

# AGENDA



# 4:30 P.M.

## CITY COUNCIL MEETING

## TUESDAY, JANUARY 9, 2024

### 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](http://www.SedonaAZ.gov)

THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT [WWW.SEDONAAZ.GOV](http://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 - December 12, 2023 City Council Special Meeting - Executive Session.
- b. Minutes - December 12, 2023 City Council Regular Meeting.
- c. Minutes - December 18, 2023 City Council Special Meeting - Executive Session.
- d. AB 3023 Approval of award of construction contract for PR-03C project to build out the Historic Ranger station Park Shared Use Path and Parking Lot.
- e. AB 3024 1) Approve acceptance of the FTA 5307 /5339 Grant award in the amount of \$199,855. 2) Approve \$35,269 to be added to the FY 2025 budget as the city's local share to satisfy the conditions of this grant. 3) Direct staff to apply all stated FTA grant and local funding for only approved activities as specified within the grant.

### 4. APPOINTMENTS - None.

### 5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER & COUNCIL ASSIGNMENTS

### 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 - None.

### 8. REGULAR BUSINESS

- a. AB 3026 **Discussion/possible direction** regarding proposed Safe Place to Park program for homeless local workers and families with children enrolled in local schools.
- b. **Discussion/possible action** regarding future meeting/agenda items.

### 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

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

Posted: 1/04/2024

By: DJ

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](http://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

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  
Special City Council Meeting  
Vultee Conference Room  
106 Roadrunner Drive, Sedona, Arizona  
Tuesday, December 12, 2023, 2:30 p.m.**

**1. Call to Order**

Mayor Jablow called the meeting to order at 2:30 p.m.

**2. Roll Call**

**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 item:** City Clerk JoAnne Cook.

**3. Executive Session**

**Motion: Councilor Williamson moved to enter into Executive Session at 2:31 p.m. Seconded by Councilor Fultz. Motion carried with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, and Williamson) and zero (0) opposed.**

JoAnne Cook gave the admonition.

- a. **Interview with candidate for City Manager. Discussion and consultation regarding personnel matters per A.R.S. § 38-431.03(A)(1), specifically, to discuss the employment, and/or appointment of a person to fill the City Manager position. The Candidate to be interviewed is:**

- i. **Carly Castle**

- b. **Return to open session. Discussion/possible action regarding executive session.**

**Reconvened in open session at 4:05 p.m.**

**4. Adjournment**

**Mayor Jablow adjourned the meeting at 4:05 p.m.**

**I certify that the above are the true and correct actions of the Special City Council Meeting held on December 12, 2023.**

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JoAnne Cook, CMC, City Clerk

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Date

**Action Minutes**  
**Regular City Council Meeting**  
**City Council Chambers, Sedona City Hall,**  
**102 Roadrunner Drive, Sedona, Arizona**  
**Tuesday, December 12, 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 Andy Dickey, City Attorney Kurt Christianson, Arts & Culture Specialist Nancy Lattanzi, Transit Administrator Robert Weber, Housing Manager Shannon Boone, Community Development Director Steve Mertes, Executive Assistant Karen Kwitkin, Deputy City Clerk Marcy Garner, and City Clerk JoAnne Cook.

**2. Roll Call/Moment of Art**

Nancy Lattanzi introduced the Sedona Community Youth Orchestra the *Prelude Orchestra* members. 1st Violin: Sierra Barringer, Lindsey James, Elisabeth Kraus, Libby Maher, Sacha Waddell, 2<sup>nd</sup> Violin: Anish Ali, Arantza Esquer, India Flores, Karis Naaktgeboren, and Cello: Ruth Naaktgeboren. They performed *A French Folk Life*, arranged by Roderick Royce, and *Sparkle*, arranged by Kathryn Griesinger.

**3. Consent Items**

- a. **Minutes - November 28, 2023 City Council Regular Meeting.**
- b. **Minutes - November 29, 2023 City Council Special Meeting - Executive Session.**
- c. **AB 3000 Approval of the Tourism Advisory Board Rules of Procedure.**

**Motion: Councilor Williamson moved to approve consent items 3a-3c. Seconded by Councilor Kinsella. 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 Kinsella stated the Meals on Wheels program is in need of volunteer drivers and that volunteers are also needed at Verde Valley Caregivers, she encouraged all interested to volunteer. Vice Mayor Ploog stated the Breakfast with Santa was well attended and gave a special thanks to Athea Church, registration is open for the Your Basketball League and Winter Swim Lessons Program. Swim lessons begin on December 16<sup>th</sup> and are open to children ages 0-16 years of age. Councilor Fultz recognized the Parks and Recreation Department and Police Department for the exceptional execution of the Breakfast With Santa Event. Councilor Williamson said a couple of councilmembers spoke with students in the Government Class at the Sedona

Red Rock High School. Councilor Williamson said a report will be forthcoming from Sedona Recycles regarding their Strategic Plan. Vice Mayor Ploog stated the Sedona Historical Society & Museum have some fabulous holiday gifts and invited all to attend their performance of *A Christmas Carol* on December 23<sup>rd</sup> from 3:00-4:00 p.m.

