

AGENDA



4:30 P.M.

CITY COUNCIL MEETING

REVISED

TUESDAY, MAY 9, 2023

NOTES:

- Public Forum:
Comments are generally limited to **3 minutes**.
- Consent Items:
Items listed under Consent Items have been distributed to Council Members in advance for study and will be enacted by one motion. Any member of the Council, staff or the public may remove an item from the Consent Items for discussion. For additional information on pulling a Consent Item, please contact the City Clerk's Office staff, preferably in advance of the Call to Order. Items removed from the Consent Items may be acted upon before proceeding to the next agenda item.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

www.SedonaAZ.gov

THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT WWW.SEDONAAZ.GOV OR ON CABLE CHANNEL 4.

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question/answer session.
- No disruptive behavior or profane language will be allowed.

PROCEDURES:

- Fill out a "Comment Card" and deliver it to the City Clerk.
- When recognized, use the podium/microphone.
- State your:
 1. Name and
 2. City of Residence
- Limit comments to **3 MINUTES**.
- Submit written comments to the City Clerk.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

2. ROLL CALL/MOMENT OF ART

3. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT =

- a. Minutes - April 25, 2023 City Council Regular Meeting.
- b. Minutes - April 26, 2023 City Council Special Meeting.
- c. AB 2943 Approval of a Resolution authorizing the City Clerk as the City's Authorized Representative, and the Director of Financial Services as the City's Alternate Authorized Representative Forms Submission to the AZ Department of Emergency and Military Affairs; and authorizing the authorized representatives to execute and deliver said applications on behalf of the City of Sedona.
- d. AB 2951 Approval for procurement of annual replacement UV lamps, sleeves, and ballasts from Trojan Technologies in an amount not to exceed \$102,045.18.
- e. Approval of Letter Carriers' Stamp Out Hunger Food Drive Day, May 13, 2023.

4. APPOINTMENTS - None.

5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER

6. PUBLIC FORUM

(This is the time for the public to comment on matters not listed on the agenda. The City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

7. PROCLAMATIONS, RECOGNITIONS & AWARDS

- a. Letter Carriers' Stamp Out Hunger Food Drive Day, May 13, 2023.

8. REGULAR BUSINESS

- a. AB 2948 **Discussion/presentation** by Sedona Sister Cities' Board of Directors Chair Chuck Marr on their activities and accomplishments.
- b. AB 2861 **Discussion/possible direction/action** regarding proposed State legislation, short-term rental legislation and State budget and their potential impact on the City of Sedona.
- c. **Reports/discussion** regarding Council assignments.
- d. **Discussion/possible action** regarding future meeting/agenda items.

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.



Page 2, City Council Meeting Agenda Continued

9. EXECUTIVE SESSION

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. Discussion/possible action on executive session items.

10. ADJOURNMENT

Posted: 5/04/2023

By: JC

JoAnne Cook, CMC, City Clerk

Note: Pursuant to A.R.S. § 38-431.02 notice is hereby given to the members of the City Council and to the general public that the Council will hold the above open meeting. Members of the City Council will attend either in person or by telephone, video, or internet communications. The Council may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney. Because various other commissions, committees and/or boards may speak at Council meetings, notice is also given that four or more members of these other City commissions, boards, or committees may be in attendance.

A copy of the packet with materials relating to the agenda items is typically available for review by the public in the Clerk's office after 1:00 p.m. the Thursday prior to the Council meeting and on the City's website at www.SedonaAZ.gov. The Council Chambers is accessible to people with disabilities, in compliance with the Federal 504 and ADA laws. Those with needs for special typeface print, may request these at the Clerk's Office. All requests should be made **forty-eight hours** prior to the meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Sedona makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Sedona City Council meetings are recorded and may be viewed on the City of Sedona website. If you permit your child to attend/participate in a televised City 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 COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

Action Minutes
Regular City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, April 25, 2023, 4:30 p.m.

1. Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Jablow called the meeting to order at 4:30 p.m.

