

## WORK SESSION AGENDA

CITY COUNCIL WORK SESSION  
TUESDAY  
OCTOBER 27, 2026

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

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

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

### ONLINE VERBAL PUBLIC COMMENT

Written comments may be submitted to [publiccomment@flagstaffaz.gov](mailto:publiccomment@flagstaffaz.gov).

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#### 1. Call to Order

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

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

#### 2. Roll Call

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

MAYOR DAGGETT  
VICE MAYOR SWEET  
COUNCILMEMBER ASLAN  
COUNCILMEMBER HOUSE

COUNCILMEMBER MATTHEWS  
COUNCILMEMBER MILAZZO  
COUNCILMEMBER SPENCE

#### 3. Pledge of Allegiance, Mission Statement, and Land Acknowledgement

##### MISSION STATEMENT

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

##### LAND ACKNOWLEDGEMENT

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

#### 4. Recognition: Water Services Citizen's Academy Graduates

#### 5. October Work Anniversary Presentation

Recognition of employees celebrating work anniversaries in October.

**6. 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.*

**7. Presentation and Discussion: Rental Assistance Demonstration (RAD) Program**

Informational only.

**8. Bond-Funded Community Homebuyer Assistance Program and Employer Assisted Housing Program Annual Update**

Council will hear a presentation from Housing Solutions of Northern Arizona (HSNA) regarding implementation, participation, and progress of the Bond-Funded Community Homebuyer Assistance Program (CHAP), including the Permanent Affordability Pilot, and the City of Flagstaff Employer Assisted Housing (EAH) Program.

**9. Open Call to the Public**

**10. Announcements and Updates to/from Council and City Manager**

**11. Adjournment**

**12. SPECIAL MEETING**

**A. Call to Order**

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**B. Consideration and possible action regarding Executive Session of October 27, 2026.**

**RECOMMENDED ACTION:**

Direct and authorize the City Attorney and/or designated city representative to proceed as discussed in the Executive Session of October 27, 2026 items 5Ai and 5Bi.

**C. Consideration and Approval: Use of the Council Initiative Fund**

**STAFF RECOMMENDED ACTION:**

1. Consideration of the use of the Council Initiative Fund to make a contribution to the Paul Weston Oltroggee Memorial Fund for First Responders

**D. Adjournment**

\_\_\_\_\_ hereby certifies that the foregoing notice and agenda was published on \_\_\_\_\_.

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

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

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Tiffany Snider, Executive Assistant  
**Date:** 10/19/2026  
**Meeting Date:** 10/27/2026



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**TITLE:**  
**October Work Anniversary Presentation**

**DESIRED OUTCOME:**  
Recognition of employees celebrating work anniversaries in October.

**Executive Summary:**

**Information:**

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**Attachments:** October 2026 Work Anniversary Presentation

The background is a dark blue gradient with a subtle pattern of small white dots. Overlaid on the left side are several concentric circular patterns, some solid and some dashed, with arrows indicating a clockwise direction. A large circular scale with numerical markings from 140 to 260 is also visible. Four simple line-art pumpkins are arranged in a diagonal line from the upper left towards the center.

# October Work Anniversaries

# First Year Anniversaries

- Andrew Aliser, Project Manager
- Daniel Zimmer, Equipment Operator III
- Federico Avila, Public Records Specialist
- Jack Blevins, Fleet Services Specialist
- Martha Jansen, Library Associate Temp
- Rodney Whitehair, Equipment Operator II
- Vicente Vega-Enriquez, Equipment Operator I



# Five Year Anniversary

Gabriel Aguirre  
Solid Waste Leadworker



# Five Year Anniversary

Nancy Reniker-Neve  
Payroll Coordinator



# Ten Year Anniversary

Sasha Ashley  
Court Judicial Specialist III



# Twenty Year Anniversary

## Katie Brown Fire Captain Paramedic



Katie Brown is celebrating 20 years of dedicated service with the Flagstaff Fire Department, and throughout her career she has exemplified the highest standards of professionalism, leadership, and community service. As a Captain/Paramedic, Katie consistently leads by example—supporting her crew through mentorship, training, and an unwavering commitment to a positive, team-focused work environment. She fosters a true family atmosphere within her station; if you stop by, she may invite you in for a warm tea or coffee—a crew tradition she cultivated to encourage conversation, strengthen relationships, and build deeper connection beyond the day-to-day work.

Katie's influence extends well beyond the walls of her station. She has contributed significantly to department and citywide initiatives, including GIS enhancement projects, wildland operations, emergency management efforts, and improvements to the firefighter recruitment and documentation processes. She continually seeks opportunities to enhance both her own skills and those of others—earning multiple instructor certifications, presenting on key operational topics, and mentoring firefighters at all levels.

Her commitment to developing future leaders, building cross-department relationships, and strengthening our operational readiness reflects her deep dedication to the City of Flagstaff and the community we serve. Katie is widely respected for her integrity, reliability, and genuine care for others, and she has excelled in every facet of her role.

Please join us in recognizing Captain/Paramedic Katie Brown for 20 years of exemplary service, leadership, and devotion to the residents and visitors of Flagstaff.

# Twenty Year Anniversary

Jennifer Schaber

Creative Services Specialist

Throughout her 20 years with Discover Flagstaff, Jennifer has played an instrumental role in shaping and elevating the Discover Flagstaff brand. Her exceptional design talent has produced innovative, high-quality advertising campaigns that rival those of the nation's top advertising agencies. Her contributions extend throughout the community, from countless interpretive signage design projects and public art map designs to the design of the annual official Flagstaff Visitor Guide to name a few.

Jennifer brings creativity, professionalism, and a genuine passion for showcasing Flagstaff through everything she does. Her talent, dedication, and attention to detail have helped tell Flagstaff's story, celebrate what makes our community unique, and create a lasting impression on visitors and residents alike.

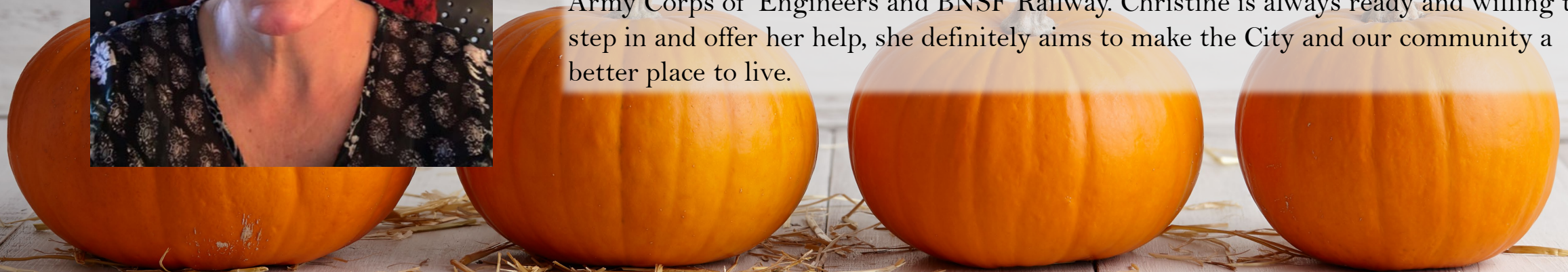


# Twenty-Five Year Anniversary

## Christine Cameron Senior Project Manager



Christine began working for the City of Flagstaff in October 2001 in the Public Works - Environmental Section. She began working as a Project Manager for the Capital Improvements Section in 2005. She has worked through many promotions within the Division and is now our most tenured and valued Senior Project Manager. Christine has been recognized for her hard work and commitment through two City Manager's Awards for the Southside Streetscape Improvement Project (2010) and the Dortha to Cedar Avenue Stormwater project (2021). She has also been directly involved and responsible for several of the City's highest and most public facing projects, such as the Rio de Flag Flood Control, Downtown Mile Safety and Connectivity, and Lone Tree Overpass projects, and the New City Courts Building. She has secured several significant federal grants to deliver community improvements, and she has focused her career on agency coordination with the U.S. Army Corps of Engineers and BNSF Railway. Christine is always ready and willing to step in and offer her help, she definitely aims to make the City and our community a better place to live.



# Twenty-Five Year Anniversary

Ben James

Public Works Supervisor

Ben's extensive knowledge, skills, and commitment have made him a valuable asset to our team and an important contributor to the success of our department. His years of experience and dedication to serving our community are greatly appreciated. Your efforts have made a lasting difference, and I look forward to continuing to work alongside you in the years ahead. Congratulations on this impressive milestone and thank you for 25 years of making a difference for the City of Flagstaff and our community.



# Thirty Year Anniversary

Erik Caputo

Fire Battalion Chief EMT



Today, we celebrate Erik Caputo and 30 years of dedicated service to public safety and our community. Beginning in 1996 as a police officer, Erik served as a detective and corporal, with responsibilities in accident reconstruction, SWAT operations and leadership, officer training, and fitness, while also coordinating the Law Enforcement Torch Run for Special Olympics. In 2001, Erik joined the fire service, progressing through the ranks of firefighter, engineer, captain, and battalion chief, while continuing to serve as a reserve police officer until 2022. Over the years, he has contributed to arson investigation, academy instruction, firefighter training, Honor Guard leadership, physical fitness, terrorism preparedness, and coordination with dispatch. Two City Manager Awards—one for lifesaving actions and another for service with the Honor Guard—reflect his commitment to others. Beyond public safety, Erik has taught in the Coconino Community College Fire Science Program, coached Little League baseball, served as the league's safety officer, and supported Flagstaff High School football through the PTA. Outside of work, he enjoys the outdoors, fitness, travel, cooking, gardening, making jam, and time with family. Please join us in thanking Erik for three decades of service, leadership, and care for this community.

# Thirty Year Anniversary

## Ryan Darr Police Lieutenant

The Flagstaff Police Department is honored to celebrate Lieutenant Ryan Darr's 30 years of service. Ryan was hired on October 13, 1996. He is the most senior member of the department and wears badge #1.