**6. Public Forum - None.**

**7. Proclamations, Recognitions & Awards - None.**

**8. Regular Business**

**a. Reports regarding Council assignments.**

Councilor Furman advised that the Plateau Water Partnership and Advisory Council approved their budget and updated their Strategic Plan, and the Department of Water Resources will be doing a Supply and Demand Study of the Verde River Basin in 2024. Mayor Jablow advised that he and Vice Mayor Ploog met with Cory Christians, Yavapai County Library Director, and also met with representatives from the Hopi Nation to discuss the devastation of the OHVs on forest land. Vice Mayor Ploog stated the Hopi Nation has been having conversations with the Forest Service regarding the value of juniper trees.

**b. AB 3018 Presentation/discussion on the status of the Community Development Block Grant (CDBG) process and award made to Steps to Recovery Homes for the 2023 City of Sedona CDBG grant cycle.**

Presentation by Damien Browning, Chief Executive Officer for Steps To Recovery Damien and Shannon Boone.

Questions and comments from Council.

For presentation and discussion only.

Item 8d was moved ahead of item 8c.

**c. AB 3022 Discussion/possible action regarding approval to purchase Stormy Bay, a steel horse sculpture, in the amount of \$25,000, to be installed at the Ranger Station Park and authorization of a transfer of contingency funds of \$25,000.**

Presentation by Nancy Lattanzi and Steve Mertes.

Questions and comments from Council.

Opened to public at 6:05 p.m.

Nate Meyers, Sedona, Al Comello, Sedona, and Isabelle Cozart, Sedona spoke in favor of the purchase of the sculpture.

Brought back to Council at 6:10 p.m.

**Motion: Vice Mayor Ploog moved to approve a budget transfer of \$25,000 from the contingency account to cover the cost and approve the Agreement to Acquire Artwork to purchase the horse sculpture, *Stormy Bay* from Peggy Lanning in an amount not-to-exceed \$25,000. Seconded by Councilor Kinsella. Vote: Motion**

**passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.**

Item 8d was moved up prior to item 8c.

- d. AB 3016 Discussion/possible action regarding approval of a Land Lease Option Agreement and a \$2.25 million loan to the Villas on Shelby, LLC for development of a 30-unit apartment complex.**

Presentation by Shannon Boone and project developer Matt Schoemacher.

Questions and comments from Council.

**Motion: Councilor Fultz moved to approve Land Lease Agreement and a \$2.25 million loan to the Villas on Shelby, LLC for development of a 30-unit apartment complex. Seconded by Councilor Kinsella. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.**

**Break at 6:19 p.m. Reconvened at 6:42 p.m.**

- e. AB 2995 Discussion/possible action regarding authorization of a proposed fare and fare policy for the city's MicroTransit (Sedona Shuttle Connect) service.**

Presentation by Robert Weber.

Questions and comments from Council.

By majority consensus, Council directed staff 1) that there be no free fare zones established for the Sedona Shuttle Connect service ; and 2) no priority trips shall be provided to / from the trailhead shuttle park & ride lots for the Sedona Shuttle Connect service.

**Motion: Councilor Fultz moved to approve an initial fare of \$2 regular one-way and \$1 discount one-way with the following persons eligible for the discount fare: 60+ Years of age (Proof of age may be required), Medicare Cardholders, Veterans (With ID), Persons with Disabilities, and AZ Residents with a valid ACCCHS card and free fare for children under the age of five. Seconded by Councilor Williamson. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.**

- f. Discussion/possible action regarding future meeting/agenda items.**

Mayor Jablow advised the Council Retreat will be held in Council Chambers on Wednesday and Thursday at 8:00 a.m.

## **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 8:37 p.m. without objection.

**I certify that the above are the true and correct actions of the Regular City Council Meeting held on December 12, 2023.**

\_\_\_\_\_  
JoAnne Cook, CMC, City Clerk

\_\_\_\_\_  
Date

**Action Minutes  
Special City Council Meeting  
Vultee Conference Room  
106 Roadrunner Drive, Sedona, Arizona  
Tuesday, December 18, 2023, 10:30 a.m.**

**1. Call to Order**

Mayor Jablow called the meeting to order at 10:30 a.m.