Council Present: Mayor Scott Jablow, Vice Mayor Holli Ploog, Councilor Melissa Dunn, Councilor Brian Fultz, Councilor Pete Furman, Councilor Kathy Kinsella, and Councilor Jessica Williamson.

Staff Present: City Manager Karen Osburn, Deputy City Manager Joanne Keene, City Attorney Kurt Christianson, Assistant City Manager/Director of Public Works Andy Dickey, Assistant City Attorney Doug Drury, Police Chief Stephanie Foley, Planning Manager Cari Meyer, Director of Community Development Steve Mertes, Associate Planner Hanako Ueda, Executive Assistant Jill Adams, Senior Code Enforcement Officer Brian Armstrong, and City Clerk JoAnne Cook.

2. Roll Call

3. Consent Items

- a. Minutes - March 28, 2023 City Council Regular Meeting - Revised.
- b. Minutes - April 11, 2023 City Council Regular Meeting.
- c. Minutes - April 12, 2023 City Council Special Meeting - Executive Session.
- d. Minutes - April 12, 2023 City Council Special Meeting.
- e. AB 2938 Approval of a recommendation regarding an application for a Series 7 Beer and Wine Bar Liquor License for Vino Di Sedona located at 2575 W HWY 89A, Sedona, AZ (License # 237994).
- f. AB 2996 Approval of a recommendation regarding a new Series 10 Beer and Wine Store Liquor License application for Vino Di Sedona located at 2575 W HWY 89A, Sedona, AZ (License # 237996).

Motion: Councilor Kinsella moved to approve consent items 3a-3f. Seconded by Vice Mayor Ploog. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

4. Appointments - None.

5. Summary of Current Events by Mayor/Councilors/City Manager

Councilor Furman advised that May 6th is Wildland Preparedness Day. For information about emergency preparedness visit the Police Department or the City's website link, [Emergency Management | City of Sedona \(sedonaaz.gov\)](https://www.sedonaaz.gov/emergency-management) as well as Keep Sedona Beautiful's website. Vice Mayor Ploog advised the adult softball registration is now open. Games will take place on Thursday evenings, June through August at Posse Grounds Park. The team registration cost has been reduced to \$250 this season, and teams may register online at [sedonaaz.gov/parks](https://www.sedonaaz.gov/parks). Parks and Recreation has an opening for a

Softball Umpire. Organized Pickleball takes place on Mondays, Tuesdays, Thursdays, Fridays, and Sundays, visit [Sports | City of Sedona \(sedonaaz.gov\)](https://www.sedonaaz.gov/sports) for specific times. Open Gym takes place at the West Sedona school gym, and is open from 7:00 pm to 9:00 pm Thursdays and Sundays for basketball, the cost is \$2. Private tennis lessons are also offered Mondays and Wednesdays, all at Posse Grounds Park. Yappy Hour is on Thursdays, 8:00 a.m. to 9:00 a.m. at the lower softball field. Disc Golf and Beginner's Edge Sports Training are underway. Vice Mayor Ploog also advised she and Mayor Jablow met with two of Senator Kelly's aides, Dr. Coral J. Evans and Northern AZ Constituent services and Outreach Coordinator Judy Sulltrop to discuss OHVs and parking on Chapel Road. She said she and the Mayor have been meeting with the Archdiocese and the Forest service to work out a solution for parking.

6. Public Forum

Opened to public at 4:35 p.m.

Mark Tenbroek, Sedona, spoke thanked Council, Karen Osburn, and Andy Dickey for their efforts to implement the Sedona Transit Advisory Committee recommendations given to Council a month ago regarding parking at Back O' Beyond and mitigating roadside parking on Dry Creek Road. He suggested bike lanes be installed on Dry Creek Road to Fay Canyon. He urged Council to collaborate with the Forest Service and Yavapai County.

Brought back to Council at 4:38 p.m.