Ryan has received many commendations for community policing and community engagement over his career. His personnel file includes typewritten commendations from his earliest years, and that recognition continues all the way to today, a clear reflection of his lasting commitment to FPD and its mission. Former Police Chiefs Madden, McCann and Cooper credited a young generation of leaders, including Ryan, with helping the department adopt community policing, data-driven policing and the CompStat model. Ryan has served in nearly every role within the department. He spent many years in the Patrol Division, where his leadership and vision quickly led to promotion. As a patrol Corporal and later a Detective, he helped train and shape many of the department's senior members and current leaders. Shortly before he passed away, Chief Cooper told Ryan it was time to "put stripes on him," and Ryan was soon promoted to patrol Sergeant. On his squad, he built a culture where everyone felt valued, was well trained and enjoyed coming to work. Ryan then moved to the Detective Division, where he spent fourteen years leading criminal investigations and Metro Narcotics. He was promoted to Lieutenant in 2021 and now serves in the Patrol Division. He has also served several times as Acting Deputy Chief. Ryan's knowledge and leadership are invaluable to the department. He still leads from the front: he responds to calls, mentors the agency's young officers and holds people accountable. We are proud to have Ryan on our team and look forward to his continued service.



## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Adriana Fisher, Housing Program Manager  
**Date:** 10/20/2026  
**Meeting Date:** 10/27/2026



### TITLE:

**Presentation and Discussion: Rental Assistance Demonstration (RAD) Program**

### DESIRED OUTCOME:

Informational only.

### Executive Summary:

The City of Flagstaff Housing Authority (CFHA) is pursuing the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program to preserve and expand affordable housing through the repositioning and redevelopment of its public housing portfolio.

This work session will provide an overview of the RAD program using the same presentation shared with CFHA public housing residents at two resident engagement meetings. Topics include the proposed repositioning and redevelopment approach, resident rights and protections, the anticipated process, resident involvement, and ongoing communication. The presentation will also cover the proposed resolution authorizing an application to HUD for RAD.

On October 15, 2026, the CFHA Board of Commissioners recommended that City Council authorize the RAD application and the pursuit of redevelopment of the public housing portfolio, with CFHA serving as developer/co-developer.

The item will return to City Council at the November 17, 2026, regular Council meeting for consideration of adoption of a resolution authorizing submittal of an application to HUD to convert the City's public housing portfolio under the RAD program, and seeking authority from Council to authorize the actions necessary to implement and operate redevelopment projects, including the use of designated public housing and/or affordable housing funds.

### Information:

CFHA owns and operates 265 public housing units. The City's 10-Year Housing Plan identifies the preservation and expansion of affordable housing as a community priority. Repositioning and redevelopment are intended to at least double the number of residential units, provide a mix of housing types, and incorporate community space and supporting facilities.

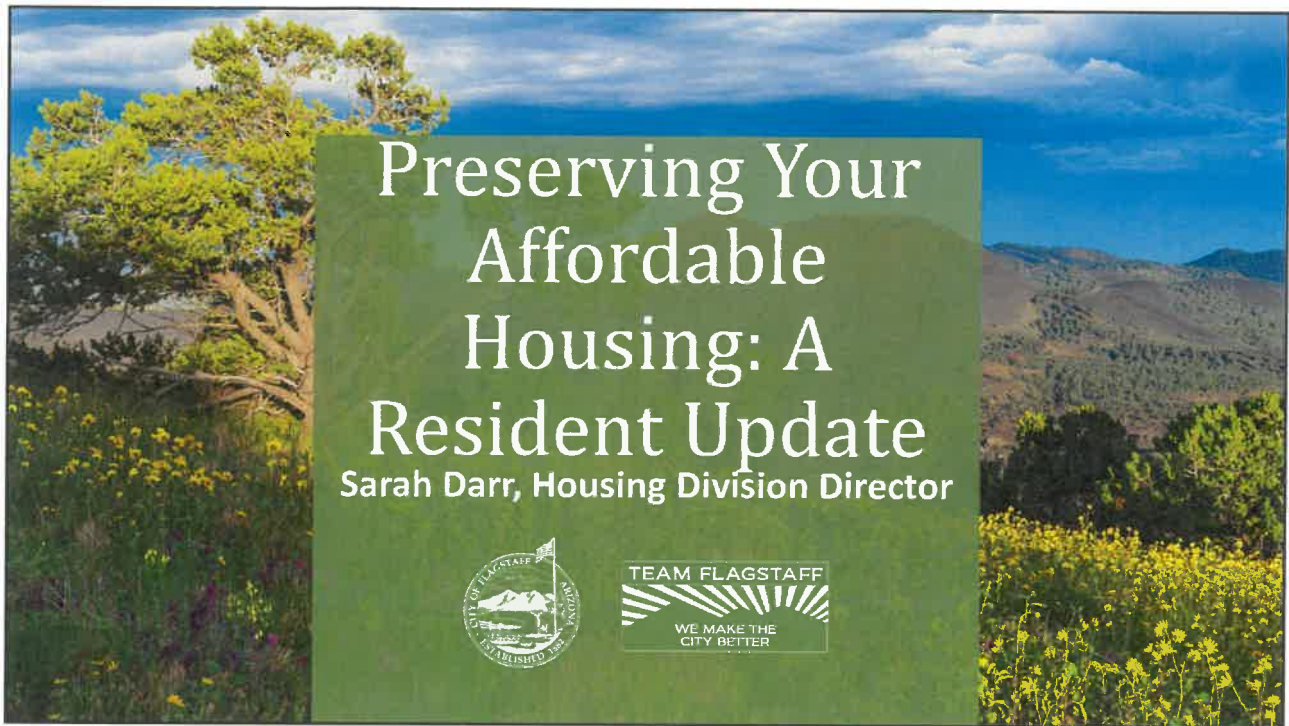
HUD's RAD program allows eligible public housing properties to convert to long-term, project-based Section 8 rental assistance, providing access to additional financing for rehabilitation or redevelopment while maintaining long-term affordability and applicable resident protections.

Two resident meetings were held on October 7, 2026, both were hybrid (in-person and remote) and recorded. The presentation utilized for the resident meetings is attached for reference, but will not be presented during the Work Session.

- Cogdil / Boys and Girls Club at noon
- Aquaplex at 5:30pm

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**Attachments:** [RAD Resident Engagement Presentation](#)  
[RAD Presentation](#)



1



## Today's Agenda



- Introduction of Staff
- What Is This Effort?
- Your Rights & What Stays the Same / What Changes
- Why This Is Happening & What's Proposed
- Staying Informed Along the Way
- How to Get Involved
- Questions and Feedback



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## Most Important Info of the Day!



### First things to know:

- You are **not** losing your housing.
- You do not need to move or make plans to move right now.
- There are multiple opportunities for you to be involved in this process.



3



## What Is This “RAD” Effort?



- The Housing Authority is applying to work with HUD to **preserve affordable housing long-term.**
- HUD calls it the Rental Assistance Demonstration, or **RAD** — we'll just call it **this effort or the RAD effort.**
- Public housing funding becomes a **long-term rental assistance contract** under a different program.
- Can fund **repairs, improvements, or rebuilding** — from **minor repairs to full redevelopment.**



4



## What Is This Different Contract/Program?



Public housing funding becomes a **long-term rental assistance contract** under the Section 8 program.

- Funding shifts from public housing to a long-term Section 8 assistance contract.
- Section 8 contract funding makes it easier for us to get money to repair and improve the property.
- **This is NOT the Section 8 Voucher program!** It means CFHA will have a Section 8 contract for the units, instead of a public housing contract.



5



## Goals of the RAD Effort



- Keep the **property affordable** long-term.
- **Protect current residents** and their rights.
- **Minimize impact** on current residents.
- **Improve** the property and **address building needs**.
- Maintain **public or nonprofit ownership or control**.
- **Increase the number of units**.



6



## Key Resident Protections



- Your **rent remains affordable**.
- **No rescreening** because of this effort.
- You have the **right**:
  - **to remain** in the development after any rehab or redevelopment.
  - **to return** if temporary relocation is needed.
  - **to organize and participate**.
  - **to grievance and hearing procedures**.
- **Option to request a tenant-based voucher** after the required waiting period.



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## Fair Housing & Accessibility



- **You are protected from discrimination** based on race, color, national origin, religion, sex, familial status, disability, or age throughout this process.
- If you have a disability, you can **request a reasonable accommodation or unit modification** at any time, and meetings and materials will be accessible to you.
- If English isn't your first language, **free language assistance and translated materials** are available for meetings and notices.
- You have the right to **file a fair housing complaint** with the Housing Authority or HUD if you believe your rights have been violated.
- Questions or accommodation requests: [RAD@flagstaffaz.gov](mailto:RAD@flagstaffaz.gov) or call 928-213-2738.

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## The Proposed Plan So Far...



- The Housing Authority is **applying to HUD for this effort** — already part of the 5-Year and Annual Plans.
- **Siler Homes**: first property considered for redevelopment, with **Brannen Homes** to follow.
- **CFHA Scattered Sites**: impact not yet determined — residents will be kept informed.
- Each will **add more affordable homes**.
- The Housing Authority is **seeking a development partner**.



*Note: Plans are still being developed and may change.*

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## What Changes / Doesn't Change After This Process?



### Doesn't Change:

- **Rental assistance continues** — rent stays based on 30% of adjusted income.
- **No rent increase** for most residents (Flat Rent residents are the exception).
- **No rescreening** because of the RAD effort.

### Changes:

- **New lease** — rights and responsibilities explained.



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## Staying in the Development



### Some residents may not have to move.

- If / then:
  - No move needed — **stay in your home.**
  - Temporary move needed — **advance notice and help with moving costs.**
- When the work is complete — you have the **right to return** to the development.



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## Relocation Notices



### If relocation is needed:

- **Advance notice** will be provided.
- Explanation of **when and why a move is needed.**
- Information on **moving assistance and relocation rights will be provided.**



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## Housing Choices



**Other affordable housing options may be offered.**

**WHEN** we get to this point in the effort, **meaning not now:**

- Residents get to choose:
  - **accept another option, or**
  - **keep the right to return.**
- Giving up the right to return must be **voluntary and in writing.**
- Information, counseling, and **at least 30 days** to decide.



