FHWA) was routine or recently introduced. Mr. Henry explained that including a price component in construction selection had always been part of FHWA grant conditions. He also noted that FHWA guidelines allowed for changes in the procurement process, and the city was currently working through that process.

Councilmember Spence asked about the coordination between the Butler street project and the Lone Tree Overpass. Mr. Henry explained that the Lone Tree project was currently under construction, with paving completed on the north side of Butler. Construction was pausing for the winter, with crews available for maintenance, and will resume next spring on the south side, flipping traffic patterns similar to this past summer. He noted that the Lone Tree work, including the overpass, railroad crossings, and the Route 66 intersection, was expected to continue over the next two to three years. The Butler Complete Streets project, if construction began in 2027, was planned to align with the timeline so that the two projects could progress sequentially without major conflicts, ensuring coordinated completion.

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Khara House to approve the A/E Professional Services Contract to WSP USA, Inc. in the amount of \$358,599.56 for the Butler Avenue Complete Streets Improvement Project, Phase 1 - Environmental Clearance and authorize the City Manager to execute the necessary documents.

**Vote:** 7 - 0 - Unanimously

- D. Consideration and Adoption of Resolution No. 2025-52 and Ordinance No. 2025-20:** 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 and entitled "2025 Amendments To Flagstaff City Code, Title 13, Engineering Design Standards And Specifications For New Infrastructure" and an Ordinance of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 13, Engineering Design Standards And Specifications For New Infrastructure.

Mayor Daggett asked about micro-trenching in areas subject to freeze-thaw cycles. Development Engineer David Millis explained that the city consulted other municipalities, including in Utah, and found no negative effects from the construction method. Micro-trenching was intentionally shallow to avoid conflicts with existing utilities, since increasing depth to below frost level would create problems at every service crossing. The main considerations were the timing of construction, proper handling of the flowable fill to avoid freezing, and applying sealant at the correct temperature. With those precautions, micro-trenching was not significantly different from current standards that allowed some utilities to be placed shallower than frost depth.

Councilmember Garcia had questions about the sealant used in micro-trenches, particularly within bike lanes. Mr. Millis clarified that sealant was applied perpendicular to traffic and within an eighth of an inch of the road surface. The primary location was at the joint between asphalt and curb. In bike lanes, the sealant was placed just outside the bike lane stripe to ensure paint adhesion and safety, avoiding cuts that would interfere with cyclists or motorcyclists.

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-52.

**Vote:** 7 - 0 - Unanimously

**Moved by** Councilmember Lori Matthews, **seconded by** Vice Mayor Miranda Sweet to read Ordinance No. 2025-20 by title only for the final time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 13 ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS FOR NEW INFRASTRUCTURE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "2025 AMENDMENTS TO FLAGSTAFF CITY CODE, TITLE 13, ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS FOR NEW INFRASTRUCTURE"; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to adopt Ordinance No. 2025-20.

**Vote:** 7 - 0 - Unanimously

## 9. REGULAR AGENDA

- A. Consideration and Adoption of Resolution No. 2025-59:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the City of Flagstaff and University of Arizona for water education through Arizona Project Wet.

Water Conservation Manager Tamara Lawless explained that staff was seeking a renewal of a five-year Intergovernmental Agreement with the University of Arizona for participation in Project WET, a nationwide water education program. The partnership included events like an annual 4th-grade water festival, school visits, and general water education. The renewal also included a minor amendment to streamline billing procedures.

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Resolution No. 2025-59 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN UNIVERSITY OF ARIZONA AND THE CITY OF FLAGSTAFF FOR WATER EDUCATION THROUGH ARIZONA PROJECT WET*

**Moved by** Councilmember Lori Matthews, **seconded by** Councilmember Khara House to adopt Resolution No. 2025-59.

**Vote:** 7 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2025-60:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement with Northern Arizona University for routine water fixture audits and retrofits

Water Conservation Manager Tamara Lawless stated that the city had been conducting routine water audits at NAU for both commercial and residential customers, and about a year and a half ago, they formalized a weekly program with NAU's sustainability team. City staff checked campus buildings, performed minor retrofits like faucet and showerhead replacements at no cost, and reported any major issues, such as leaky toilets, for NAU to address themselves. Last year, roughly \$8,000 was spent on the retrofits, and the goal was to complete audits and upgrades across all buildings by the end of 2026. There was currently no formal student education component, though NAU previously had a program that encouraged water-saving behaviors in dorms. Council suggested following up to see if similar educational efforts existed today and if an annual report could be provided to track completion of the bigger issues.