7. Proclamations, Recognitions & Awards – None.

8. Regular Business

- a. AB 2943 Discussion/presentation by Doug Copp, Board Chair of Sedona Recycles, and Kathleen Ventura, Board Member and Executive Director of Sedona Recycles, to provide an update to the City Council on their activities, accomplishments, and general service provision to the community.**

Presentation by Sedona Recycles Board Chair Doug Copp and Executive Director and Board Member Kathleen Ventura.

Comments and questions by Council.

Discussion and presentation only, no action taken.

- b. AB 2905 Public hearing/discussion/possible action regarding a reconsideration of City Council's January 25, 2023, denial of the appeal of the Planning and Zoning Commission's November 15, 2022, denial of a development review application for the Arabella Spa located at 95 Sombart Lane. PZ21-00009 (DEV), APPE22-00003.**

Motion: Councilor Dunn made a motion to reconsider the decision the denial of the application for the Arabella Spa on January 25, 2023. Seconded by Councilor Williamson. Vote: Motion passed with five (5) in favor (Jablow, Dunn, Fultz, Furman, Williamson) and two opposed (Kinsella, Ploog).

Questions and Comments from Council.

The following were available to answer questions from Council and provide updates: Benjamin Tate, Attorney for the Appellant, Cari Meyer, Civil Engineer Andrew Baird (Kimley-Horn and Associates, Inc.).

Questions and comments from Council.

Opened the public hearing at 5:41 p.m.

The following spoke in opposition to this item: Susan Gosar, Sedona, Dennis Lewis, Sedona, Danielle Okayada Lewis, Sedona.

Brought back to Council at 5:51 p.m.

Questions and comments from Council.

Motion: Councilor Williamson made a motion to approve case number APPE22-00003 (appeal), thereby reversing Planning and Zoning Commission’s denial of case number PZ21-00009 (DEV), Arabella Spa, at 95 Sombart Lane, based on compliance with all ordinance requirements of LDC Section 8.3 and 8.4 and satisfaction of the Development Review findings and applicable Land Development Code requirements as outlined in the Planning and Zoning Commission staff report, which staff report is hereby adopted as the findings of the City Council, and the recommended conditions of approval. Seconded by Councilor Fultz. Vote: Motion passed with four (4) in favor (Jablow, Dunn, Fultz, Williamson) and three (3) opposed (Ploog, Kinsella, Furman).

- c. AB 2937 Public hearing/discussion/possible action regarding proposed revisions to the Sedona Land Development Code. The proposed revisions include revisions to better reflect the intent of the Code and goals of the Sedona Community Plan, typographical, clerical and other corrections, changes for purposes of clarification, and elimination of redundancies. Case Number: PZ23-00002 (LDC) Applicant: City of Sedona.**

Presentation by Cari Meyer and Steve Mertes.

Questions and comments from Council.

Opened the public hearing at 8:28 p.m.

No public comment.

Brought back to Council at 8:28 p.m.

Questions and comments from Council.

Motion: Vice Mayor Ploog moved to approve Resolution 2023-13 as amended establishing as a public record “Exhibit A – April 25, 2023 Proposed Land Development Code Revisions”. Seconded by Councilor Williamson. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

First Reading

Motion: Vice Mayor moved to approve Ordinance 2023-03 as amended, consistent with the approval criteria in Section 8.6.C(4) of the LDC, amending the LDC, adopting by reference that document known as “Exhibit A – April 25, 2023 Proposed Land Development Code Revisions” as amended, providing for a savings clause, and repealing all ordinances or parts of ordinances or code provisions in conflict herewith. Seconded by Councilor Williamson. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

- d. AB 2861 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation and State budget and their potential impact on the City of Sedona.**

No presentation was given due to there being no new updates or information.

e. Reports/discussion regarding Council assignments

Vice Mayor Ploog advised the Mayor of Canmore, Canada will be in Sedona on Saturday and an event will be held at 9:00 a.m. in Council Chambers. Public are invited to attend.

f. Discussion regarding ideas for future meeting/agenda items.

