

MINUTES

1. CALL TO ORDER

Mayor Daggett called the meeting of the Flagstaff City Council held November 18, 2025, to order at 3:02 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

2. ROLL CALL

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

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

Staff Present: City Manager Joanne Keene; City Attorney Sterling Solomon

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

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

Parks, Recreation, Open Space, and Events Director Rebecca Sayers addressed Council and presented a video showcasing the recently completed Bushmaster Park sports court project. She highlighted the new basketball, tennis, and pickleball courts, as well as the modern LED lighting installed, which focuses light directly onto the courts without spillover.

Joseph Spence addressed Council and expressed his frustration over the cancellation of the Commission on Inclusion and Adaptive Living meetings. He emphasized the importance of the meetings for his involvement and learning about city issues.

Russell Randall, on behalf of Barrier Free Flagstaff, also addressed Council regarding the suspension of the Commission on Inclusion and Adaptive Living meetings. He felt that harm was caused by the suspension to the disability community and urged Council to restart the Commission meetings immediately to ensure the needs of people with disabilities were met.

Alida Pfeil addressed Council and echoed the concerns about the suspension of the Commission on Inclusion and Adaptive Living. She emphasized the importance of the Commission in giving a voice to people with disabilities and requested its immediate reinstatement.

Danielle Adams, Executive Director of the Flagstaff Dark Skies Coalition, addressed Council and thanked the city for the ongoing efforts to protect Flagstaff's dark skies. She announced that Flagstaff was recognized with the Dark Sky Place of the Year award and highlighted the city's leadership in night sky preservation.

Colleen Maring, Chief People Officer at Northern Arizona Healthcare, addressed Council and highlighted the educational partnerships with Coconino County Community College (CCC). She discussed the importance of CCC's bond election for expanding nursing and allied health education programs, which directly benefitted the local healthcare system and community.

Sean Golightly addressed Council and shared multiple stories of residents experiencing disturbances from nearby bars, including noise, harassment, and vandalism. He emphasized the need for clear enforcement of zoning codes and ordinances to protect the quality of life for Southside residents.

5. COUNCIL LIAISON REPORTS

Councilmember Matthews reported on several meetings, including the Mountain Line meeting, the Criminal Justice Coordinating Council meeting, and the Airport Commission meeting. She highlighted discussions on justice system improvements and updates on airport projects, including efforts to attract new airlines and funding for a snow building.

Councilmember Garcia provided updates from the Parks and Recreation Commission meeting, mentioning revisions to athletic fees, the preparation of the PROSE master plan, and the design

concept for restrooms at Heritage Square. He also expressed excitement about the community outreach program for the PROSE master plan.

Councilmember Aslan shared updates from the October Sustainability Commission meeting, including the introduction of new staff members, programmatic updates, and the review of the regional plan and Council's action supporting the Virtual Power Purchase Agreement.

Vice Mayor Sweet reported on the Beautification and Public Art Commission meeting, where 14 beautification and action grants were reviewed and approved, including projects for the Beaver Street Theater, plain-air concert series, and a new mural for the sustainability building.

Councilmember House provided updates from the Commission on Diversity Awareness, including discussions on Martin Luther King Day celebrations and working group updates. She acknowledged the contributions of the outgoing staff liaison, Chris Rhode. She also mentioned the cancellation of the Housing Commission's next meeting and expressed gratitude to the Southside Community Association for hosting a public event.

Councilmember Spence reported on the Transportation Commission and its two committees, the Pedestrian Advisory Committee and the Bicycle Advisory Committee. He mentioned the retirement of Martin Ince, who chaired both committees, and expressed confidence in the committees' continued work with citizen leadership and participation.

Mayor Daggett provided updates on various meetings, including the Economic Collaborative of Northern Arizona board meeting, the Alliance for the 21st Century meeting, and the upcoming Flagstaff Housing Authority meeting. She highlighted the tour of the new Marshall School and the collaborative efforts of the Alliance members.

6. November Work Anniversary Presentation

Senior Deputy City Manager Shannon Anderson recognized the employees who had work anniversaries in November.

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: Heritage Preservation Commission

Moved by Councilmember Anthony Garcia, **seconded by** Councilmember Lori Matthews to appoint Alec Overmann to the Heritage Preservation Commission.