**2. Roll Call**

**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 item:** City Clerk JoAnne Cook.

**3. Executive Session**

**Motion: Councilor Fultz moved to enter into Executive Session at 10:32 a.m. Seconded by Councilor Kinsella. Motion carried with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, and Williamson) and zero (0) opposed.**

JoAnne Cook gave the admonition.

- a. Interview with candidate for City Manager. Discussion and consultation regarding personnel matters per A.R.S. § 38-431.03(A)(1), specifically, to discuss the employment, and/or appointment of a person to fill the City Manager position. The Candidate to be interviewed is:**

- i. 10:30 a.m. - 11:45 a.m. Anette Spickard
- ii. 12:00 p.m. - 1:15 p.m. Darren Coldwell
- iii. 1:30 p.m. - 2:45 p.m. Greg Caton

- b. Return to open session. Discussion/possible action regarding executive session.**

Break at 2:55 p.m. Reconvened at 3:01 p.m.

**Reconvened in open session at 5:07 p.m.**

**Motion: Councilor Kinsella moved that staff proceed with the direction provided in executive session. Seconded by Councilor Fultz. Motion carried with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, and Williamson) and zero (0) opposed.**

**4. Adjournment**



**Mayor Jablow adjourned the meeting at 5:07 p.m.**

**I certify that the above are the true and correct actions of the Special City Council Meeting held on December 18, 2023.**

\_\_\_\_\_  
JoAnne Cook, CMC, City Clerk

\_\_\_\_\_  
Date



**CITY COUNCIL  
AGENDA BILL**

**AB 3023  
January 9, 2024  
Consent Agenda**

**Agenda Item:** 3d  
**Proposed Action & Subject:** Approval of award of construction contract for the PR-03C project to build out the Historic Ranger Station Park Shared Use Path and Parking Lot.

<b>Department</b>	Public Works
<b>Time to Present</b>	NA
<b>Total Time for Item</b>	NA
<b>Other Council Meetings</b>	NA
<b>Exhibits</b>	A. Construction Contract

<b>Finance Approval</b>	Reviewed 1/3/2024 CRW	<b>Expenditure Required</b>	
<b>City Attorney Approval</b>	Reviewed 1/3/24 KWC		
<b>City Manager's Recommendation</b>	Approve award of the construction contract with Summit Construction Company LLC for the PR-03C Build-Out of Ranger Station Park Project in an amount not to exceed \$252,872.75 subject to approval of the written contract by the City Attorney's Office.	<b>Amount Budgeted FY24</b>	
		\$ 575,290 (estimated construction/contingency portion remaining)	
		Account No. (Description)	22/24/46-5242-89-68A8/68A9/68AC (PR-03C Build-Out of Ranger Station Park – Parking Lot/Plaza, Grading, Playground/ Seating)

**SUMMARY STATEMENT**

Staff is requesting City Council approval of a construction contract with Summit Construction Company, LLC in the amount of \$252,872.75 for the PR-03C Build-Out of Ranger Station Park Project-SUP & Parking Lot. The scope of work for this project includes construction of shared use paths, plaza area and parking lots.

**Background:** The City purchased the 3.5 acre historic Ranger Station at 250 Brewer Road in 2014 to preserve the historic buildings and develop a community park. A master plan

developed for this site reflects the community vision for this property. The build out of the park has been accelerated at the request of the City Council. The park will serve multiple purposes for as wide a range of interests and activities as possible.



Summit Construction and Moring Dew Landscaping are nearing completion of the concrete work and landscaping of the site, and we are ready to move to the next phase of construction.

The contract before Council is to complete:

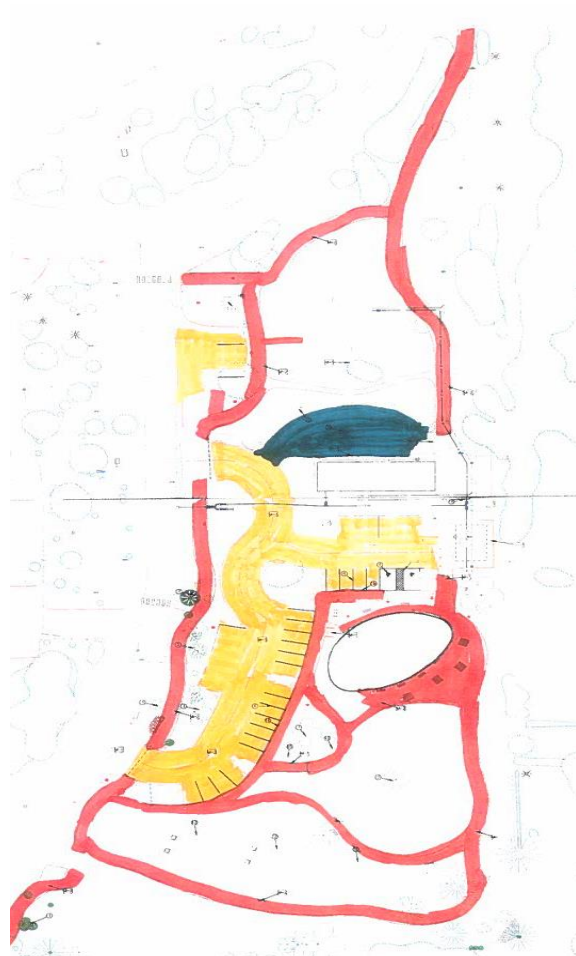
- all decomposed granite (DG) shared use paths (23,855 sq.ft.) and plaza area (3670 sq.ft.),
- all aggregate (ABC) parking lot and driveways (20,100 sq.ft.)