Councilor Furman requested new Ordinances come to Council two times unless there is an urgent matter. Councilor Kinsella supported. Councilor Williamson, Mayor Jablow, and Vice Mayor Ploog supported the item being added to a future agenda for discussion.

Mayor Jablow advised tomorrow’s meeting will start at 2:00 p.m. tomorrow.

9. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
- b. Return to open session. Discussion/possible action on executive session items.**

No Executive Session was held.

10. Adjournment

Mayor Jablow adjourned the meeting at 8:39 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on April 25, 2023.

JoAnne Cook, CMC, City Clerk

Date

**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall
102 Roadrunner Drive, Sedona, Arizona
Wednesday, April 26, 2023, 2:00 p.m.**

1. Call to Order

Mayor Jablow called the meeting to order at 2:00 p.m.

2. Roll Call

Roll Call: Mayor Scott Jablow, Vice Mayor Holli Ploog, Councilor Melissa Dunn, Councilor Brian Fultz, Councilor Pete Furman, Councilor Kathy Kinsella, and Councilor Jessica Williamson. Councilor Dunn attended via Teams.

Staff in attendance: Magistrate Judge Paul Schlegel, City Attorney Kurt Christianson, Director of Financial Services Cherie White, and City Clerk JoAnne Cook.

3. Special Business

a. Discussion/possible direction/action regarding court management, judicial evaluation, and terms of employment of City Magistrate Paul Schlegel including monthly bank reconciliations.

The following were available to answer questions of Council: Arizona Administrative Office of the Courts Mike Malone, Coconino County Superior Court Presiding Judge Dan Slayton, Coconino County Superior Court Administrator Sharon Yates, Coconino County Superior Court Deputy Court Administrator Shelly Bacon, and Cherie White.

Comments and questions from Council.

Judge Slayton advised Council that his staff would assist the Magistrate Court staff with the reports.

Motion: Councilor Williamson moved to affirm the direction provided in the March 19, 2023 letter with the amendment that all fiscal 2023 monthly and annual bank reconciliation be provided to the City Finance Department by July 30, 2023; furthermore, the purchase card statements will be submitted to Finance by the 10th of the following month, the revenue distribution will be provided to Finance by the 15th of the following month, and the bank reconciliation will be provided by the Court to Finance by the end of the following month. Seconded by Mayor Jablow. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

b. Discussion and consideration of the judicial evaluation and other terms of employment of City Magistrate Paul Schlegel including expectations and goal setting. This matter may be brought in executive session pursuant to A.R.S. § 38-431.03(A)(1).

No discussion took place on this item.

4. Executive Session

If an Executive Session is necessary, it will be held at City Hall, 102 Roadrunner Drive, Sedona, AZ 86336. Upon a public majority vote of the members constituting

a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes: to consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).

a. Return to open session. Discussion/possible action on executive session items.

5. Adjournment

Mayor Jablow adjourned the meeting at 3:00 p.m.

I certify that the above are the true and correct actions of the Special City Council Meeting held on April 26, 2023.

JoAnne Cook, CMC City Clerk

Date



**CITY COUNCIL
AGENDA BILL**

**AB 2943
May 9, 2023
Consent Items**

Agenda Item: 3c

Proposed Action & Subject: Approval of a Resolution authorizing the City Clerk as the City's Authorized Representative, and the Director of Financial Services as the City's Alternate Authorized Representative Forms Submission to the AZ Department of Emergency and Military Affairs; and authorizing the authorized representatives to execute and deliver said applications on behalf of the City of Sedona.

Department	City Manager
Time to Present	NA
Total Time for Item	NA
Other Council Meetings	NA
Exhibits	Exh. A Application Authorized Representative Exh. B Application Alternate Representative Exh. C Resolution

City Attorney Approval	Reviewed 05/01/23 KWC	Expenditure Required	
			\$ N/A
City Manager's Recommendation	Approve a Resolution authorizing the City Clerk as the City's Authorized Representative, and the Director of Financial Services as the City's Alternate Authorized Representative for the AZ Department of Emergency and Military Affairs.	Amount Budgeted	
			\$ N/A
		Account No. (Description)	
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: In order to receive state emergency funds and/or reimbursements during a future emergency, an Authorized Representative (formerly known as Applicant Agent) must be registered with the Department of Emergency & Military Affairs. This requires City Council action completing the forms attached and adopting a Council Resolution designating an Authorized Representative as well as designating an *Alternate* Authorized Representative so that there are two individuals who are able to perform the duties of the Authorized Representative for our organization for best continuity of service and workflow.