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## Required Questions and Answers



**Will there be repairs or construction?**  
**Siler & Brannen Homes:** Yes — the scope is still being determined.  
**CFHA Scattered Sites:** Not yet determined; these homes are still under review.

**Are there plans to move the affordable housing assistance to a new location?**  
 Not at this time, at any site.

**Are there plans to partner with another affordable housing organization?**  
 Not at this time. We do plan to partner with a co-developer.

**Will there be a change in the number or type of units?**  
**Siler & Brannen Homes:** Yes — the goal is to at least double the units and add a mix of housing types. **CFHA Scattered Sites:** Not yet determined.

*These four questions and answers are required by HUD before we submit our application.*

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## Resident Participation & Meetings



- **Notices and updates** throughout this process.
- **Multiple meetings** — learn about and have input into plans, ask questions, share concerns.
- Resident councils and associations may **meet independently** too.
- The Housing Authority must:
  - **Consider resident comments and concerns.**
  - **Give written responses and submit them to HUD.**



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## Resident Organizing Rights



- Right to **form and join resident organizations.**
- Right to **organize, meet, and communicate with other residents.**
- **Resident participation funds** available.
- Right to **grievance and hearing procedures.**



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## Choice Mobility



*Choice Mobility lets eligible residents move to a different home using a voucher, after a waiting period.*

- **Voluntary** — residents choose whether to use it.
- After the waiting period, residents may **request a tenant-based voucher** that can be used to rent another home.
- Waiting period: **1 year or 2 years** depending on a few factors
- **More information** will be provided before we get to this point.



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## Resident Notices



Residents will receive information at important stages of this process:

Before the application.



If relocation is needed.



After HUD approves the plans.



Before any relocation begins.



This is the minimum! You can expect more frequent updates, including in the monthly newsletter

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## When Will Meetings Happen?



**1**

**At least 2 meetings before the application.**



**2**

**At least 2 more meetings after HUD accepts the application.**

**3**

**At least 1 more meeting before the conversion is completed.**

*Additional meetings for your input and questions will be held as progress is made.*

**This is the minimum! You can expect more meetings than this!**

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## How to Get Involved



-  **Attend resident meetings.**
-  **Ask questions.**
-  **Share concerns and ideas.**
-  **Read notices and updates.**
-  **Contact the Housing Authority for more information.**

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## Please Note:



- There is lots of work to be done before any changes to buildings or land are made.
- **It likely will look like nothing is happening for at least a year.**
- Watch the newsletter for a monthly update on what's happening and future opportunities for you to share your ideas on what you would like your neighborhood to look like.

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## Other Meetings...



Getting permission to apply for the RAD Program:

### Housing Authority Board

- October 15, 2026 at 9am (Remote)

### City Council

- October 27, 2026 at 3pm (In-person, also available via youtube)
- November 3, 2026 at 3pm (In-person, also available via youtube)

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## Most Important Info of the Day!



**First AND last things to know:**

- You are **not** losing your housing.
- You do not need to move or make plans to move right now.
- There are multiple opportunities for you to be involved in this process.



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Thank you!

Any questions?




**CITY OF FLAGSTAFF**



**HOUSING  
AUTHORITY**

[RAD@flagstaffaz.gov](mailto:RAD@flagstaffaz.gov)

or

**928-213-2738**

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# City of Flagstaff Housing Authority's Rental Assistance Demonstration (RAD) Effort

*City Council Work Session  
October 27, 2026*





# Today's Agenda

- What is RAD and Why Do It?
- What's Happened to Date
- What the Resolution Does
- The Redevelopment Efforts
- How It Gets Built
- Implementation Authority
- Next Steps





# Most Important Info of the Day!

## First things to know:

- You are **not** losing your housing.
- You do not need to move or make plans to move right now.
- There are multiple opportunities for you to be involved in this process.

*From the Resident  
Engagement Presentation*





# What Is This “RAD” Effort?



- The Housing Authority is applying to work with HUD to **preserve affordable housing long-term.**
- HUD calls it the Rental Assistance Demonstration, or **RAD** — we'll just call it **this effort or the RAD effort.**
- Public housing funding becomes a **long-term rental assistance contract** under a different program.
- Can **fund repairs, improvements, or rebuilding** — from **minor repairs to full redevelopment.**





# Why Do It?



- Federal funding for public housing repairs has been **shrinking for years**, while local housing needs keep growing.
- Flagstaff is in a declared **housing emergency**, and these properties are aging and need reinvestment.
- The project supports the City's **10-Year Housing Plan** by protecting and expanding long-term affordable housing.





# What Is This Different Contract/Program?



Public housing funding becomes a **long-term rental assistance contract** under the Section 8 program.

- **Funding** shifts from public housing to a long-term Section 8 assistance contract.
- Section 8 contract funding makes it easier for us to get money to repair and improve the property.
- ***This is NOT the Section 8 Voucher program!*** It means CFHA will have a Section 8 contract for the units, instead of a public housing contract.





# Goals of the RAD Effort



- Keep the **property affordable** long-term.
- **Protect current residents** and their rights.
- **Minimize impact** on current residents.
- **Improve** the property and **address building needs**.
- Maintain **public or nonprofit ownership or control**.
- **Increase the number of units**.



# Key Resident Protections

- The **rent remains affordable**.
- **No rescreening** because of this effort.
- Residents have the **right**:
  - **to remain** in the development after any rehab or redevelopment.
  - **to return** if temporary relocation is needed.
  - **to organize and participate**.
  - **to grievance and hearing procedures**.
- **Option to request a tenant-based voucher** after the required waiting period.





# What's Happened to Date

Discussion and planning...for several years

## **RAD consultant**

- Portfolio Analysis
- Capital Needs Assessment
- Required Background Work
- Draft RFP to procure development partner

## **Architect**

- Site analysis
- **Preliminary** drawings



# What's Happened to Date

## Resident Engagement Meetings - October 14, 2026

- Cogdill at Noon
- Aquaplex at 5:30

## Stakeholder Meetings

- Tynkertopia
- Boys and Girls Club
- NACOG / HeadStart

**CITY OF FLAGSTAFF HOUSING AUTHORITY**

Join us for an important  
**PUBLIC HOUSING RESIDENT MEETING**

**Meeting Topics**

- What's happening in the next few years with public housing.
- Discover upcoming chances to provide feedback on your community's needs.
- Learn about what "RAD" means and how it will and will not impact your home.

Please plan to attend **one** of two meetings, in person or virtually:

**WEDNESDAY OCT 14**

**Cogdill, 301 S Paseo Del Flag 12:00PM**

**Aquaplex, 1702 N Fourth St 5:30PM**

Scan the QR code to attend either meeting virtually!

**Important Reminders**

- No current residents will lose their housing because of this project!
- This is the very beginning - nothing is decided yet.
- This project will not impact your home until at least 2028!

The City of Flagstaff Housing Authority complies with federal and state fair housing and civil rights laws and does not discriminate in its programs, services, activities, or employment. Reasonable accommodations and language assistance are available upon request. For questions or concerns, call 928-213-2738.

Calendar • Public Housing Res... Housing | City of Flagstaff Off... Ask Gemini

flagstaff.az.gov/4372/Housing

NEW City-Net - Ho... Housing Investment... 10YHP 10-Year Housing Plan Housing Commission RAD Task List City Agendas & Min... All Bookmarks

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**CITY OF FLAGSTAFF** Government Services Recreate Safety Business

**Public Housing Residents: Upcoming Informational Meetings**

The City of Flagstaff Housing Authority is hosting meetings on **Wednesday, October 14**, to share updates on the future of public housing and gather community feedback. This meeting is solely for current public housing residents.

Choose from two session times (attend in person or join virtually):

- 12:00 PM at Cogdill (301 S Paseo Del Flag)
- 5:30 PM at the Aquaplex (1702 N Fourth St)
- Join Either Session Virtually Online (opens in new tab)

DO NOT SHOW AGAIN CLOSE

Emergency Shelter Home Services Housing Rental Assistance Homebuying Assistance Housing Follow Us Enable Google Translate

Flagstaff Housing Authority Board voted to forward RAD resolution to City Council with a recommendation for approval



# What the Council Resolution Does



- Recommends that City Council authorize staff to **apply to HUD** for the Rental Assistance Demonstration program, or RAD.
- Acknowledges RAD converts public housing assistance into a **long-term Section 8 rental assistance contract**.
- Recommends that the Flagstaff Housing Authority (CFHA) serve as **Developer or Co-Developer** on the resulting redevelopment.

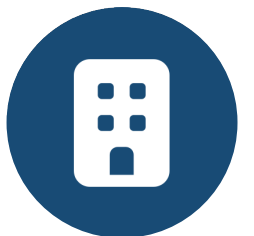




# The Redevelopment Efforts



- Covers **Siler Homes, Brannen Homes, and the scattered public housing sites** across Flagstaff.
- Plans for a **mix of housing types**, including family and senior housing.
- Aims to **significantly increase** the number of affordable homes available at these sites.





# How It Gets Built



- A **new nonprofit corporation** is recommended to be formed to help with various elements of the development.
- Financing will combine **tax-credit financing, grants, loans and City GO bond funding from Prop 442** — not City general funds.
- A qualified **development partner** will be selected to help design, finance, and build the projects.





# Hang on now... a new non-profit?



- Yes, but at the request of the City
  - There would be no new staff, no new funding to start with, TBD long term.

“4(b) Form a new non-profit corporation with the Housing Division Director of the Flagstaff Housing Authority working with legal counsel on incorporation, governance documents and submission for 501 (c) status, as directed by the City Manager or their designee.”

- This is an identified best practice
  - satisfying HUD’s control requirements,
  - structuring the LIHTC partnerships correctly, and
  - keeping project risk and guarantee funds separate from the rest Housing Authority and City.





# Implementation Authority



- Directs the **City Manager, or their designee**, to take the actions needed to carry out this resolution.
- Includes signing the **applications and agreements** HUD requires to move the process forward.
- The FHA Board and City Council will be **kept informed** as the project progresses.