**Project Area Outreach Efforts:**

- Staff has been in contact with Los Abridados every step of the planning and construction process
- Staff has been in contact with the Historic Preservation Commission with multiple meetings and site visits.
- Staff has solicited and incorporated input from the members of the Brewer Historic Park Work Group

**Schedule and Access:**

- The construction timeframe is set at 60 days and is anticipated to begin in late January 2024.
- Throughout the construction period, it will be the contractor's responsibility to coordinate directly with owners/residents regarding impacts to property access.



*Yellow highlighted areas are parking lot and driveways  
 Red highlighted area is shared use path.  
 Blue highlighted area is plaza area.*

**Procurement Method:**

City staff put the project out to bid to contractors that had attended the pre-bid meeting for the entire site and had successful projects with the City of Sedona in the recent past.

Bids were opened on December 20, 2023. Two bids were received. They are listed as follows:

<b>Bidder, (Office Location)</b>	<b>Base Bid</b>
SUMMIT CONSTRUCTION COMPANY, LLC (Flagstaff, AZ)	\$252,872.75
BILL RALSTON CONSTRUCTION (Sedona, AZ)	\$379,560.00

The low bid is from Summit Construction. This company has previously completed satisfactory work within the City of Sedona. Staff has researched their references and licenses and have found no reason to not award the contract. Staff is recommending award of the Summit Construction Company LLC's bid in the amount of \$252,872.75.

**Budget**

This request for the SUP and parking lot will use most of the remaining budget allocated in the FY24 PR-03C construction. Construction of the restroom is the last large item remaining. Upon completion of design and preparation of the bid package, the project will be put out to bid. Current ballpark estimate of the restroom construction cost is \$400,000. We are anticipating starting construction of the restroom this fiscal year and completing in FY25, so additional budget funding to complete the project will likely be requested during the FY25 budget process.

**Climate Action Plan/Sustainability Consistent:** ☒

In the Climate Action Plan, transitioning to alternative modes of travel is a goal and that is supported by the park improvements by providing bike racks and shared use paths. The design of the park and use of concrete has been minimized to the greatest extent possible while meeting the ADA access requirements. Pavers will be installed for the ADA stall west of the Ranger Station House. Stabilized decomposed granite instead of concrete will be used in the plaza area, picnic area and all the pathways. Compacted aggregate will be utilized instead of asphalt paving in the parking lot and the parking stalls. These surfaces also help allow rainfall to percolate into the soil and reduces the runoff quantity. Minimizing the amount of concrete and pavement in conjunction with increasing the amount of green foliage also helps offset any heat effect and helps change carbon dioxide into oxygen. This project addresses those desired actions and strategies.

**Board/Commission Recommendation:**

Historic Preservation Commission supports the work being done.

**Alternative(s):** Not approving this contract will result in delaying the completion of the project.



*Photo illustrating current status of improvements to the Ranger Station Park*

## MOTION

**I move to:** approve award of the construction contract with Summit Construction Company LLC for the PR-03C Build-Out of Ranger Station Park Project – DG SUP & Parking Lot in an amount not-to-exceed \$252,872.75 subject to approval of the written contract by the City Attorney's Office.

## CONSTRUCTION CONTRACT

THIS CONTRACT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the City of Sedona, Arizona, hereinafter called the "Owner", and **Summit Construction Company LLC**, hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the City has caused Contract Documents to be prepared for the construction of the **PR-03C Build-Out of Ranger Station Park Project-SUP & Parking Lot**, City of Sedona, Arizona, as described therein; and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the Contract; and

WHEREAS, the Contractor, as will appear by reference to the minutes of the proceedings of the City Council was duly awarded the work.