Vote: 7 - 0 - Unanimously

Moved by Mayor Becky Daggett, **seconded by** Vice Mayor Miranda Sweet to appoint Alycia Hayes to the Heritage Preservation Commission.

Vote: 7 - 0 - Unanimously

Moved by Councilmember David Spence, **seconded by** Vice Mayor Miranda Sweet to appoint Jeanne Stevens to the Heritage Preservation Commission.

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.

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.

- A. Consideration and Action on Liquor License Application:** Juanita Alicia Esparaza "Matador Coffee Roasting Company", 203 S. Milton Rd, Series 12 (Restaurant), New License

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to forward the application to the State with a recommendation of approval.

Vote: 7 - 0 - Unanimously

- B. Consideration and Action on Liquor License Application:** Bryan Lawrence McCarrick "Lobo Drinkhouse" 30 S. San Francisco St., Series 06 (Bar), Owner Transfer

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to forward the applications to the State with a recommendation of 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.

Mayor Daggett pulled item 9A for discussion and public comment.

Moved by Councilmember David Spence, **seconded by** Councilmember Lori Matthews to approve the Consent Agenda as presented with the exception of Item 9A.

Vote: 7 - 0 - Unanimously

- A. Consideration and Approval of Contract:** On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed \$600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD).

Vice Mayor Sweet asked staff to provide some additional detail on the program. Climate and Energy Contractor Jacob Raatz provided a brief overview of the program, highlighting its goal to provide comfort, safety, and affordability for Flagstaff households through energy upgrades at no cost to participants. The program aimed to collect valuable data on housing conditions and the impact of energy efficiency.

Michelle James and Kyle Nitschke addressed Council in support of the program and its benefits for the community.

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Austin Aslan to approve the Contract for On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed \$600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD) and authorize the City Manager to execute the necessary documents.

Vote: 7 - 0 - Unanimously

B. Consideration and Approval of Contract: Approve the Concentra Agreement for Medical Services for a term of five years.

1. Approve the Concentra Agreement for Medical Services for a term of five years; and
2. Authorize the City Manager to execute the necessary documents.

C. Consideration and Approval of Contract: Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years.

1. Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years; and
2. Authorize the City Manager to execute the necessary documents.

D. Consideration and Ratification of Letter to ADOT Project Review Board on Route 66 Pavement Preservation

Retroactively approve the letter to the ADOT Project Review Board

10. ROUTINE ITEMS

A. Consideration and Adoption of Ordinance No. 2025-24: An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition of a joint law enforcement firearms training facility for public safety, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date

Consideration and Approval of Purchase Agreement: Shoot West Properties, LLC

Dennis Givens addressed Council to express support for more police training, including martial arts training like Brazilian jiu-jitsu, to enhance officer safety and reduce the use of force. He also suggested that the shooting range should be opened to the public to generate revenue for maintaining the facility and funding public safety.

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to read Ordinance No. 2025-24 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 A JOINT LAW ENFORCEMENT FIREARMS TRAINING FACILITY FOR PUBLIC SAFETY; PROVIDING FOR DELEGATION OF AUTHORITY; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to adopt Ordinance No. 2025-24.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to approve the Purchase Agreement with Shoot West Properties, LLC and authorize the City Manager to execute the necessary documents.

Vote: 7 - 0 - Unanimously

B. Consideration and Adoption of Ordinance No. 2025-27: Amending the Flagstaff City Code, Chapter 1-14, Personnel System amending the Employee Handbook of Regulations, Section 1-60-030, providing for repeal of conflicting ordinances, severability, authority for clerical correction, and establishing an effective date.

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to read Ordinance No. 2025-27 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, CHAPTER 1-14, PERSONNEL SYSTEM BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS, SECTION 1-60-030, NEPOTISM; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Anthony Garcia to adopt Ordinance No. 2025-27.

Vote: 7 - 0 - Unanimously

- C. Consideration and Approval of Planned Residential Development Allowances:** Canyon Del Rio II, LLC requests Planned Residential Development (PRD) allowances for "The Terrace at Canyon Del Rio", a 129-lot subdivision on a 33.35-acre development site. The development will be located on two parcels within the Canyon Del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

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

THE TERRACE AT CANYON DEL RIO
REQUEST OVERVIEW
VICINITY MAP
BACKGROUND
PRD -- DEVELOPMENT STANDARDS
PRD -- COMMON SPACE
PRD -- DESIGN ELEMENTS
STAFF RECOMMENDATION

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Anthony Garcia to approve the use of Planned Residential Development standards as requested by Canyon Del Rio II, LLC for "The Terrace at Canyon Del Rio".