# Federal Status of Program

**The *21st Century ROAD to Housing Act*, enacted on July 11, 2026, makes the RAD program permanent**

- **Permanent Status:** Removes the program's sunset provision to give public housing authorities long-term stability for public housing repositioning.
- **Cap Increase:** Expands the nationwide RAD conversion limit to 555,000 units.
- **Affordability Mandate:** Requires that converted public housing authority properties be strictly used for affordable housing rather than commercial, for-profit, or athletic facilities



# Next Steps

## **Council Consideration of Resolution**

- **November 17, 2026**

**Submit Application to HUD**

**Publish Co-Developer RFP**



# Please Note:

*From the Resident*

*Engagement Presentation*



- There is lots of work to be done before any changes to buildings or land are made.
- **It likely will look like nothing is happening for at least a year.**
- Watch the newsletter for a monthly update on what's happening and future opportunities for you to share your ideas on what you would like your neighborhood to look like.



# Most Important Info of the Day!



## First AND last things to know:

- You are not losing your housing.
- You do not need to move or make plans to move right now.
- There are multiple opportunities for you to be involved in this process.

*From the Resident  
Engagement Presentation*



# Thank you!

## Questions?



**FLAGSTAFF  
HOUSING  
DIVISION**

## **CITY OF FLAGSTAFF STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Kristine Pavlik, Housing and Grants Administrator  
**Date:** 10/08/2026  
**Meeting Date:** 10/27/2026




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### **TITLE:**

**Bond-Funded Community Homebuyer Assistance Program and Employer Assisted Housing Program Annual Update**

### **DESIRED OUTCOME:**

Council will hear a presentation from Housing Solutions of Northern Arizona (HSNA) regarding implementation, participation, and progress of the Bond-Funded Community Homebuyer Assistance Program (CHAP), including the Permanent Affordability Pilot, and the City of Flagstaff Employer Assisted Housing (EAH) Program.

### **Executive Summary:**

The City of Flagstaff contracts with Housing Solutions of Northern Arizona (HSNA) to administer the Bond-Funded Community Homebuyer Assistance Program (CHAP), including the Permanent Affordability Pilot, and the Employer Assisted Housing (EAH) Program.

Bond-Funded CHAP provides up to \$50,000 in matching financial assistance to eligible homebuyers and is supported by \$7 million in general obligation bond funds authorized by voters through Proposition 442 in November 2022. The Permanent Affordability Pilot (CHAP-PA) provides assistance of up to 30% of the home's purchase price in exchange for securing permanent affordability through a deed restriction or ground lease. EAH is funded through City general funds and provides up to \$20,000 in matching financial down payment assistance to eligible City of Flagstaff employees.

This will be HSNA's first annual presentation to Council under the contract, covering program implementation, participation, and financial assistance provided since the contract was signed in July 2025, with outcomes reported through September 2026. The presentation will review program guidelines, eligibility requirements, accomplishments, and challenges, with an opportunity for Council to discuss progress and provide feedback.

### **Information:**

The City entered into a five-year professional services contract, Contract No. 2025-205, with HSNA on July 25, 2025, with the option for two one-year extensions. HSNA's responsibilities include client intake, eligibility determination, homebuyer counseling and education, program outreach, and loan processing. City Housing Division staff coordinate with HSNA on program implementation, contract oversight, and the use of City funding.

Council approved the First Amendment on October 21, 2025, increasing the authorized administration amount from \$80,000 to \$500,000 and supporting expanded program administration, including the Permanent Affordability Pilot.

The contract requires HSNA to submit an annual summary report reviewing program outcomes, trends, and recommended program changes. It also requires an annual presentation to Council summarizing the previous fiscal year's program impacts and outcomes and any proposed guideline updates. The First Amendment established a presentation deadline of no later than November 1 each year.

Previous Council and community discussions include:

- **November 2022:** Voters approved Proposition 442, including \$7 million to expand homebuyer assistance.
- **January–September 2024:** City staff worked with the Housing Commission to develop proposed program criteria.
- **October 8, 2024:** Council reviewed the proposed criteria and directed staff to proceed with competitive procurement for a program administrator.
- **July 25, 2025:** The City entered into a professional services contract with HSNA.
- **August 2025:** CHAP relaunched under HSNA’s administration using affordable housing bond funding.
- **October 21, 2025:** Council approved the First Amendment to the professional services contract.

**Attachments:** HSNA CHAP Contract  
HSNA CHAP Contract Amendment 1  
HSNA Presentation

**PROFESSIONAL SERVICES CONTRACT**  
**Contract No.: 2025-205**

This Contract is entered into this 25th day of July, 2025 by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Housing Solutions of Northern Arizona, Inc., (corporate status) ("Firm").

WHEREAS, the City desires to receive and Firm is able to provide professional services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Firm (the "parties") agree as follows:

**SERVICES**

1. Scope of Work: Firm shall provide the professional services generally described as follows:

**PROFESSIONAL SERVICES**

Administration of the Community Homebuyer Assistance Program (CHAP) and Employer Assisted Housing (EAH) Program as more specifically described in the scope of work attached hereto as Exhibit A.

2. Schedule of Services: Firm shall perform all work per the schedule set forth in *Exhibit A*.

3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as *Exhibit B* are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in *Exhibit A*.

4. Key Personnel/Subcontractors: Firm's Key Personnel, Subcontractors (if any), and contact information are designated in *Exhibit A*. Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for completion of the services. The City Representative for this Contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

**CITY RESPONSIBILITIES**

5. City Representative: The City Representative is Kristine Pavlik, Housing and Grants Administrator, or her designee. All communications to the City shall be through the City Representative. City Representative is responsible for bringing any request for a Contract amendment or price adjustment to the attention of the City Buyer.

6. City Cooperation: City will cooperate with Firm by placing at its disposal all available information concerning the City, City property, or the City project reasonably necessary for Firm's performance of this Contract.

**CONTRACT TERM**

7. Contract Term: The Contract shall be effective as of the date signed by both parties. Performance shall commence within ten (10) days from the City's issuance of the Notice to Proceed and shall be in force for an initial term of five (5) consecutive years.

8. Renewal: This Contract may be renewed for up to two (2) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.

9. Termination: This Contract may be terminated pursuant to the Standard Terms and Conditions attached hereto as *Exhibit B*.

#### PAYMENT

10. Compensation: Firm shall be paid \$2,000 per CHAP and Employer Assisted Housing (EAH) loan post-closing and \$200 per CHAP applicant for satisfactory performance of the services in accordance with the Scope of Work identified in *Exhibit A*. The total expenditures under this contract shall not exceed eighty thousand dollars (\$80,000.00).

11. Price Adjustment: Any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Council must approve the price adjustment if the annual contract price exceeds \$100,000; otherwise the City Manager or his designee (the Purchasing Director) shall have authority to approve a price adjustment on behalf of the City.

#### DATA AND RECORDS

12. City Ownership of Document and Data: Any original documents prepared or collected by Firm in performance of this Contract such as models, samples, reports, test plans, survey results, graphics, tables, charts, plans, maps, specifications, surveys, computations and other data shall be the property of City ("City's work product"), unless otherwise agreed by the parties in writing. Firm agrees that all materials prepared under this Contract are "works for hire" within the meaning of the copyright laws of the United States and hereby assigns to the City all rights and interests Firm may have in the materials it prepares under this Contract, including any right to derivative use of the material.

13. Re-Use: The City may use the City's work product without further compensation to Firm; provided, however, that the City's reuse without written verification or adaption by Firm for purposes other than contemplated herein is at the City's sole risk and without liability to Firm. Firm shall not engage in any conflict of interest nor appropriate any portion of the City's work product for the benefit of Firm or any third parties without the City's prior written consent.

14. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Firm shall immediately deliver to the City copies all of the City's work product and any other documents and data accumulated by Firm in performance of this Contract, whether complete or in process.

#### INSURANCE

15. Insurance: Firm shall meet insurance requirements of the City, as set forth in *Exhibit C*.

#### MISCELLANEOUS

16. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:  
Emily Markel  
Purchasing Manager  
City of Flagstaff  
211 W. Aspen  
Flagstaff, Arizona 86001  
[emarkel@flagstaffaz.gov](mailto:emarkel@flagstaffaz.gov)

To Firm:  
Devonna McLaughlin  
Chief Executive Officer  
Housing Solutions of Northern Arizona, Inc.  
1500 E. Cedar Ave., Ste. 86  
Flagstaff, AZ 86004  
[devonnam@housingnaz.org](mailto:devonnam@housingnaz.org)

With a copy to:  
Kristine Pavlik  
Housing & Grants Administrator  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
[kristine.pavlik@flagstaffaz.gov](mailto:kristine.pavlik@flagstaffaz.gov)

17. Authority; Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

***(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)***

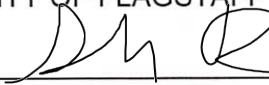
FIRM: Housing Solutions of Northern Arizona, Inc.



Print name: Devonna McLaughlin

Title: Chief Executive Officer

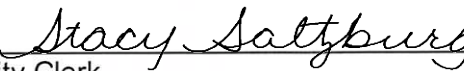
CITY OF FLAGSTAFF



Print name: \_\_\_\_\_

Title: Division Director, Community Development

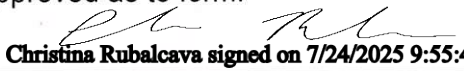
Attest:



City Clerk

**Stacy Salzburg signed on 7/25/2025 3:01:30 PM**

Approved as to form:



**Christina Rubalcava signed on 7/24/2025 9:55:45 AM**

City Attorney's Office

Notice to Proceed issued: July 25, 2025

## **EXHIBIT A**

### **Scope of Work**

The City of Flagstaff's Community Homebuyer Assistance Program (CHAP) and Employer Assisted Housing Program (EAH) make homeownership possible for citizens and City employees in the City of Flagstaff. As set forth herein, Housing Solutions of Northern Arizona, Inc. (HSNA) will determine eligibility for program participation in accordance with criteria set by the City, provide one-on-one housing counseling and general homebuyer education services, and administer the financial assistance at the time of purchase for the CHAP and EAH programs.