NOW, THEREFORE, the parties hereto hereby stipulate, covenant and agree as follows:

1. The Contractor promises and agrees to and with the City that it shall perform everything required to be performed and shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all of the work required in connection with construction of the Project all in strict accordance with the Specifications and Drawings, including any and all Addenda, and in strict compliance with the Contractor's Proposal and all other Contract Documents, which are a part of the Contract; and the Contractor shall do everything required by this Contract and the other documents constituting a part thereof.
2. The Contractor agrees to perform all of the work described above in accordance with the Contract Documents and comply with the terms therein for the initial estimated Contract price of **\$252,873**, subject to increase or decrease in accordance with the Contract Documents, and the Bid Schedule set forth therein; and the City agrees to pay the Contract Prices in accordance with the Bid Schedule for the performance of the work described herein in accordance with the Contract Documents.
3. The Contractor and the City agree that the terms, conditions, and covenants of the Contract are set forth in the Contract Documents and the Plans and Technical Specifications, and the Drawings numbered 1 through 29, all defined as the Contract Documents, and by this reference made a part hereof as if fully set forth herein.
4. The Contractor and the City agree that each will be bound by all terms and conditions of all of the Plans and Technical Specifications, and Contract Documents, as if the same were fully set forth herein, and hereby incorporate all of the foregoing

into this Agreement.

5. The Contractor shall abide by all the laws of the United States of America, State of Arizona, Coconino/Yavapai Counties, and the City of Sedona, including a requirement that Contractor obtain an annual Sedona Business License for every year that they do business with Sedona or within the City limits.
6. The Contractor shall carry Workers' Compensation Insurance and require all Subcontractors to carry Workers' Compensation Insurance as required by the Law of the State of Arizona, and all other insurance as set forth in the General Conditions.
7. Contractor, its agents, employees, and subcontractors, shall not discriminate in any employment policy or practice. "Discrimination" means to exclude individuals from an opportunity or participation in any activity or to accord different or unequal treatment in the context of a similar situation to similarly situated individuals because of race, color, gender, gender identity, sexual orientation, religion, national origin or ancestry, marital status, familial status, age, disability, or veteran status. (Ordinance 2015-10 (2015)).
8. Work under this Contract shall commence on the date specified in the written Notice to Proceed from the City to the Contractor. Upon receipt of said Notice, the Contractor shall diligently and continuously prosecute and complete all work under this Contract within the time specified on page A-2.
9. The Contract Document consist of the following component parts, all of which are a part of this Contract whether herein set out verbatim, or attached hereto:

Advertisement for Bids  
Information for and Instructions to Bidders  
Bid Proposal and Bid Guaranty Bond  
Contract (this document)  
Change Orders  
Addenda  
Performance Bond, Labor and Material Payment Bond  
Special Conditions  
General Conditions  
Technical Specifications  
Notice of Award  
Notice to Proceed  
Plans and Drawings  
Design Reports  
Standard Specifications  
Insurance Certificates

The above-named documents are essential parts of the Contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete work. In case of



discrepancy, the order of precedence is as follows:

1. Change Orders
2. Contract (this document), including addenda
3. Payment and Performance Bonds
4. Advertisement for Bids
5. Information for and Instructions to Bidders
6. Notice of Award
7. Notice to Proceed
8. Special Conditions
9. Bid Proposal
10. Technical Specifications
11. Plans and Drawings
12. General Conditions
13. Bid Guaranty Bond
14. Standard Specifications

In the event there is a conflict between any of the above listed documents, the provision of the document with the lower numerical value shall govern those documents with a higher numerical value. Within a category, the last in time is first in precedence.

**The Contractor shall not take advantage of any apparent error or omission in the Plans or Specifications.** In the event the Contractor discovers such an error or omission, he shall immediately notify the Owner. The City will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Plans and Specifications.

10. As part of the inducement for City to enter into this Agreement, Contractor makes the following representations:

- A. Contractor has familiarized himself with the nature and extent of the Contract Documents, work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress, or performance of the work.
- B. Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or those reports that otherwise may affect cost, progress or performance of the work, which were utilized by Design Engineer in the preparation of the Drawings and Specifications and which have been identified in the Contract Documents.
- C. Contractor has made or caused to be made examinations, investigations and tests, and studies of such reports and related data as he deems necessary for the performance of the work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by Contractor for such purposes.