**Moved by** Councilmember David Spence, **seconded by** Councilmember Anthony Garcia to read Resolution No. 2025-60 by title only.

**Vote:** 6 - 1

NAY: Councilmember Lori Matthews

Councilmember Matthews acknowledged the value of the water audits but did not support spending \$8,000--\$10,000 to assist NAU and felt that it was not an appropriate use of funds.

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN NORTHERN ARIZONA UNIVERSITY AND THE CITY OF FLAGSTAFF FOR ROUTINE WATER FIXTURE AUDITS AND RETROFIT*

**Moved by** Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-60.

**Vote:** 6 - 1

NAY: Councilmember Lori Matthews

- C. Consideration and Adoption of Resolution No. 2025-57:** A resolution of the Flagstaff City Council, adopting the Community Homebuyer Assistance Program - Bond-Funded Expansion; authorizing use of bond funds for the program; providing for delegation of authority to implement the program; and establishing an effective date

Housing Program Manager Adrianna Fisher provided a PowerPoint presentation that covered the following:

COMMUNITY HOMEBUYER ASSISTANCE PROGRAM -- BOND-FUNDED EXPANSION  
 AGENDA  
 BACKGROUND -- BOND  
 BACKGROUND -- CHAP  
 CHAP EXPANSION TIMELINE  
 2025 HOUSING MARKET OVERVIEW  
 2025 HOME PRICES  
 CHAP OPTIONS  
 OPTION 1: HOME PURCHASE ASSISTANCE  
 BUYER ELIGIBILITY  
 UNIT ELIGIBILITY  
 ASSISTANCE

REPAYMENT  
OPTION 2: PERMANENT AFFORDABILITY PILOT  
ELIGIBILITY THE SAME AS CHAP -- DPA, EXCEPT  
ASSISTANCE TERMS  
COUNCIL'S OPTIONS TODAY

Councilmember Garcia stated that stable housing was a fundamental need for everyone, regardless of race, ethnicity, or socioeconomic status, and was essential for health, family stability, and overall quality of life. He expressed excitement about the proposed housing programs and noted that they helped build equity for working-class individuals who lacked generational wealth and faced economic barriers. The programs created shared responsibility between homebuyers, community assistance programs, and essential workforce members, supporting pathways to homeownership and generational wealth. He asked for clarification on increasing the required buyer contribution from \$1,000 to \$2,500, suggesting the intent was to reflect the reality that \$10,000 was insufficient for a down payment in the current market.

Ms. Fisher explained that the proposed change to increase the homebuyer contribution to \$2,500 was intended to give buyers more personal stake in their purchase. However, that contribution could include gifts, so if someone, like a family member, contributed the \$2,500, it still counted toward the total, allowing buyers to access the full loan amount of \$50,000.

Councilmember Matthews asked for clarification on points of the homebuyer assistance program. Devonna McLaughlin, CEO of Housing Solutions of Northern Arizona explained that the program used a housing ratio of about 33--35% of income toward housing costs, which was slightly more conservative than lenders' limits of 40--42% but provided attainable, sustainable affordability for families. For permanent affordability homes under the community land trust, buyers could not secure a loan against the land itself, only the improvements, since the land remained city owned. Down payment assistance effectively covered a portion of the land's value, allowing buyers to access about a third of the purchase price. To ensure compliance, staff sent certified letters to everyone every two years to confirm that the homes remained owner-occupied.

Councilmember Spence expressed excitement for the pilot project. He asked how fast the \$7 million would be expended and how many people could it serve. He also asked about any legal pitfalls within the pilot program if it was determined to not continue the program after the pilot.

Staff explained that, based on historical resale rates from the existing permanent affordability program, they anticipated approximately one participant per year for the pilot, though they acknowledged it was only a projection, and the actual number could vary. To maintain transparency and allow the community to monitor the program's progress, a fund tracker would be added to the city's housing website, showing how much money had been spent and how much remained in each category.

Senior Assistant City Attorney Anja Wendel clarified that the city faced minimal legal risk if the program was discontinued, as a contract was only established once an applicant submitted and was approved for funding. The pilot program was intended as a test of the approach, with the potential to expand or seek additional bond funding in the future if it proved successful. Overall, the program aimed to support permanent affordability while maintaining accountability and clear communication with the public.