The current applicant agent is still listed as the former city manager and therefore needs to be updated.

The City Manager is recommending designating the City Clerk as the primary and the Director of Financial Services as the alternate. The respective forms and resolution are attached as Exhibits A, B and C.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): None

MOTION

I move to: approve Resolution 2023-__, authorizing the City Clerk as the City's Authorized Representative, and the Director of Financial Services as the City's Alternate Authorized Representative for the AZ Department of Emergency and Military Affairs; and authorizing the authorized representatives to execute and deliver said applications on behalf of the City of Sedona.

**ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DESIGNATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE FORM**

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AUTHORIZED REPRESENTATIVE** for the following:

Select program(s) Public Assistance HMA Mitigation Program SEC Mitigation

Select duration Until further notice Only Event _____ From _____ to _____

Applicant: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (**attached**) by the _____
(Governing Body)

of _____ on the _____ day of _____,
(Applicant) (day) (month) (year)

_____ has been designated as the Applicant's Authorized Representative
(Name of Designated Applicant's Authorized Representative)

to act on behalf of _____
(Applicant)

(Authorizing Official's Signature) (Title) (Date)

This document MUST be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Applicant's Authorized Representative.

Designated Applicant's Authorized Representative

Name _____

Title/Official Position _____

Full Mailing Address _____

Email Address _____

Daytime Telephone Number _____ Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

January 2023

Form #AZ PA 204-4

**ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DESIGNATION OF ALTERNATE APPLICANT'S AUTHORIZED REPRESENTATIVE FORM**

The intent of this **DESIGNATION** is to appoint an ALTERNATE APPLICANT'S AUTHORIZED REPRESENTATIVE for the following:

Select program(s) Public Assistance HMA Mitigation Program SEC Mitigation

Select duration Until further notice Only Event _____ From _____ to _____

Applicant: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (**attached**) by the _____
(Governing Body)

of _____ on the _____ day of _____,
(Applicant) (day) (month) (year)

_____ has been designated as the Alternate Applicant's Authorized
(Name of Designated Alternate Applicant's Authorized Representative)

Representative to act on behalf of _____.
(Applicant)

(Authorizing Official's Signature) (Title) (Date)

*This document **MUST** be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Alternate Applicant's Authorized Representative.*

Designated Alternate Applicant's Authorized Representative

Name _____

Title/Official Position _____

Full Mailing Address _____

Email Address _____

Daytime Telephone Number _____ Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

January 2023

Form #AZ PA 204-4

RESOLUTION NO. 2023-__

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING THE DESIGNATION OF THE CITY'S AUTHORIZED REPRESENTATIVE AND ALTERNATE AUTHORIZED REPRESENTATIVE FORMS SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS, WHICH DESIGNATES THE CITY'S REPRESENTATIVES FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZING THE APPLICANT'S AUTHORIZED REPRESENTATIVES TO EXECUTE AND DELIVER SAID APPLICATION ON BEHALF OF THE CITY OF SEDONA.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, that:

Section 1. The Designation of Authorized Representative's form to the Arizona Department of Emergency and Military Affairs, which designates JOANNE COOK, the CITY CLERK of the City of Sedona, and CHERIE WHITE, the DIRECTOR OF FINANCIAL SERVICES, as Authorized Representative and Alternate Authorized Representative, respectively, to execute applications on behalf of the City of SEDONA for the purpose of obtaining financial assistance under the Disaster Relief Act, is hereby approved in the form attached hereto.