- D. Contractor has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
  - E. **Contractor has given the City Engineer written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents** and the written resolution thereof by City Engineer is acceptable to Contractor.
  - F. Contractor has attended mandatory pre-bid meetings and walk-throughs.
11. A. No assignment by a party hereto of any rights under or interest in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- B. City and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, and its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- C. Pursuant to Arizona Revised Statutes Section 38-511, the provisions of which are incorporated by reference as if fully set forth herein, all parties are hereby given notice that this Agreement is subject to cancellation by the City if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract or Contract Documents on behalf of the City is, at any time while the Contract or Contract Document or any extension thereof is in effect, an employee or agent of any other party to the Contract or Contract Documents in any capacity or a consultant to any other party to the Contract or Contract Documents with respect to the subject matter of the Contract or Contract Documents.
12. During the performance of this Agreement, Contractor may also be under contract with the City for performance of work on other projects. A breach in the performance of any of Contractor's obligations under this Agreement shall constitute a breach of Contractor's obligations under any other agreement with the City and the breach by Contractor under other agreement with the City shall also constitute a breach of Contractor's obligations under this Agreement. The City may offset any amounts owed by Contractor under any such other agreement from any amounts owed to Contractor under this Agreement.
13. The Contract Documents constitute the entire Agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement which shall be deemed an original on the date first above written.

**CITY: City of Sedona, Arizona**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

(SEAL)

**Attest:**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

**Approved as to Legal Form:**

BY:

(City Attorney)

**CONTRACTOR:**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

(SEAL)

**ATTEST:**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_



**CITY COUNCIL  
AGENDA BILL**

**AB 3024  
January 9, 2023  
Consent Items**

**Agenda Item:** 3e  
**Proposed Action & Subject:** 1) Approve acceptance of the FY 2023 FTA 5307 / 5339 Grant award in the amount of \$199,855. 2) Approve \$35,269 to be added to the FY2025 Budget as the city’s local share to satisfy the conditions of the grant. 3) Direct staff to apply all stated FTA grant and local funding for only approved activities as specified within the grant.

<b>Department</b>	Transit
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	N/A
<b>Other Council Meetings</b>	N/A
<b>Exhibits</b>	A. ADOT – FY2023 FTA 5307 -5339 Competitive Application: Preliminary Notice of Award – Dated 11-9-2023

Finance Approval	Reviewed 1/3/2024 CRW
City Attorney Approval	Reviewed 1/3/24 KWC
City Manager’s Recommendation	1) Approve the acceptance of the FY 2023 FTA 5307 / 5339 Grant award in the amount of \$199,855. 2) Approve amount of \$35,269 to be added to the FY2025 Budget as the city’s local share to satisfy the conditions of the grant. 3) Direct staff to apply all stated FTA grant and local funding for only approved activities as specified within the grant.

<b>Expenditure Required</b>	
\$	\$235,134 (Federal Share: \$199,855 (85%) – Local Share: \$35,269 (15%))
<b>Amount Budgeted</b>	
\$	235,134 (FY 2025 Budget)
Account No. (Description)	52-5630-89-68B3 (PT-03A Microtransit Bus Acquisition)

**SUMMARY STATEMENT**

**Background:**

On July 19, 2023, staff submitted a FY2023 FTA 5307 / 5339 grant application requesting funds to purchase two (2) light-duty transit vehicles. The justification for the request was to increase connectivity and availability of services for the city’s Microtransit service. Additionally, the proposed fleet expansion would:

- Increase overall passenger capacity.
- Improve service reliability by increasing the city’s transit fleet spare ratio.
- Enhance the scalability of existing microtransit services to better manage peak demand periods.
- Add additional fleet assets for potential future service expansion(s).

On November 9, 2023, ADOT issued a Preliminary Award for this Grant application, (pending FTA funding) for one (1) additional vehicle. (See Exhibit A).

Approval of this item shall accept the grant award and commit city funds required for the local share of the total expenditure amount as shown above. It is anticipated that the city will take delivery of the new vehicle in late CY2024 or early CY2025.

**Climate Action Plan/Sustainability Consistent:** Yes - Error! Bookmark not defined.No - Not Applicable

The city’s Climate Action Plan (CAP) sites the second largest source of CO<sub>2</sub> emissions in Sedona is from the use of fossil fuels in vehicles and other motorized equipment. A mode shift to public transit reduces the number of passenger vehicle miles traveled, which results in the displacement of CO<sub>2</sub> emissions. One of the specific CAP strategies is to improve and increase transit ridership. Related strategies include a sustained commitment for a transition to electric and other low-carbon fuels and a shift to alternative modes of transportation such as ride sharing, public transit, biking, and walking.

**Board/Commission Recommendation:** Applicable - Not Applicable

**Alternative(s):** None

**MOTION**

**I move to:** 1) Approve acceptance of the FY 2023 FTA 5307 / 5339 Grant award in the amount of \$199,855. 2) Approve \$35,269 to be added to the FY2025 Transit Budget as the city’s local share to satisfy the conditions of the grant. 3) Direct staff to apply all stated FTA grant and local funding for only approved activities as specified within the grant.