HSNA will complete the following tasks to successfully perform under this contract:

1. **General Project Administration.** HSNA will carry out the daily tasks of ensuring that the project progresses satisfactorily and that all of the administrative functions associated with the project are properly executed in accordance with the contract. HSNA responsibilities include:
  - 1.1. Keeping files detailing expenses, procurement, project information, and correspondence, in addition to any other necessary information;
  - 1.2. Submitting applicable reports to the City of Flagstaff;
  - 1.3. Keeping client and program files detailing eligibility, income, ethnicity, age, special needs, loan and income information, in addition to any other necessary information;
  - 1.4. Project accounting, including documentation of expenditures and receipts;
  - 1.5. Managing personnel;
  - 1.6. Completing audits and other submissions;
  - 1.7. Overseeing project to ensure a cost-effective and efficient delivery of services;
  - 1.8. Creation of required loan documents;
  - 1.9. Ensuring that an open process is conducted in all outreach activities and equal opportunity is provided to all persons regardless of race, color, sex, religion, disability, familial status or national origin.
2. **HOMEBUYER COUNSELING & EDUCATION**
  - 2.1. HSNA will conduct one-on-one homebuyer counseling and education through its HUD certified homebuying counselors for all applicants to the CHAP and EAH program as well as all potential first-time homebuyers in the City of Flagstaff.

- 2.2. HSNA's certified homebuying counselors shall meet one-on-one with CHAP and EAH applicants as well as all other interested potential first-time homebuyers in the City of Flagstaff to help them navigate the home-buying process, determine their individual housing needs, and overcome challenges to obtaining homeownership. The homebuyer counseling and education shall provide clients with general information regarding the home-purchase process, federal consumer protection and fair housing laws, credit and savings information and guidance, lending details, how to shop for a home, how to avoid foreclosure, and any other relevant topics. The counseling and education will also help clients understand and access additional available financial assistance programs. In addition, Fair Housing, home inspection, lead-based paint information shall be presented as part of this counseling and education.
  - 2.3. HSNA's certified homebuying counselors will also complete a financial and budget analysis for the client. If desired by the client, HSNA may pull a credit report to assist with the financial and budget analysis. The client will pay for the cost of the credit report at the actual cost incurred by HSNA. HSNA must disclose this cost in advance to the client.
  - 2.4. HSNA will follow the National Industry Standards for Homeownership Education and Counseling for pre-purchase homebuyer education and counseling. HSNA's housing counseling staff will complete continuing education as required by these standards and abide by HUD requirements in the delivery of both one-on-one housing counseling and homebuyer education.
  - 2.5. HSNA's certified homebuying counselors shall provide refinance counseling and foreclosure mitigation counseling to past CHAP and EAH program buyers, at no charge to the client or City of Flagstaff, if the client would like to access these services. The City of Flagstaff may refer these clients to HSNA for housing counseling services or the clients may contact HSNA directly.
  - 2.6. HSNA will document all HUD-required follow-up for clients receiving one-on-one housing counseling and education.
  - 2.7. In addition to the one-on-one housing counseling and homebuyer education provided by HSNA and described above, all applicants to the CHAP and EAH programs are required to take an extended online education course approved by the City. All other potential first-time homebuyers in the City of Flagstaff are invited to take the same course. Applicants to the EAH program will not be charged for the online course. CHAP applicants and all other potential first-time homebuyers will be charged no more than fifty dollars (\$50.00) for the online course. The costs for these courses are included in the compensation paid by the City to HSNA in Section 10 of this Agreement.
3. Program Marketing. HSNA shall affirmatively market the program to target audiences through media, literature, announcements through the Realtors' multiple listing service, meetings, mailing to Realtors, and other activities as appropriate.
  - 3.1. CHAP

- 3.1.1.1. Conduct quarterly outreach, including at least two in-person activities during the year at community events and through partner organizations.
- 3.1.1.2. Use print, digital, and social media platforms to promote the program on a regular basis – no less than quarterly.
- 3.1.1.3. Ensure materials are inclusive and multilingual, targeting underserved populations.

**3.2. EAH**

- 3.2.1.1. Conduct quarterly outreach to City employees, including at least two in-person activities at rotating City locations during the year,
- 3.2.1.2. Provide presentations, printed materials, and on-site Q&A as requested by the City.
- 3.2.1.3. Coordinate with City Housing staff for quarterly inclusion of marketing materials in internal newsletters and onboarding packets.

**4. Resource Development.**

- 4.1. Develop and maintain applications, educational materials, FAQs, checklists, and budgeting tools for the CHAP and EAH programs and for potential first-time homebuyers in the City of Flagstaff.
- 4.2. EAH Program: Tailor materials for City staff, maintain a digital info hub, and update materials on a semi-annual basis or as needed.
- 4.3. CHAP Program: Develop public-facing, multilingual materials for broad distribution through libraries, community centers, online platforms, and other public spaces identified by HSNA.

**5. Partnership Development.** HSNA will collaborate with lenders, Realtors and community organizations for referrals and support to benefit CHAP and EAH applicants. HSNA shall use its best efforts to generate mortgage resources for CHAP and EAH applicants through (1) relationships with lending institutions; and (2) gaining approval of “soft second” mortgage products by the Federal Housing Administration (FHA), the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Mortgage Corporation (Freddie Mac) and the Veterans Administration (VA), as needed.

**6. Eligibility Determination.** Determine eligibility for financial assistance through the CHAP and EAH programs in accordance with criteria provided by the City and subject to change as determined by the City. From time to time, the City may update eligibility criteria and will provide this new criteria to HSNA for making eligibility determinations.

7. **Loan Administration.** CHAP and EAH applicants shall obtain mortgage financing from the lender of their choice and shall choose the title company of their choice. HSNA shall administer CHAP and EAH loan resources, including preparing necessary loan documents, obtaining signatures, and working with the buyer's title company to ensure all documents are properly signed and recorded. HSNA will notify City staff when each CHAP or EAH loan is ready to fund and will identify for City staff the title company that will receive the loan funds on behalf of the approved applicant, the amount of the loan, and the anticipated date of escrow closure. HSNA will provide this information to the City no less than two weeks prior to the anticipated close of escrow. The City of Flagstaff will transfer the funding to the buyer's title company. The City of Flagstaff will service the loans after HSNA closes the Client File and transfers it to the City.

Should there be a delay in payment to the title company that will delay closing for the buyer, HSNA has the option, but is not required, to front the funds with approval from the City Housing Director or designee. The City will then reimburse HSNA for the expended funds directly.

8. **File Retention and Transfer.**

- 8.1. **CLIENT FILES.** The Client File includes all documents generated or required as part of this Agreement related to client application and eligibility for the CHAP or EAH programs, all correspondence related to the provision of a CHAP or EAH loan, all documents related to any CHAP or EAH loan (including the original deeds of trust and promissory notes), all documents related to loan processing or loan servicing, all documents related to client counseling and education, and all documents provided by the client to HSNA for the provision of services required by this Agreement.

- 8.1.1. Agency shall document and retain all eligibility within the Client File.

- 8.1.2. Client files will be "closed out" for two reasons: (1) client purchases a first home; or (2) client file is closed, and client does not purchase a first home. Client files can be closed if the client determines homeownership is not feasible or desirable, client does not follow the action plan to become home purchase ready, or client fails to follow up or discontinues contact with the Agency.

- 8.1.3. The Client Files documenting the expenditure of CHAP or EAH funds shall be transferred to the City of Flagstaff bi-annually. These Client Files closed between January 1 and June 30 will be transferred to the City by July 31. Client Files closed between July 1 through December 31 will be transferred to the City by January 31. All other Client Files will be retained by HSNA for a period of five (5) years from the date the files are closed and available to the City upon request. All Client Files transferred to the City will be available to HSNA, if requested, for HUD or grant funder audits.

- 8.2. **PROGRAM FILES.** The Program Files includes all documents generated or required as part of this Agreement and not included in a Client File.

8.2.1. HSNA will keep and maintain Program Files on file for a minimum of five years after the contract close out and be available to the City of Flagstaff for monitoring of the files.

9. Evaluation and Reporting. Measure outcomes, collect feedback and report program metrics.

9.1. Evaluation and Reporting. HSNA shall track and report on program outcomes and performance for the Community Homebuyer Assistance Program (CHAP), the Employer Assisted Housing (EAH), and the Homebuyer Counseling & Education programs. Reporting responsibilities are as follows:

9.2. Performance Metrics. HSNA will collect and report the following data on all programs being administered:

- Number of applications, approvals, denials, and closings.
- Total financial assistance disbursed.
- Average assistance per household.
- Client demographics (income, household size, race/ethnicity, etc.).
- Affordability indicators (housing and debt-to-income ratios).
- Outreach efforts and participation.
- Client satisfaction survey results.

9.3. Reporting Schedule

- Quarterly Reports: Submitted within 30 days of quarter-end, summarizing activities, metrics, and any issues encountered.
- Annual Summary Report: Submitted by August 1, with a comprehensive review of outcomes, trends, and any recommended program changes.

9.4. Client Feedback. HSNA will administer client satisfaction surveys post-counseling and post-closing, and summarize results in quarterly and annual reports.

9.5. Monitoring and Audit Support. HSNA shall provide full cooperation during City monitoring and program reviews, including access to program files and participation in monitoring meetings.

9.6. Annual Presentation. HSNA will present annually in September to the Flagstaff City Council, summarizing key information in the annual summary report and including program impact and outcomes for the previous fiscal year, and any proposing guideline updates (if any). Presentation materials shall be provided to City staff for review no later than four (4) weeks in advance of the presentation.

## **EXHIBIT B**

### **STANDARD TERMS AND CONDITIONS**

(Last Updated January 19, 2023)

\*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

#### **IN GENERAL**

1. **PARTIES:** The City of Flagstaff ("City") and the contractor identified in the Contract ("Contractor") may be referred to individually as "Party" or collectively as "Parties".
2. **NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.
3. **LICENSES AND PERMITS:** Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract and provide copies to City upon request.
4. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of the Contract.
5. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive and the City reserves the right to contract with others for materials or services.
6. **SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

#### **MATERIALS**

7. **PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.
8. **QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City's inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.
9. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.
10. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all Manufacturer's Warranties to the City upon the City's acceptance of the materials.

11. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.
12. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.
13. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.
14. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.
15. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.
16. **LIENS:** All materials and other deliverables supplied to the City shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.
17. **CHANGES IN ORDERS:** The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

## **PAYMENT**

18. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.
19. **LATE INVOICES:** The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, the City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

20. **TAXES:** Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.
- Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.
21. **FEDERAL EXCISE TAXES:** The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.
22. **FUEL CHARGES:** Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City.
23. **DISCOUNTS:** If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by the City.
24. **AMOUNTS DUE TO THE CITY:** Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City under the Contract.
25. **OFAC:** No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

## **SERVICES**

26. **INDEPENDENT CONTRACTOR:** Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.
27. **CONTROL:** Contractor shall be responsible for the control of the work.
28. **WORK SITE:** Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.
29. **SAFEGUARDING PROPERTY:** Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.
30. **QUALITY:** All work shall be of good quality and free of defects, performed in a diligent and professional manner.
31. **ACCEPTANCE:** If the City rejects Contractor's work due to noncompliance with the Contract, the City, after notifying Contractor in writing, may require Contractor to correct the

deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.

32. **WARRANTY:** Contractor warrants all work for a period of one year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one year warranty is in addition to and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

### **INSPECTION, RECORDS, ADMINISTRATION**

33. **RECORDS:** The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five years after completion of the Contract.
34. **RIGHT TO INSPECT BUSINESS:** The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.
35. **PUBLIC RECORDS:** The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.
36. **CONTRACT ADMINISTRATION:** Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

### **INDEMNIFICATION**

37. **GENERAL INDEMNIFICATION:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects, and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.
38. **INTELLECTUAL PROPERTY INDEMNIFICATION:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of the alleged infringement of any patent, trademark or copyright or other proprietary rights of any third-parties arising out of Contract performance

or use by the City of materials furnished or work performed under the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

- 39. NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from an against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

### **CONTRACT CHANGES**

- 40. PRICE INCREASES:** Except as expressly provided for in the Contract, no price increases will be approved.
- 41. COMPLETE AGREEMENT:** The Contract is intended to be the complete and final agreement of the Parties.
- 42. AMENDMENTS:** The Contract may be amended by written agreement of the Parties.
- 43. SEVERABILITY:** If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted and the remainder of the Contract shall remain in full force and effect.
- 44. NO WAIVER:** Both Parties have the right insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.
- 45. ASSIGNMENT:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. Any

assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City. The Purchasing Director shall have authority to consent to an assignment on behalf of the City.

46. **BINDING EFFECT:** The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

#### **EMPLOYEES AND SUBCONTRACTORS**

47. **SUBCONTRACTING:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. The City reserves the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.
48. **NONDISCRIMINATION:** Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal, state and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation, or gender identity or expression.
49. **DRUG FREE WORKPLACE:** The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.
50. **IMMIGRATION LAWS:** Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

#### **DEFAULT AND TERMINATION**

51. **TERMINATION FOR DEFAULT:** Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured,

or in the event of a series of repeated breaches the non-defaulting Party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein.

52. **CITY REMEDIES:** In the event of Contractor's default, the City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. The City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.
53. **CONTRACTOR REMEDIES:** In the event of the City's default, Contractor may pursue all remedies available at law, except as provided for herein.
54. **TERMINATION FOR NONAPPROPRIATION OF FUNDS:** The City may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.
55. **TERMINATION FOR CONVENIENCE:** Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If the Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by the City before the effective date of termination.
56. **TERMINATION DUE TO INSOLVENCY:** If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate the Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.
57. **PAYMENT UPON TERMINATION:** Upon termination of the Contract, the City will pay Contractor for satisfactory performance up until the effective date of termination. The City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.
58. **CANCELLATION FOR GRATUITIES:** The City may cancel the Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.
59. **CANCELLATION FOR CONFLICT OF INTEREST:** Pursuant to A.R.S. § 38-511, if the City identifies a conflict of interest in the award or performance of the Contract, the City may cancel the Contract within three years after its execution, without penalty or further liability to Contractor.

## **MISCELLANEOUS**

60. **COOPERATIVE PURCHASE CONTRACTS:** Presuming that Contractor agreed to such during the procurement process, Contractor will enter into cooperative purchase arrangements, as sanctioned by state and federal law, to allow Contractor to sell materials and services to any member of a cooperative group under the same pricing, terms and conditions of the contract awarded to the Contractor by the public procurement unit, following a competitive procurement process.
61. **ADVERTISING:** Contractor shall not advertise or publish information concerning its Contract with the City without the prior written consent of the City.
62. **NOTICES:** All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.
63. **THIRD PARTY BENEFICIARIES:** The Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.
64. **GOVERNING LAW:** The Contract shall be construed in accordance with the laws of Arizona.
65. **FORUM:** In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.
66. **ATTORNEYS' FEES:** If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, professional fees and expenses.
67. **FORCE MAJUERE:**
- a. There may be events that occur during the term of the Contract that are beyond the control of both the City and Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of the Contract.
  - b. There shall be no claims arising from a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables caused by the Events and the City shall not pay additional costs incurred by Contractor as a result of such Events.
  - c. The Parties shall act in good faith to extend the Contract completion date without any penalty to Contractor and that the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.

68. **NO BOYCOTT OF ISRAEL:** Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees and the Contract is worth at least one-hundred thousand dollars and no cents (\$100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.
69. **CHANGES TO CONTRACT:** The Contract shall not be modified within the first year after Contract award where: (a) an amendment may result in a competitive advantage that was not made available to other proposers/bidders; or (b) requests for changes may delay commencement of performance.
70. **FORCED LABOR OF ETHNIC UYGHURS:** If Contractor engages in for-profit activity and has ten (10) or more employees, pursuant to A.R.S. §35-394, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of the contract that the company is not in compliance with the written certification, the Contractor shall notify the City within five (5) business days after becoming aware of the noncompliance. If the Contractor does not provide the City with a written certification that the Contractor has remedied the noncompliance within 180 days after notifying the City of the noncompliance, this Contract terminates, except that if the contract termination date occurs before the end of the remedy period the Contract terminations on the Contract termination date.

## EXHIBIT C

### STANDARD INSURANCE REQUIREMENTS

(Last Updated January 19, 2023)

\*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

1. **IN GENERAL:** Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.
2. **REQUIREMENT TO PROCURE AND MAINTAIN:** Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor's obligations under the Contract have been met, including any warranty periods. Contractor's failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.
3. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City does not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

|                               |             |
|-------------------------------|-------------|
| General Aggregate             | \$2,000,000 |
| Products/Completed Operations | \$1,000,000 |
| Each Occurrence               | \$1,000,000 |

b. Umbrella Coverage \$2,000,000

c. Automobile Liability

|                                                                        |             |
|------------------------------------------------------------------------|-------------|
| Any Automobile or Owned, Hired, and Non-owned Vehicles                 | \$1,000,000 |
| Combined Single Limit Per Accident for Bodily Injury & Property Damage |             |

d. Workers' Compensation and Employer's Liability

|                                     |             |
|-------------------------------------|-------------|
| Workers' Compensation               | Statutory   |
| Employer's Liability: Each Accident | \$1,000,000 |
| Disease - Each Employee             | \$1,000,000 |
| Disease - Policy Limit              | \$1,000,000 |

e. Professional Liability \$2,000,000

f. Network Security and Privacy Liability

|                  |             |
|------------------|-------------|
| Per claim        | \$2,000,000 |
| Annual Aggregate | \$2,000,000 |

4. **NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall maintain the requisite insurance requirements covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. The insurance policy shall include coverage for third-party claims. The insurance policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.
5. **SELF-INSURED RETENTION:** Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that Contractor reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.
6. **OTHER INSURANCE REQUIREMENTS:** The insurance policies shall contain, or be endorsed to contain, the following provisions:
- a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.
  - b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.
  - c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.
  - d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.

- f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City.
7. **NOTICE OF CANCELLATION**: Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.
8. **ACCEPTABILITY OF INSURERS**: Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.
9. **CERTIFICATES OF INSURANCE**: Contractor shall furnish the City with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City Contract number shall be noted on the certificates of insurance. If requested by the City, all certificates of insurance and endorsements must be received and approved by the City before the Contractor commences work.
10. **POLICIES**: The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under the Contract.
11. **MODIFICATIONS**: Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT  
Contract No.: 2025-205**

This First Amendment to the Contract No. 2025-205 dated July 25, 2025 is entered into this November 17th day of \_\_, 2025 by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Housing Solutions of Northern Arizona, Inc., an Arizona nonprofit corporation ("Firm").

**RECITALS**

WHEREAS, in March 2025 the City issued a solicitation for Homebuyer Education and Assistance Programs, with the intent of expanding the Community Homebuyer Assistance Program (CHAP), and the Firm was selected to provide services for those programs; and

WHEREAS, on July 25, 2025 the City entered into a Contract with the Firm for services; and

WHEREAS, on October 21, 2025 the City Council approved program changes and an expansion of the Community Homebuyer Assistance Program (CHAP);

**AGREEMENT**

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Firm (the "parties") agree as follows:

Paragraph 1 Scope of Work of the Contract is amended by revising the following paragraph of Exhibit A (additions shown in redlined capitalized text, and deletions are shown as stricken):

9.6 Annual Presentation. HSNA will present annually ~~in September~~, **NO LATER THAN NOVEMBER 1**, to the Flagstaff City Council, summarizing key information in the annual summary report and including program impact and outcomes for the previous fiscal year, and any proposing guideline updates (if any). Presentation materials shall be provided to City staff for review no later than four (4) weeks in advance of the presentation.

Paragraph 10 Compensation of the Contract is amended to read as follows (additions shown in redlined capitalized text, and deletions are shown as stricken).

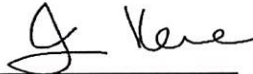
Compensation: Firm shall be paid \$2,000 per CHAP and Employer Assisted Housing (EAH) loan post-closing and \$200 per CHAP applicant for satisfactory performance of the services in accordance with the Scope of Work identified in *Exhibit A*. The total expenditures under this contract shall not exceed ~~Eighty Thousand Dollars (\$80,000.00)~~ **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)**.

All other terms and conditions of the Contract shall remain in full force and effect.