Section 2. JOANNE COOK, the CITY CLERK, and CHERIE WHITE, the DIRECTOR OF FINANCIAL SERVICES, are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 9th day of May, 2023.

Scott M. Jablow, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

Kurt W. Christianson, City Attorney



**CITY COUNCIL
AGENDA BILL**

**AB 2951
May 9, 2023
Consent**

Agenda Item: 3d
Proposed Action & Subject: Approval for procurement of annual replacement UV lamps, sleeves, and ballasts from Trojan Technologies in an amount not to exceed \$102,045.18.

Department	Wastewater
Time to Present	N/A
Total Time for Item	NA
Other Council Meetings	N/A
Exhibits	Exhibit A – Trojan Technologies Quotation

City Attorney Approval	Reviewed 5/01/23 KWC	Expenditure Required	\$ 102,045.18
City Manager's Recommendation	Approve the procurement of UV lamps, sleeves, and ballasts from Trojan Technologies, in the amount of \$102,045.18.	Amount Budgeted	\$ 90,000
		Account No. (Description)	59-5253-55-6255 WW Operations Maintenance Supplies
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: The Wastewater Reclamation Plant (WWRP) utilizes ultra violet (UV) disinfection as the final treatment process to produce Class A+ reclaimed water. The UV system was installed in 2012 and is manufactured by Trojan Technologies. The UV system consists of 2 channels, each of which have 132 lamps and 66 ballasts. The UV system runs continuously. Regular maintenance calls for lamp, sleeve, and ballast replacements every 12,000 hours of run time. Wastewater operations completes replacement of lamps, sleeves, and ballasts to one channel each year.

The Aquifer Protection Permit issued for WWRP operations by the Arizona Department of Environmental Quality requires a non-detectable limit on fecal coliform for 4 out of every 7 samples, and daily fecal coliform samples resulting in less than 23 Colony Forming Units/100 ml. If either of those situations are exceeded, it results in a APP permit violation. In addition, the extended presence of fecal coliform in treated effluent increases the risk of contamination to ground water.

Historically the wastewater department has used aftermarket lamps, sleeves, and ballasts which are substantially more cost effective than Trojan Technology manufactured materials. However, the WWRP began experiencing arbitrary fecal coliform bacteria presence in the

treated effluent samples, which are tested in-house daily. The frequency of the presence of fecal coliform bacteria detected in the treated effluent samples continued to increase over the course of 1-2 years. The department consulted Trojan Technologies for assistance in troubleshooting, which resulted in no findings of equipment malfunction that would explain the fecal coliform presence. Trojan recommended replacing the aftermarket lamps, sleeves and ballasts with Trojan Technology brand items. Trojan UV lamps, bulbs and ballasts were added to the sole source procurement list in FY21. Since installing Trojan made lamps, bulbs and ballasts detectable fecal coliform results have decreased 73% and have not resulted in an APP permit violation.

Staff is requesting approval to purchase the annual stock of UV lamps, sleeves and ballasts from Trojan Technologies in the amount of \$102,045.18. We have budgeted \$90,000 in FY23 based on the actual costs for replacement from FY22. However, costs for these materials have increased 12% over the last year. The additional cost will be supplemented from the wastewater operating budget for Pump & Motor Repair/Rebuild Service and/or Irrigation Maintenance Services, both of which are not anticipated to be fully spent this fiscal year.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Council could elect to not approve the procurement of UV lamps, sleeves and ballasts from Trojan Technologies. Doing so would force wastewater operations to procure aftermarket materials for UV disinfection and would put the city at risk for permit violations based on past experience.

MOTION

I move to: approve the procurement of UV lamps, sleeves, and ballasts from Trojan Technologies, in an amount not to exceed \$102,045.18.