November 9, 2023

Robert Weber  
Transit Administrator  
City Of Sedona  
102 Roadrunner Dr  
Sedona AZ, 86336

Subject: FY 2023 5307 and 5339 Competitive Application: Preliminary Notice of Award

Dear Mr Weber:

ADOT is pleased to issue this Preliminary Award Notice for one of the two microtransit (Demand Response) buses you applied for in the above referenced grant application to ADOT. ADOT is only able to fund one vehicle at this time since 5311 service has not begun and this vehicle will assist the city in having a spare when service begins.

**Please be advised that this is a preliminary award notice and no action can be taken until a final award notice (Exhibit A) is issued.**

Please see the table below for your FY 2023 5339 Bus and Bus Facilities Preliminary Award Notice.

Project Title	Match Ratio	Federal	Local	Project Total
Microtransit Bus Procurement	85%	\$199,855	\$35,269	\$235,124

Your preliminary funding award is contingent upon the Federal Transit Administration awarding funds to ADOT for the 5339 Program. ADOT will be submitting an application to FTA in February of 2024 and anticipates FTA awarding funding in April of 2024. Your preliminary award of funds is also contingent upon your compliance with all Federal and State requirements. Your official notice of award will be included in a revised Exhibit A to your 5311 Grant Agreement.

Please note that all vehicles awarded will be procured by ADOT. ADOT will coordinate with you on finalizing the order of your vehicle.

If you have any questions or if the award is significantly different than expected, please contact your Program Manager. You have the right to appeal this funding decision. If filing an appeal, applicants must use the following process in order for the appeal to be considered valid. Letters of appeal must clearly identify the applicant, contact person, address, phone number, project description and grounds for appeal. Letters of appeal must be submitted within ten business days of notification of preliminary

award. Submit the appeal via email to your 5311 Program Manager Shatawn Reed [sreed2@azdot.gov](mailto:sreed2@azdot.gov) no later than the close of business on **November 27, 2023**.

ADOT reviews all appeals and notifies applicants of the decision within ten business days. If the applicant is not satisfied with the 5311 Program Manager's response, a further appeal may be made to the Transit Group Manager. This appeal must be submitted within ten business days of the notice of the 5311 Program Manager's decision. A copy of the additional appeal must be sent to the Transit Group Manager and your assigned 5311 Program Manager. The Transit Group Manager Jill Dusenberry ([jdusenberry@azdot.gov](mailto:jdusenberry@azdot.gov)) will then provide a written response to the applicant within 30 days of receipt of the appeal.

Please remember that your transit funding must be included in the local TIP (Transportation Improvement Plan) developed by your COG or MPO. It is the transit agency's responsibility to coordinate with your COG or MPO to assure that all your projects are included in the local TIP. Please reach out to your COG/MPO representative immediately and request that this funding award be added to the local TIP and transmitted to ADOT MPD Programming staff as soon as possible. ADOT Transit will not be able to submit our grant application to FTA until all projects are in the local TIP and ADOT STIP.

Thank you and congratulations on your award!

Sincerely,



Jill Dusenberry  
Transit Group Manager

CC:

Shatawn Reed, 5311 Program Manager  
Aubree Perry, 5311 Assistant Transit Manager  
Luke Taylor, 5311 Program Manager  
Aubree Perry, Assistant Transit Manager  
Jennifer O'Connor NACOG Planning Director  
Tod Morris, NACOG Regional Mobility Manager  
Myrna Bondoc, ADOT Regional Planner  
Jason James, ADOT MPD Regional Planning Manager



**CITY COUNCIL  
AGENDA BILL**

**AB 3026  
January 9, 2024  
Regular Business**

**Agenda Item: 8a**  
**Proposed Action & Subject:** Discussion/possible direction on a proposed Safe Place to Park program for homeless local workers and families with children enrolled in local schools.

<b>Department</b>	CM – Housing
<b>Time to Present</b>	30 min.
<b>Total Time for Item</b>	2 hours
<b>Other Council Meetings</b>	June 15, 2023 Budget Work Session
<b>Exhibits</b>	Exhibit A – Site map

Finance Approval	Reviewed 1/3/2024 CRW	
City Attorney Approval	Reviewed 1/3/24 KWC	<b>Expenditure Required</b>
		\$ 585,349
		\$151,334 – one-time costs
		\$434,015 annual operations
City Manager’s Recommendation	For discussion and direction only.	<b>Amount Budgeted</b>
		\$ 400,000
		Account No. 12-6340-60-6405 (Description) (Professional Services – Homelessness Program)

**SUMMARY STATEMENT**

**Background:**

On June 15, 2023, City Council conditionally approved a budgetary placeholder in the amount of \$400,000 for a Safe Place to Park program, pending further programmatic detail for City Council discussion and final approval.