In witness whereof, the parties have caused their authorized representatives to execute this First Amendment to the Contract.

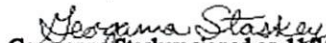
[SIGNATURE PAGE FOLLOWS]

CITY OF FLAGSTAFF



City Manager **Joanne K. Keene signed on 11/10/2025 10:01:22 AM**

Attest by:

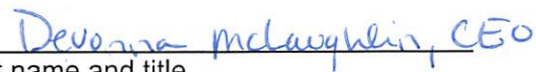
  
**Georganna Staskey signed on 11/10/2025 11:28:59 AM**  
Stacy Saltzburg, City Clerk

Approved as to form:

  
City Attorney's Office  
**Anja Wendel signed on 11/6/2025 9:30:05 AM**

FIRM: HOUSING SOLUTIONS OF NORTHERN ARIZONA

  
Signature

  
Print name and title

# Homebuyer Assistance Programs

*Community Homebuyer Assistance, Permanent  
Affordability & Employer Assisted Housing*

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OCTOBER 2026



**FLAGSTAFF  
HOUSING**  
DIVISION



  
**Housing Solutions**  
OF NORTHERN ARIZONA

# *Community Homebuyer Assistance Program (CHAP)*

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## CHAP Background:

- Funded by the City of Flagstaff Housing Bond, passed by the voters in 2022. The bond dedicated \$7 million toward down payment/closing cost assistance to help eligible buyers with the up-front costs of homeownership.
- The City of Flagstaff contracted with Housing Solutions of Northern Arizona (HSNA) to administer the bond-funded CHAP programs and the City's Employer Assisted Housing Program (EAH) in August 2025.

# *Community Homebuyer Assistance Program (CHAP)*

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## About HSNA:

- HSNA is a HUD-Approved Housing Counseling Agency, serving Flagstaff and northern Arizona since 1990. We have partnered with the City of Flagstaff since 1999 to administer financial assistance to eligible first-time homebuyers, combined with pre-purchase housing counseling and education.
- Since 1995, HSNA has administered financial assistance to benefit 522 first-time homebuyer households in northern Arizona.

# Community Homebuyer Assistance Program (CHAP)

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## About CHAP:

- CHAP provides up to \$50,000 in matching loan funds to buyers who are mortgage eligible but who need help with the up-front costs of homeownership such as down payment, closing costs and/or interest rate buy-down.
- Buyer funds are matched 10 to 1 with CHAP assistance. Up to \$5,000 of buyer contribution can be matched with up to \$50,000 in CHAP loan funds.
- CHAP is a LOAN, which is NEVER forgiven. The loan is recorded in second position behind the buyer's primary mortgage loan, secured against the property.

# *Community Homebuyer Assistance Program (CHAP)*

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## CHAP Eligibility:

- Buyers must be a first-time Flagstaff homebuyer who has not owned a home in the Flagstaff area (defined as the Flagstaff Metropolitan Planning Organization boundary) in the most recent 3 years. HUD's definition has some specific exceptions.
- Home must be located within Flagstaff City Limits.
- At least one homebuyer in the household (and on the primary mortgage) must have lived or worked in the Flagstaff Metropolitan Planning Organization boundary for at least 12 consecutive months prior to purchase.
- Must complete Housing Solutions' online homebuyer education course and one-on-one housing counseling prior to entering into a purchase contract.

# Community Homebuyer Assistance Program (CHAP)

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## CHAP Eligibility:

- Household income (from all adults in the household, even if they are not on the first mortgage) must not exceed 150% of the area median income. These limits are set by the City of Flagstaff and adjusted annually (usually in the spring). Income limits are created using HUD-provided data.

## 2026 Flagstaff 150% AMI Limits:

| Family Size         | 1 person  | 2 person  | 3 person  | 4 person  | 5 person  |
|---------------------|-----------|-----------|-----------|-----------|-----------|
| Annual Income Limit | \$117,600 | \$134,400 | \$151,200 | \$168,000 | \$181,500 |

# *Community Homebuyer Assistance Program (CHAP)*

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## CHAP Repayment:

- CHAP assistance is NEVER forgiven and ALWAYS repaid.
- Repayment occurs when the buyer/owner triggers repayment with an action: (1) sale of the home or change in title, (2) refinance for cash out, or (3) the home is not owner-occupied.
- If purchasing a home with a resale formula that restricts future sales price, the amount of CHAP assistance repaid is the amount of assistance received.

# Community Homebuyer Assistance Program (CHAP)

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## CHAP Repayment:

- If the buyer purchases a home on the market without resale restrictions, the amount of CHAP assistance repaid is based on a shared-appreciation formula:
  - Repayment is the full amount of assistance received, plus a share of the home's appreciation, which is equal to the assistance amount divided by the original purchase price. That percentage is applied to the amount of appreciation that occurred between the time the home was purchased and the time of repayment.
  - If the buyer repays CHAP assistance within 7 years of purchase, the shared appreciation percentage is cut in half.

# *Community Homebuyer Assistance Program*

## *Permanent Affordability*

*(CHAP-PA)*

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### CHAP-PA Background:

- Funded by the City of Flagstaff Housing Bond, passed by the voters in 2022. The bond dedicated \$7 million toward down payment/closing cost assistance to help eligible buyers with the up-front costs of homeownership.
- The City has dedicated a portion of that \$7 million to a permanent affordability pilot program. Funds allocated on a first-come, first-served basis.
- The intent of the program is to increase affordable homeownership opportunities for Flagstaff homebuyers, while growing a stock of permanently affordable ownership units.
- The program lowers buyer acquisition costs through strategic city investments in exchange for permanent affordability.

# *Community Homebuyer Assistance Program*

## *Permanent Affordability*

*(CHAP-PA)*

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### CHAP-PA Eligibility:

- Buyers must be a first-time Flagstaff homebuyer who has not owned a home in the Flagstaff area (defined as the Flagstaff Metropolitan Planning Organization boundary) in the most recent 3 years. HUD's definition has some specific exceptions.
- Home must be located within Flagstaff City Limits.
- Home sales price cannot exceed \$600,000.
- At least one homebuyer in the household (and on the primary mortgage) must have lived or worked in the Flagstaff Metropolitan Planning Organization boundary for at least 12 consecutive months prior to purchase.
- Must complete Housing Solutions' online homebuyer education course and one-on-one housing counseling prior to entering into a purchase contract. Counseling is free; online homebuyer education is \$75 with discount.

# Community Homebuyer Assistance Program Permanent Affordability (CHAP-PA)

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## Eligibility:

- Household income (from all adults in the household, even if they are not on the first mortgage) cannot exceed 125% of the area median income. These limits are set by the City of Flagstaff and adjusted annually, typically in the spring.

## 2026 Flagstaff 125% AMI Limits:

| Family Size         | 1 person | 2 person  | 3 person  | 4 person  | 5 person  |
|---------------------|----------|-----------|-----------|-----------|-----------|
| Annual Income Limit | \$98,000 | \$112,000 | \$126,000 | \$140,000 | \$151,250 |

# *Community Homebuyer Assistance Program*

## *Permanent Affordability*

*(CHAP-PA)*

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### CHAP-PA Assistance Terms:

- CHAP-PA assistance is NOT a loan. Instead, a deed restriction or 99-year ground lease will secure the City's investment in the permanently affordable housing unit.
- Assistance Amount: up to 30% of the purchase price/home value. (Example: if the home purchase price is \$500,000 CHAP-PA assistance would be \$150,000 (30% of the \$500,000)).
- The ground lease or deed restriction agreement will be recorded at the same time as the primary mortgage, at home purchase.
- Buyer must occupy the property as their primary residence.
- Refinancing the first mortgage loan in the future is permitted. Refinancing with cash out is permitted, provided the total first mortgage principal after refinance does not exceed projected resale price of the home.

# *Community Homebuyer Assistance Program*

## *Permanent Affordability*

*(CHAP-PA)*

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### Resale Restrictions:

- Resale restrictions limit sale to an eligible buyer, as explained in the ground lease or deed restriction.
- Resale price is determined by a formula:
  - Initial market price - City CHAP-PA assistance = Initial Affordable Purchase Price
  - Resale formula is appraisal-based.
  - Initial Affordable Purchase Price + [(Appraisal 2 - Appraisal 1) x 25%] = Affordable Resale Price

# *Community Homebuyer Assistance Program*

## *Permanent Affordability*

*(CHAP-PA)*

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### Resale Price Calculation Example:

- Market Value of home purchased with CHAP-PA = \$400,000
- City CHAP-PA assistance = 30% of market value, which is \$120,000
- That makes the Initial Affordable Purchase Price = \$280,000.
- Assumption: Home appreciates during ownership so the new market value = \$500,000.
- Market value appreciation (Appraisal 2 - Appraisal 1) = \$100,000.
- That market value appreciation would be multiplied by 25%, which equals \$25,000.
- The resale price would be the Initial Affordable Purchase Price plus resale appreciation calculation (above):  $\$280,000 + \$25,000 = \$305,000$ .

# *City of Flagstaff* *Employer Assisted Housing Program* (EAH)

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## About EAH:

- Funded by the City of Flagstaff through annual general fund allocation. Funding availability is contingent on the City's budget allocation for the fiscal year and program demand.
- EAH provides up to \$20,000 in matching loan funds to buyers who are eligible employees of the City of Flagstaff and are mortgage eligible.
- Buyer funds are matched 2 to 1 with EAH assistance. Up to \$10,000 of buyer contribution can be matched with up to \$20,000 in EAH loan funds.
- EAH is a LOAN, which has PARTIAL forgiveness. The loan is recorded in second position behind the buyer's primary mortgage loan, secured against the property.

# *City of Flagstaff* *Employer Assisted Housing Program* (EAH)

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## Eligibility:

- At least one buyer must meet employment requirements with City of Flagstaff.
- City of Flagstaff employee must not have owned a home within the Flagstaff Metropolitan Planning Organization (FMPO) boundary within the last three years.
- Must complete Housing Solutions' online homebuyer education course and one-on-one housing counseling prior to entering into a purchase contract.
- Must occupy the home purchased as the buyer's principal residence.
- As this is a city employee benefit there are no income restrictions for the EAH program.
- Home located within FMPO Boundary.