QUOTATION
QO0004768

TROJAN TECHNOLOGIES
3020 GORE ROAD
LONDON, ON N5V 4T7
CANADA
T. 519-457-3400
www.trojantechnologies.com

Sold to
CITY OF SEDONA
102 ROADRUNNER DRIVE
Sedona AZ 86336-3710
UNITED STATES

Ship to
CITY OF SEDONA
7500 W State Route 89A
Sedona AZ 86336-0600
UNITED STATES

Customer Service Contact : tuvcustomerservice@trojantechnologies.com
 Payment Terms : 0% / 00 / 30 net Internal Sales Rep : HEATHER WILCOX
 Delivery Terms : Customer No. : 100003441
 Carrier/LSP : Reference : Lamp, sleeve
 Quote Date : 03-30-2023
 Quote Expiry Date : 04-29-2023

Freight quote ID 7033 2 crates 88x28x30 WT 875lbs

Line	Project Item Description	Quantity	Price Discount %		Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
10	794447-ORD LAMP P, GA64T6HE ANGLE BASE	132.00	259.80/	EA	259.80 34,293.60	8.60% 2949.25	37,242.85
20	316136 SLEEVE, QTZ UV3+ 28x25x1958	132.00	63.34/	EA	63.34 8,360.88	8.60% 719.04	9,079.92
30	917341-100 LAMP DRIVER KIT,SMD W/PLS EC	66.00	657.36/	EA	657.36 43,385.76	8.60% 3731.18	47,116.94
40	015393-S-158NB SENSOR ASSY, UV3+ NIST S-158NB	2.00	3,099.00/	EA	3,099.00 6,198.00	8.60% 533.03	6,731.03
50	015509 KIT, SENSOR CABLE W/GREASE	2.00	181.50/	EA	181.50 363.00	8.60% 31.22	394.22
60	327118P O-RING, UV3+ WIPER CANISTER 4P	33.00	2.50/	EA	2.50 82.50	8.60% 7.10	89.60
70	FREIGHT FREIGHT & HANDLING	1.00	1,280.50/	EA	1,280.50 1,280.50	8.60% 110.12	1,390.62

Transit time 11-12 business days via best way

Goods	92,683.74	Discount	0.00	Tax Amount		Total USD
Costs	1,280.50	Subtotal	93,964.24	8,080.94		102,045.18



TROJAN TECHNOLOGIES
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CANADA
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**Office of the Mayor
City of Sedona, Arizona**



**Letter Carriers' Stamp Out Hunger Food Drive Day
May 13, 2023**

WHEREAS, Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donation to local food banks; and

WHEREAS, The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than 1.82 billion pounds of food have been collected; and

WHEREAS, We recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community; and

WHEREAS, We also recognize the noteworthy milestone of 31 years that the National Letter Carrier Food Drive celebrates in 2023; and

NOW, THEREFORE, I, SCOTT JABLOW, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, do proclaim May 13, 2023 as Letter Carriers' Stamp Out Hunger Food Drive Day.

Issued this 9th day of May, 2023.

Scott M. Jablow, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk



City of Sedona Proclamation Request Form

Full Name of Contact Person	CATHLEEN A HEALY-BAIZA
Contact Phone Number	928 204 2808
Contact Mailing Address	food@sedonafoodbank.org
Contact Email Address	PO Box 3962, Sedona, AZ 86340 ↑ SORRY
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	"Letter Carriers' Stamp Out Food Drive Day"
Website Address (if applicable)	www.sedonafoodbank.org
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Holli Ploog Jessica Williamson
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	The second Saturday in May. Every year 2023 — continues this event has been running nationwide for over 30 years.
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	<input type="checkbox"/> Presentation at Meeting <input checked="" type="checkbox"/> Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Cathleen A Healy Baiza 928 204 2808 food@sedonafoodbank.org

Provide information about the organization/event including a mission statement, founding date, location and achievements.

The "Stamp Out Hunger Food Drive" is a charitable initiative conducted by the United States Postal Service, National Rural Letter Carriers' Assoc. & National Assoc. of Letter Carriers. This national coordinated effort by the NALC is to help fight hunger. The pilot program started in 10 cities in October 1991. It was so successful that it immediately became a nationwide effort. By 1993, at least one city in every state participates. The first year 11 million pounds of food was collected in one day! By 2016 80 million pounds of food was collected on this one day. It is the largest single-day food drive in the United States.