Mayor Daggett expressed excitement about the program and was eager to see what the public thought of it and whether it would be utilized. There was discussion about the success and impact of Flagstaff's homeownership programs, particularly the new bond-funded pilot. Ms. McLaughlin expressed excitement about the tool, noting its potential for public engagement and its ability to help more people access homeownership. She emphasized the long-standing commitment of the city to support first-time buyers, and shared that since 1999, over 300 Flagstaff residents had benefited from down payment assistance through the city's CHAP program, totaling over \$4 million in investments. Additional employer-assisted loans had helped nearly 40 employees secure homes, reflecting a broader effort to support the local workforce. She further reported that since the administration of the CHAP bond funds began in August, three buyers, working at NAU, Coconino County, Mission Linen, and FUSD, had already accessed \$150,000 in assistance, leveraging \$65,000 of their own

contributions, \$32,000 in WISH funds, and nearly \$1 million in mortgage financing. Five more buyers were under contract, representing households averaging over 12 years in Flagstaff and serving a mix of income levels. Those efforts directly benefitted the local workforce, including additional NAU and FUSD employees, and were aligned with the program's goal of promoting permanent homeownership. She emphasized that they planned to provide annual updates to demonstrate the ongoing impact, reinforcing the program's value as an investment in equity, community stability, and workforce support.

Councilmember House expressed appreciation for the presentation, particularly the acknowledgment that single-family homes were the most expensive in Flagstaff. She noted that the program supported the expansion of diverse housing options, allowing people to invest in neighborhood-scale housing that met their needs while also creating opportunities for others. She emphasized the program's role in fostering community-wide collaboration to address local housing needs and expressed gratitude for the initiative's impact.

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-57 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, ADOPTING THE COMMUNITY HOMEBUYER ASSISTANCE PROGRAM -- BOND-FUNDED EXPANSION; AUTHORIZING USE OF BOND FUNDS FOR THE PROGRAM; PROVIDING FOR DELEGATION OF AUTHORITY TO IMPLEMENT THE PROGRAM; AND ESTABLISHING AN EFFECTIVE DATE*

**Moved by** Councilmember Khara House, **seconded by** Vice Mayor Miranda Sweet to adopt Resolution No. 2025-57.

**Vote:** 7 - 0 - Unanimously

- D. Consideration and Adoption of Ordinance No. 2025-22:** An ordinance amending Flagstaff City Code, Chapter 1-18, Administrative Departments, to establish the Housing Division and rename the Community Development Division to the Planning and Development Services Division.

Communication and Civic Engagement Director Stacy Saltzburg addressed Council and explained that the ordinance would create a new Housing Division as well as a rename the Community Development Division to the Planning and Development Services Division. Deputy City Manager Joanne Keene added that the formal creation of a housing division had been a long-term goal. Following prior discussions and the transition of Community Development into Planning and Development Services (PDS), Housing would officially become its own division in December.

Ms. Keene took the opportunity to introduce Michelle McNulty as the new Planning and Development Services Director. Ms. McNulty joined the Flagstaff team in 2022 and previously served as Anchorage's Planning Director. She brought 20 years of public and private sector experience in land use, transportation planning, and community development.

Ms. McNulty shared her vision for the PDS division and emphasized the use of the reorganization to restructure positions, improve billing, permit, and application intake processes, and build staff capacity. The goal was to streamline review and approval processes, make them easier to navigate, provide comprehensive training and user guides for both staff and the public, and maintain high-quality real estate, planning, and building services. She stressed PDS' commitment to ongoing collaboration with the Housing Division to support projects, code changes, and other initiatives efficiently.

Councilmember House expressed excitement and appreciation for the long-awaited establishment of the Housing Division. She highlighted that it represented growth and opportunity for the community and for city staff. There was particular enthusiasm for Ms. McNulty's leadership and vision, with anticipation for the positive outcomes her division would achieve through the reorganization and reframing of responsibilities.