# *City of Flagstaff*

## *Employer Assisted Housing Program*

(EAH)

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### Repayment:

- EAH assistance is a LOAN with no payments and no interest.
- Up to \$10,000 of the loan is forgiven (on a pro-rata basis) over 10 years if the home is owner-occupied and the buyer remains employed with the City of Flagstaff.
- When funds are forgiven, the IRS considers this income. Forgiven EAH assistance will be added to employee's W-2 for tax purposes.
- Funds are repaid immediately to the City of Flagstaff when any of the following occur:
  - Sale of home or change in title.
  - Refinance to access equity in the home (City will subordinate behind new first mortgage allowing a refinance to reduce payment or interest rate).
  - Employment with the City of Flagstaff is terminated for any reason.
  - Home is no longer owner-occupied.

# Outreach

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- In partnership with the City of Flagstaff, completed an information session at City Hall for interested buyers and partners; presentation was recorded and is available electronically.
- Completed podcast with NAAR President re: assistance programs
- Spoke to three Realtor Office Meetings re: assistance programs
- Daily Sun news articles about the launch of CHAP/EAH and HSNA serving 500 first-time homebuyers
- Participated in city-sponsored housing events, including Fair Housing Month booths
- Ongoing social media postings about program impact
- Featuring first-time homebuyer impact in our monthly e-newsletter
- Communicated re: program design to Housing Commission and HSNA's volunteer HAP Committee, comprised of local lenders
- Working to create virtual Realtor/lender training that can be accessed at any time

# Homebuyer Assistance Impacts

(August 2025 – September 2026)



## CHAP Impact:

| # of Households | Total Assistance | Average Assistance | Average Buyer Contribution | Average Mortgage | Average Purchase Price | Average Household Income | Average Household AMI % |
|-----------------|------------------|--------------------|----------------------------|------------------|------------------------|--------------------------|-------------------------|
| 25 (52 people)  | \$1,137,300      | \$45,492           | \$21,100                   | \$334,023        | \$393,294              | \$99,357                 | 110.15%                 |

- Five buyers purchased permanently affordable homes. Three buyers layered CHAP with the City's FAHP program to purchase a developer-built affordable home. Two buyers used CHAP to purchase an HSNA CLT home.
- 28% of buyers were female-headed households
- Average length of time living in Flagstaff prior to purchase = 12.3 years.

# Homebuyer Assistance Impacts

(August 2025 – September 2026)

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## CHAP Impact:

| Employers                         | # of Employees Benefitted |
|-----------------------------------|---------------------------|
| Northern Arizona University       | 6 employees               |
| Government                        | 6 employees               |
| Medical Field                     | 3 employees               |
| Flagstaff Unified School District | 2 employees               |
| WL Gore                           | 4 employees               |

- Three additional households are under contract to purchase utilizing CHAP assistance.

# Homebuyer Assistance Impacts

(August 2025 – September 2026)



## CHAP-PA Impact:

| # of Households | Total Assistance | Average Assistance | Average Buyer Contribution | Average Mortgage | Average Purchase Price | Average Household Income | Average Household AMI % |
|-----------------|------------------|--------------------|----------------------------|------------------|------------------------|--------------------------|-------------------------|
| 2 (6 people)    | \$292,500        | \$146,250          | \$16,849                   | \$334,941        | \$510,071              | \$114,751                | 113.89%                 |

- Two buyers purchased permanently affordable homes through the CHAP-PA Program.
- Average length of time living in Flagstaff prior to purchase = 10.5 years.
- Both buyers work for NAU.

# Homebuyer Assistance Impacts

(August 2025 – September 2026)



## EAH Impact:

| # of Households | Total Assistance | Average Assistance | Average Buyer Contribution | Average Mortgage | Average Purchase Price | Average Household Income | Average Household AMI % |
|-----------------|------------------|--------------------|----------------------------|------------------|------------------------|--------------------------|-------------------------|
| 7 (16 people)   | \$134,000        | \$19,143           | \$57,960                   | \$436,025        | \$487,500              | \$139,933                | 150.23%                 |

- Average length of time living in Flagstaff prior to purchase = 14.7 years.
- Eight City of Flagstaff employees benefited from the program, including 3 firefighters and two police officers; 3 co-borrowers employed in the medical field benefited.

# *Homebuyer Assistance Programs*

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## Impact:

"A few months ago, our dream of owning a home was fully realized. The littlest of things that we do like unlocking our front door, hanging mementos on our walls, or choosing paint colors still feel very surreal ... Now that spring is approaching we are looking forward to planting vegetables and fruits in our garden which is a great metaphor for how Northern Arizona Housing Solutions has planted the seeds of housing stability and security for not just our family, but for many others in our region."

Tamara, 1<sup>st</sup>-time homebuyer w/ CHAP Assistance

# *Homebuyer Assistance Programs*

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## Impact:

“Purchasing our first home was a major milestone for our family and the beginning of a new chapter. We are grateful to have a place we can call our own, where we can build memories, create stability, and grow together for years to come.”

Alyssa, 1<sup>st</sup>-time homebuyer w/ CHAP Assistance

# *Homebuyer Assistance Programs*

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## Impact:

“Thanks to you, we get to live and love in our forever home in Flagstaff. It is so rare that working families can afford homes in this town and your team works tirelessly to make this possible. ”

John, 1<sup>st</sup>-time homebuyer w/ CHAP Assistance

# Historic Homebuyer Impacts

(May 1999 – September 2026)



## Flagstaff Homebuyer Impact:

| # of Households  | Total CHAP Assistance/<br>Families | Total EAH Assistance/<br>Families | Total CHAP-B Assistance/<br>Families | Total CHAP-PA Assistance/<br>Families | Total Homebuyer Contribution | Total Leveraged Assistance | Total Leveraged Mortgages |
|------------------|------------------------------------|-----------------------------------|--------------------------------------|---------------------------------------|------------------------------|----------------------------|---------------------------|
| 380 (966 people) | \$4,113,214 (310)                  | \$519,832 (45)                    | \$1,137,300 (25)                     | \$292,500 (2)                         | \$4,447,787                  | \$1,907,034                | \$69,101,615              |

- 37% of buyers were female-headed households.
- Average household AMI% = 89.36%

# *Housing Solutions of Northern Arizona*

*Questions?*

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[housingnaz.org/prepurchase](https://housingnaz.org/prepurchase)

(928) 214-7456

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Flagstaff, AZ 86004

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**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 10/22/2026  
**Meeting Date:** 10/27/2026



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**TITLE:**

**Consideration and Approval:** Use of the Council Initiative Fund

**STAFF RECOMMENDED ACTION:**

1. Consideration of the use of the Council Initiative Fund to make a contribution to the Paul Weston Oltroggee Memorial Fund for First Responders

**Executive Summary:**

A request was made by Councilmember House to consider using the Council Initiative Fund to make a contribution to the Paul Weston Oltroggee Memorial Fund for First Responders.

**Financial Impact:**

Cost: Up to \$25,000  
Account Number Budgeted: 001-09-401-1300-1-4290  
FY27 Budgeted Amount: \$25,000.00  
Funding Source: General Fund

Amount currently available for use is \$24,000.

**Policy Impact:**

None

**Previous Council Decision or Community Discussion:**

None

**Options and Alternatives to Recommended Action:**

None

**Background and History:**

The Council Initiatives Fund was established as part of the FY2020-21 Budget. The formation of this particular fund was not driven by any singular request or need, but rather as a proactive measure to enable our City Council to approve unforeseen expenditures, from time to time, that would be of benefit to the Flagstaff community. The fund is limited in amount (\$25K annual appropriation) and it does not rollover or accumulate. It is an annual appropriation.

There are numerous instances throughout the course of the fiscal year where Council may want to approve miscellaneous expenditures, for the benefit of our community, that simply do not fall neatly within a specific budget appropriation. This fund is intended to allow Council some discretion to approve such expenditures. There is no established process for doing so, other than majority support. We of course always need to stay within our legal parameters and our City Attorney can advise accordingly. Similarly, such matters should be

identified on the Council meeting agenda, as an action item.

**Connection to PBB Priorities and Objectives:**

The Council Initiative fund is intended to support all Council goals, objectives and priorities.

**Connection to Regional Plan:**

None

**Connection to Carbon Neutrality Plan:**

None

**Connection to 10-Year Housing Plan:**

None

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**Attachments:**    to the Paul Weston Oltroggee Memorial Fund for First Responders

Memorial Fund

# PAUL WESTON OLTROGGE MEMORIAL FUND FOR FIRST RESPONDERS

Throughout Paul's medical journey, he was surrounded by tremendous support—much of it from his fellow firefighters and the broader first responder community. In his memory, we hope to give back to those who serve on the front lines.

[GIVE TODAY](#)



Firefighters – including U.S. Forest Service, EMS, law enforcement and other first responder agencies in Northern Arizona are welcome to apply for support with general needs or continuing education. Thank you for all the care and support you gave Paul and Maraka.

Use this form to add your gift to the **Paul Weston Oltrogge Memorial Fund for First Responders**.

### Your Gift

- ☐ \$25.00
- ☐ \$50.00
- ☐ \$100.00
- ☐ \$250.00
- ☐ \$500.00
- ☐ OTHER

\$0.00

### Your Information

FIRST NAME

LAST NAME

EMAIL ADDRESS

COUNTRY

United States

STREET ADDRESS

STREET ADDRESS 2

CITY

STATE

-Choose-

ZIP CODE

WOULD YOU LIKE TO COVER THE FEES?

☐

YES

☐

NO

This helps cover the credit card fees associated with your donation, so that 100% of your donation can go directly to the fund. Please click "Show Total" below before submitting donation.

## Your Acknowledgements

IS THIS CONTRIBUTION FROM AN INDIVIDUAL OR AN ORGANIZATION?

WOULD YOU LIKE THIS GIFT TO BE ANONYMOUS?

☐

YES

☐

NO

## Payment Details

SHOW TOTAL

**Paul Weston Oltrogge Memorial Fund for First Responders** is a component fund of the Arizona Community Foundation (EIN: 86-0348306)



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email address

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