Please explain why this Proclamation and any events accompanying it are important to the Community and are consistent with the City's vision statement and Community Plan goals. What is the clear reason for the Proclamation and why are you requesting this honor? What activities/events are planned around this Proclamation and how do you plan to promote this to the community?

This food collection is held citywide. It is in it's 32nd year. Unfortunately, this event was cancelled in 2020 & 2021 due to COVID.

This single day food drive brings on average 12,000 lbs. of food to the Sedona Community Food Bank. Due to the high support of this event the food bank assembles over 45 volunteers to pick up and deliver the donation to the food bank to be weighed and sorted.

After all the donations have been sorted, the food bank then redistributes some of the donations to two local smaller food pantries, St. Vincent de Paul and Fill the Need. This event is truly citywide and supports our local community.

Please include a draft of the proposed Proclamation with this request, preferably a Word file in electronic format.



**CITY COUNCIL
AGENDA BILL**

**AB 2948
May 9, 2023
Regular Business**

Agenda Item: 8a
Proposed Action & Subject: Discussion/presentation by Sedona Sister Cities' Board of Directors Chair Chuck Marr on their activities and accomplishments.

Department	City Council
Time to Present	15 minutes
Total Time for Item	30 minutes
Other Council Meetings	NA
Exhibits	None

City Attorney Approval	Reviewed 5/01/23 KWC	Expenditure Required
		\$ 0.00
City Manager's Recommendation	For discussion and presentation only.	Amount Budgeted
		\$
		Account No. (Description)
		Finance <input checked="" type="checkbox"/> Approval

SUMMARY STATEMENT

Background: On February 8, 2022 Council supported the establishment of a non-profit volunteer membership Sedona Sister Cities Association, which will be self-sustaining and requires no City Funding, with limited staff involvement and the Mayor selected a Council liaison Vice Mayor Ploog.

Recently proposed Sister Cities candidate Canmore Mayor Sean Krausert and his wife visited Sedona (Friday and Saturday 4/28-4/29). A community reception was held on Saturday morning at Council Chambers with 45 people in attendance. Mayor Jablow, Vice Mayor Ploog and Councilors Kinsella, Furman, and Dunn were in attendance. Mayor Krausert held a 45 minute Q&A answering audience questions on Canmore. Our two cities face similar challenges in tourism dependencies, economic development, and transportation infrastructure. There are also opportunities for learning and collaboration in arts, education, and the environment.

Chuck Marr will be giving a brief introduction and overview of the organization's activities and accomplishments.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable
Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): None

MOTION

I move to: For discussion/presentation purposes only.



CITY COUNCIL
AGENDA BILL

AB 2861
April 25, 2023
Regular Business

Agenda Item: 8b
Proposed Action & Subject: Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation and State budget and their potential impact on the City of Sedona.

Department: City Manager
Time to Present: 15 Minutes
Total Time for Item: 45 Minutes
Other Council Meetings: January 24, 2023; February 14, 2023; February 28, 2023; March 14, 2023; March 28, 2023; April 11, 2023; April 25, 2023
Exhibits: None

Table with 2 columns: City Attorney Approval, City Manager's Recommendation, Expenditure Required, Amount Budgeted, Account No. (Description), Finance Approval.

SUMMARY STATEMENT

Background: During the course of the State Legislative Session, many bills are introduced that have a potential impact on the City of Sedona. The League of Arizona Cities and Towns, the City's legislative advocate and City staff routinely monitor bills of interest as they progress through the legislative process.

This item is scheduled to provide a summary update on relevant bills and the proposed State budget, to answer questions that the City Council may have regarding any individual bill or the budget, and to consider the need for the City Council to take a formal position in support or opposition of any particular bill.

Climate Action Plan/Sustainability Consistent: [] Yes - [] No - [x] Not Applicable

Board/Commission Recommendation: [] Applicable - [x] Not Applicable

Alternative(s): None

MOTION

I move to: for presentation and direction purposes only.