Vote: 7 - 0 - Unanimously

- D. Consideration and Approval of Planned Residential Development Allowances:** Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for "Fourth St S Single Family", a 113-lot single-family subdivision. The development site will be located on two parcels. One of the parcels is within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

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

FOURTH ST SOUTH SINGLE FAMILY
REQUEST OVERVIEW
VICINITY MAP
BACKGROUND
PRD -- DEVELOPMENT STANDARDS
PRD -- COMMON SPACE
PRD -- DESIGN ELEMENTS
STAFF RECOMMENDATION

Councilmember Garcia mentioned an email from Mary Norton, the Vice Chair of the Planning and Zoning Commission. He noted that the email raised questions about the Planned Residential Development standards and design elements, suggesting that developers might be circumventing the

intended goals of these standards. He asked staff to follow up on the email.

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to approve the use of Planned Residential Development standards as requested by Burch 6, LLC and Canyon del Rio II, LLC for "Fourth St S Single Family"

Vote: 7 - 0 - Unanimously

11. PUBLIC HEARING ITEMS

A. Consideration and Adoption of Resolution No. 2025-61 and Ordinance No. 2025-26: 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-25-00027 - Middle Housing" 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:

PZ-25-00027: MIDDLE HOUSING
MIDDLE HOUSING ZONING CODE TEXT AMENDMENT
HB 2721 -- MIDDLE HOUSING
CHAPTER 10-20: ADMINISTRATION, PROCEDURES, AND ENFORCEMENT
CHAPTER 10-30: GENERAL TO ALL
CHAPTER 10-40: SPECIFIC TO ZONES
DIVISION 10-40.60: SPECIFIC TO USES
DIVISION 10-40.40: TRANSECT ZONES
DIVISION 10-50: SUPPLEMENTAL TO ZONES
CHAPTER 10-80: DEFINITIONS
FINDINGS FOR ZONING CODE TEXT AMENDMENTS
IS CONSISTENT WITH AND CONFORMS TO THE OBJECTIVES AND POLICIES OF THE
GENERAL PLAN AND ANY APPLICABLE SPECIFIC PLAN
WILL NOT BE DETRIMENTAL TO THE PUBLIC INTEREST, HEALTH, SAFETY, CONVENIENCE
OR WELFARE OF THE CITY
IS INTERNALLY CONSISTENT WITH OTHER APPLICABLE PROVISIONS OF THE ZONING CODE
RECOMMENDATION

Vice Mayor Sweet inquired about feedback from developers and the public. Ms. Antol responded that while there had not been much feedback from developers yet, there was a meeting planned with a local developer. She also mentioned that the public had been informed through various channels, including workshops and public outreach events.

Councilmember Garcia expressed gratitude for the presentation and noted that the updates reflected suggestions from local developers.

Councilmember House highlighted the importance of the ordinance in addressing housing challenges and appreciated the flexibility it provided for diverse housing options.

Councilmember Spence raised a point about parking requirements, and suggested a change from "required" to "recommended" to help with affordability and climate goals. Ms. Antol responded that such a change would require public engagement and was part of the ongoing code analysis project.

Charity Lee addressed Council and expressed support for the middle housing ordinance, noting that it was a positive change and that her organization, Capstone, was exploring how to incorporate it into their projects. She appreciated the efforts of the city staff in developing the ordinance and highlighted the potential benefits for Flagstaff.

Tyler Denham, speaking on behalf of Flagstaff for Affordable Housing, also addressed Council in support for the ordinance. He praised the city for taking a citywide approach, which avoided

concentrating new property rights in central older neighborhoods. He believed that the ordinance was far better than what other cities in Arizona were doing and highlighted its potential to increase the variety of housing options available to residents.

Victoria Allen submitted a written comment in support of the text amendment.