**Moved by** Councilmember Khara House, **seconded by** Councilmember Lori Matthews to read Resolution No. 2025-22 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, CHAPTER 1-18, ADMINISTRATIVE DEPARTMENTS, TO ESTABLISH THE HOUSING DIVISION AND RENAME THE COMMUNITY DEVELOPMENT DIVISION TO THE PLANNING AND DEVELOPMENT SERVICES DIVISION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE*

- E. Consideration and Adoption of Resolution No. 2025-58:** A resolution of the Council of the City of Flagstaff, Arizona ordering and calling a Special Election in and for the City of Flagstaff to submit to the qualified electors thereof a question with respect to ratification of the adoption of the Flagstaff Regional Land Use Plan 2045 as the new general plan for the City of Flagstaff

Communication and Civic Engagement Director Stacy Saltzburg addressed Council and explained that the resolution called a special election for May 19, 2026, for the ratification of the Regional Land Use Plan 2045. The election would be conducted as a vote-by-mail election. If adopted, staff would proceed with public notifications, postings, and solicitation of pro/con statements. Council discussed the next step in the regional plan process, which required voter ratification following the council's approval. Council also requested that staff later provide details on outreach and public education plans for the election.

**Moved by** Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to read Resolution No. 2025-58 by title only.

**Vote:** 7 - 0 - Unanimously

*RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, ORDERING AND CALLING A SPECIAL ELECTION IN AND FOR THE CITY OF FLAGSTAFF, ARIZONA, TO SUBMIT TO THE QUALIFIED ELECTORS THEREOF A QUESTION WITH RESPECT TO RATIFICATION OF THE ADOPTION OF THE FLAGSTAFF REGIONAL LAND USE PLAN 2045 AS THE NEW GENERAL PLAN FOR THE CITY OF FLAGSTAFF*

**Moved by** Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to adopt Resolution No. 2025-58.

**Vote:** 7 - 0 - Unanimously

## 10. 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 Aslan to place on a future agenda a discussion to consider adopting film regulations similar to those outlined in the federal EXPLORE Act and Phoenix's administrative regulation.

Councilmember Aslan shared that the city was working to become more film-friendly. A part-time film commissioner position had been created, but there were gaps in regulations and policies across city departments that could hinder productions. For example, filming at Buffalo Park was restricted to trails for permit holders, while residents did not face the same limitations. The FAIR request was an effort to develop a cohesive policy, potentially inspired by Phoenix's approach and the Federal Explore Act, aimed at cutting red tape. The goal was to make Flagstaff attractive to smaller productions, student films, and commercials, which could boost local businesses, arts, parks, hotels, and restaurants through increased activity and spending.

There was requisite support to advance the matter to a future agenda for discussion.

**11. OPEN CALL TO THE PUBLIC**

None

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

Councilmember Garcia shared that the public was invited to the 22nd annual Day of the Dead celebration at the Museum of Northern Arizona on Saturday, October 25 and Sunday, October 26. Officials including County Supervisor Geronimo Vasquez, and County Treasurer Sarah Benatar will participate in reading Day of the Dead cards. The event celebrated Hispanic heritage, and the community was encouraged to attend.

Councilmember House requested a conversation about potentially contributing to the furnishing of a room at the Lantern. They are about to open a community resource with over 100 rooms for community members who have been experiencing homelessness. It costs about \$315.00 to fund the furnishings for a room and she would like the Council to consider using the Council Initiative Fund for that sponsorship.

Councilmember House also requested a FAIR to consider exploring a resolution to become a recovery ready community, aimed at supporting individuals and families affected by substance use and mental health challenges. Arizona was very low ranking in behavioral health access, particularly for children and youth, as well as recent reports of rising school absenteeism. She emphasized that the initiative aligned with Flagstaff's existing trauma-informed workplace efforts and broader community values of health, inclusion, and opportunity, and could serve as a foundation for future collaborations with local and state recovery programs.

Mayor Daggett shared information on the upcoming "Voices Unheard: Breaking the Silence" event that would be focusing on missing and murdered Indigenous women, human trafficking, and policy reform. She also shared that there would be a Harvest Festival at the future Indigenous Community Cultural Center on Mogollon Street. The event would feature cultural dances, presentations, and demonstrations, offering the community a chance to connect with the Indigenous Circle of Flagstaff and support excitement around the new center. Lastly, the Sustainability Division would host a Drop-Off Day at the Coconino County Health and Human Services building on King Street. More information was available online and on social media.

**13. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held October 21, 2025, adjourned at 6:55 p.m.

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MAYOR

ATTEST:

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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 October 21, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 16th day of December, 2025

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CITY CLERK