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

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Resolution No. 2025-61 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-25-00027 -- MIDDLE HOUSING"

Moved by Councilmember Lori Matthews, **seconded by** Councilmember Khara House to read Ordinance No. 2025-26 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-25-00027 -- MIDDLE HOUSING"; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

- B. Consideration and Adoption of Ordinance No. 2025-25:** An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 11, General Plans and Subdivision, Chapter:11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision Procedures and Requirements, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

Mayor Daggett opened the public hearing.

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

PRELIMINARY PLAT PROCESS CITY CODE AMENDMENT

Charity Lee addressed Council in support of the ordinance. She believed that it was another move in the right direction. Not having to come to Council saved a lot of time and helped to move things through the process quicker.

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

Moved by Vice Mayor Miranda Sweet, **seconded by** Councilmember Lori Matthews to read Ordinance No. 2025-26 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 11, GENERAL PLANS AND SUBDIVISION, CHAPTER 11-20: SUBDIVISION AND LAND SPLIT REGULATIONS, DIVISION 11-20.40: SUBDIVISION PROCEDURES AND REQUIREMENTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

12. REGULAR AGENDA

- A. Consideration and Adoption of Ordinance No. 2025-23:** An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition and disposition of real property from the Flagstaff Unified School District, in order to facilitate affordable housing development, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

Real Estate Manager Bryce Doty provided a PowerPoint presentation that covered the following:

FUSD AFFORDABLE HOUSING AT SINAGUA SITE
VICINITY MAP
PROCESS
CONSIDERATIONS
WHY IS THE CITY INVOLVED?

Flagstaff Unified School District (FUSD) Superintendent Michael Penca explained the background and motivation for the project, highlighting the need for affordable housing for FUSD employees and the broader community. He detailed the steps involved in the process, including the creation of an LLC by the Industrial Development Authority to hold the property and the application for Low-Income Housing Tax Credits (LIHTC).

Councilmember Matthews expressed appreciation for FUSD's efforts and the collaboration with the city.

Vice Mayor Sweet inquired about the availability of housing for the broader community, to which Superintendent Penca clarified that the housing would not be limited to FUSD employees due to fair housing laws.

Councilmember House praised the partnership and the potential impact on addressing housing needs in Flagstaff.

City Manager Keene commended staff's quick action and coordination on the project.

Moved by Councilmember Khara House, **seconded by** Councilmember Lori Matthews to read Ordinance No. 2025-23 by title only for the first time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE ACQUISITION AND DISPOSITION OF REAL PROPERTY FROM THE FLAGSTAFF UNIFIED SCHOOL DISTRICT IN ORDER TO FACILITATE AFFORDABLE HOUSING DEVELOPMENT; PROVIDING FOR DELEGATION OF AUTHORITY, PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

- B. Consideration and Acceptance of Highest Bid:** for solicitation No. 2026-40 for Sale of Real Property at 116 E. Butler Avenue.

Consideration and Adoption of Ordinance No. 2025-28: An ordinance of the City Council of the City of Flagstaff, authorizing the disposition of real property located at 116 E. Butler Ave; providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

Consideration and Approval of Purchase Agreement: with 122 E Butler LLC, an Arizona limited liability.

Real Estate Manager Bryce Doty provided a PowerPoint presentation that covered the following:

116 E BUTLER AVE LOT DISCUSSION VICINITY MAP

Dennis Givens addressed Council and asked what would happen to the people who lived in the area. Mr. Doty explained that there would be no displacement of people because the lot was vacant. The purchase would provide the property owner with the adjacent lot more opportunity to develop in the future.

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to accept the highest bid for Solicitation No. 2026-40 by 122 E Butler LLC.

Vote: 7 - 0 - Unanimously

Moved by Councilmember Anthony Garcia, **seconded by** Vice Mayor Miranda Sweet to read Ordinance No. 2025-28 by title only for the first time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE DISPOSITION OF REAL PROPERTY LOCATED AT 116 E. BUTLER AVE; PROVIDING FOR DELEGATION OF AUTHORITY, PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

C. Stormwater Utility Cost of Service and Strategic Plan updates

Stormwater Section Director Ed Schenk and Nancy Phan with Water Resources Economics provided a PowerPoint presentation that covered the following:

STORMWATER COST OF SERVICE AND STRATEGIC PLAN UPDATES
OVERVIEW -- STORMWATER UTILITY
BACKGROUND
FINANCIAL PLAN REVIEW STUDY
RESULTS OF FINANCIAL PLAN REVIEW
CHANGES IN NUMBER OF ERUS
MINOR CHANGES IN NON-CAPITAL EXPENSES
SIGNIFICANT CHANGES IN CAPITAL EXPENSES

Councilmember Matthews asked about the expenses related to the Rio de Flag project. Specifically, the timing of when the expenses would come into play, given the ongoing efforts to work out details with partners and get the project started. Mr. Schenk explained that a portion of the expenses needed to be debt-funded in advance, with \$16 million expected in FY 26 as part of the debt financing for the Rio de Flag project. He mentioned that the project cost had escalated from approximately \$121 million in 2018 to about \$243 million. He suggested that the project could require funding between 2026 and 2028.

Councilmember Garcia asked for clarification on the term "debt service" and why it had increased. Ms. Phan explained that debt service referred to the payments made for borrowed funds, similar to a mortgage. She noted that there was a slight decrease in current debt service costs but highlighted an increase in future debt-funded capital expenses, which contributed to the overall increase in debt service costs.

Councilmember Matthews requested a presentation to get an update on the projects funded by the recent rate increases. Staff agreed and mentioned that such presentations were valuable for sharing success stories and addressing community concerns. They would work with other divisions to provide a comprehensive update on capital projects funded by the rate increases.

STORMWATER STRATEGIC PLAN MID-TERM PROGRESS REPORT
OVERVIEW
STORMWATER UTILITY: THE GROWTH IN LEVEL OF SERVICE

STRATEGIC OBJECTIVES

STRATEGIC OBJECTIVE NO. 1: RESPOND TO WILDLIFE FLOODING RISKS AND EVENTS

STRATEGIC OBJECTIVE NO. 2: CLARIFY CLIMATE CHANGE CHARACTERISTICS AND
OVERALL STORMWATER CHALLENGES

STRATEGIC OBJECTIVE NO. 3: MAXIMIZE/OPTIMIZE STORMWATER SYSTEM MAINTENANCE

STRATEGIC OBJECTIVE NO. 4: CLARIFY LEVELS AND ENHANCE CUSTOMER SERVICE

STRATEGIC OBJECTIVE NO. 5: INCREASE SUPPORT FOR FLOODPROOFING OF INDIVIDUAL
STRUCTURES

STRATEGIC OBJECTIVE NO. 6: ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

STRATEGIC OBJECTIVE NO. 7: ENHANCE DEVELOPMENT REVIEW PROCESS AND
DEVELOPER SUPPORT

STRATEGIC OBJECTIVE NO. 8: IMPROVE COLLABORATION AND COMMUNICATIONS

STRATEGIC OBJECTIVE NO. 9: ADDRESS STORMWATER SECTION HUMAN RESOURCE
NEEDS**13. DISCUSSION ITEMS****A. FAIR - Discussion and Possible Direction Regarding Vice Mayor Selection Process**

Councilmember Spence proposed revisiting the method of appointing the vice mayor. He suggested a two-year term as a "vice mayor elect" to allow newly elected councilmembers to gain experience before assuming the vice mayor role. He highlighted the historical context, noting that from 1960 to 1992, the vice mayor was appointed based on the highest number of votes in the prior general election, effectively creating a two-year term as vice mayor elect. This practice was changed in 1992 to appoint the councilmember with the highest votes in the most recent election, creating a four-year term. He emphasized the benefits of a two-year training period for new councilmembers to familiarize themselves with city government procedures before becoming vice mayor.

Councilmember Garcia questioned the necessity of the change, citing examples of newly elected vice mayors who performed well without prior Council experience. He also noted that the vice mayor role, while significant, primarily involved stepping in for the Mayor when needed.

Councilmember Matthews recalled a prior discussion on the topic and suggested defining the vice mayor's responsibilities more clearly to ensure that candidates understood the commitment involved.

Mayor Daggett proposed a rotating vice mayor role to give all councilmembers an opportunity to serve.

Councilmember Aslan emphasized that the vice mayor's primary role was to step in for the mayor if necessary. He argued against a rotating system, suggesting that the vice mayor should reflect the will of the voters. He also noted that the current system provided a slight advantage to incumbents running for re-election.

Mr. Solomon clarified that the term "vice mayor elect" might not be legally appropriate since the vice mayor was not elected at large. He suggested further review if the Council wished to pursue that terminology.

The discussion concluded with no immediate decision for a change and for the current process remained in place.

B. Discussion of Rightsizing our Fleet

Facilities and Fleet Section Director Jen Brown provided a PowerPoint presentation that covered the following:

FLEET MANAGEMENT RIGHT-SIZING THE FLEET

OUR PURPOSE TODAY

FLEET AT A GLANCE

WHAT DOES A RIGHT-SIZED FLEET LOOK LIKE FOR FLAGSTAFF?

**RIGHT-SIZING OUR FLEET WHAT RIGHT-SIZING MEANS?
POLICY IN ACTION
OUR FLEET FUTURE**

The discussion began with questions about how often staff must assist or tow vehicles that could not make it back to the shop. Fleet Manager Nate Naliborski clarified that the city did not operate a tow truck and instead responded only to service calls. Over a 16-year career, there had been only about three instances of vehicle or motor issues requiring assistance.

The conversation then focused on the challenges of electrifying the city's fleet. It was acknowledged that the city's needs were complex and extended well beyond routine travel, including heavy-duty applications such as fire trucks and specialized service vehicles. Those operational realities, along with limitations in the current electric vehicle market and long lead times for certain equipment, made immediate conversion difficult. At the same time, staff continued to explore creative solutions, such as pooling purchases with other agencies or planning years in advance to place orders for electric vehicles as technology and availability improve.

Staff explained that the fleet directive had been a significant step forward because it established a clear, consistent procedure that all divisions must follow. Vehicle replacement requests were reviewed by a fleet committee to confirm that assets had reached the end of their useful life and to evaluate alternatives, including electric options, where feasible. Facilities was highlighted as a successful example of the approach, they were operating three electric vehicles and although there was some initial hesitation, the vehicles had proven effective because they were used locally within Flagstaff, could be charged at city facilities, and typically did not require daily charging.

Appreciation was expressed for the presentation and for the fact that vehicle purchases were reviewed by multiple departments to fully evaluate needs, constraints, and performance requirements. The primary concern was confirming the existence of a clear policy and a structured decision-making process, both of which were demonstrated through the presentation. Staff reaffirmed their commitment to continue advancing electric vehicle adoption where operationally practical, using policy guidance, cross-departmental review, and lessons learned from early implementations to move the City's fleet forward.

14. OPEN CALL TO THE PUBLIC

None

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

Vice Mayor Sweet mentioned that the NAU band would be at Buffalo Park for a send-off and encouraged everyone to watch the Thanksgiving Day parade, where she and the Mayor would be present to support NAU. She expressed excitement about the once-in-a-lifetime opportunity for the NAU band to perform in the Macy's Day Parade.

Councilmember Garcia provided an update on his participation in the Civic Craft program with the League of Arizona Towns and Cities. He highlighted the recent session in Tucson, which focused on leading with respect, trust, and civility in public discourse. He praised the Council for mastering those qualities and mentioned that the program was an excellent opportunity to connect with other local leaders.

Councilmember Matthews shared that she had been cooking to help a non-profit feed clients at Flagstaff Shelter Services a turkey dinner. She also mentioned the upcoming visit of the Justice Bus to the Leupp Chapter House, which helped expunge warrants and marijuana charges. Additionally, she requested that the Council revisit the noise ordinance due to ongoing community concerns. Lastly, she expressed frustration with the working calendar and the handling of her fair items.

Mayor Daggett congratulated Ballet Folklorico de Colores on their 20th anniversary and Lowell Observatory on the 30th anniversary of their Native American Astronomy Outreach Program. She

also reminded everyone about the event at Buffalo Park to see the Route 66 wraps on the tubas for the NAU band.

Ms. Keene acknowledged the clunky fair process and requested time to figure out a better way to handle them. She also announced the selection of Kevin Fincel as the Interim Deputy City Manager, highlighting his experience and contributions to the City Attorney's office.

16. ADJOURNMENT

The Regular Meeting of the Flagstaff City Council held November 18, 2025, adjourned at 7:49 p.m.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I, STACY SALTZBURG, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on November 18, 2025. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 6th day of January, 2026

CITY CLERK