The purpose of this meeting is to review the information about safe parking programs more broadly, propose programmatic details and estimated costs, and receive direction from Council. If supported, Housing staff will bring back contracts with the service provider, and equipment providers for final approval.

The City’s Housing Needs assessment of 2020 showed a shortage of 1260 affordable housing units. At that time short term rentals (STRs) made up about 12% (744 units) of the housing stock. STRs in Sedona have since grown to 16% (1089 units) of the city’s housing stock, providing space for more tourists, creating more jobs, but simultaneously, further decreasing



housing availability for locals. The average rent for a 2-bedroom today is \$2150. Similarly, home prices in Sedona have increased about 50% since 2020 (avg of 645k in first 6 months of 2020 to 971k in first 6 months of 2023). Sedona, like many tourism-based cities, has long-struggled with limited housing affordable for the workforce. As a result, the affordable housing crisis, for the most part, will only be overcome by building deed-restricted affordable housing, which takes years.

**Identified Need:**

Due to the conditions in the real estate markets, many families and individuals who live and work in Sedona have been forced to make a choice to live in their cars. The Sedona Oak Creek Unified School District has reported 19 known homeless students enrolled from 13 families. Of those families, five are known to be living in cars or campers. These families report traveling to and from school daily from the National Forest, or wherever they can find nightly parking. The local food pantry surveyed participants and reported 39 participants said they live in their vehicles, and work in Sedona. The police department responded to 18 calls from residents over the last two months regarding people in vehicles trespassing on private property. Those calls combined with patrol officer reports have resulted in more than 100 people being “moved along” in a two-month period; however, the data does not indicate whether they were local workers. A recent public outreach effort to help identify those who would use the Safe Place to Park program generated 54 responses, 32 of which were from local working residents who live in their vehicles and said they would utilize the Safe Place to Park (nine were calls from residents opposed to the program, though they had no information about the proposed operations of the site.) The public outreach Facebook post revealed 35 potential program participants in a total of 170 comments.

**Population characteristics:**

Research shows that the needs of people sheltering in their vehicles are different from the chronically homeless living outdoors. Individuals sheltering in their vehicles have access to greater resources as demonstrated by the ability to maintain employment and a vehicle. They often maintain work and community ties not afforded to individuals living on the street, but still face unique legal, social, and economic challenges. The vehicular homeless survive in a precarious position, exposed to citations, towing, or impoundment fees that threaten their economic stability and their ‘homes’.

Safe parking programs aiming to meet the needs of people living in their vehicles recognize that safety and basic physiological needs are the foundation of stability. By meeting the basic physiological and safety needs, safe parking can prevent individuals from slipping into further hardship. Adults require their basic needs to be met to focus on work, housing, and community. Safe parking lots provide a space and basic hygiene amenities for vehicular residents to park overnight without risk, while jobs can be maintained, and housing can be found.

Throughout the country, rising costs of living and stagnant wages have contributed to housing instability and thus increases in unsheltered people relying on their vehicles as a place to live and sleep. According to a study performed by the University of San Diego, research indicates that between 30% and 50% of unhoused individuals in western cities now utilize their vehicles as a primary source of shelter. Organizations in Colorado, Nevada, California, Oregon and Washington have initiated safe parking programs to address this need. Even though the number of individuals living in their vehicles is increasing, many homeless services focus on chronically unsheltered homeless who live in the streets or other makeshift shelters, whose needs are often

more challenging. Meeting the needs of the vehicular homeless is ‘the low-hanging fruit’ of the homelessness problem.

The Safe Place to Park program seeks to address basic needs by providing a designated and secure parking area for working homeless; and connecting participants to social service providers to ensure a holistic approach to addressing the diverse needs of this homeless population, with securing stable housing as the end goal. This program will allow us to collect data on the vehicular homeless population to better understand their unique challenges, aiming to inform future policies and housing solutions. Data will also help to inform our upcoming Homeless Needs Assessment.

### **Program Overview**

Safe Place to Park is proposed as a temporary solution, providing a safe parking area for individuals and families who work or attend school in Sedona yet are experiencing vehicular homelessness. The program aims to offer secure space, basic amenities, and connections to housing and supportive services.

If approved, the Safe Place to Park will be located on approximately 5 acres of the Cultural Park. The Cultural Park site is planned for redevelopment to include affordable housing and other community-serving elements based on a master plan which for which the public input phase will begin soon. The plan is expected to take nearly a year, while the resulting construction at the Cultural Park is expected to be even further out. In the meantime, we propose the site be utilized to address the needs of individuals and families who live in their vehicles for a period not to exceed two years depending upon participation, operational effectiveness, and outcomes. Additional Council approval will be required to extend the program beyond two years.

### **Proposed program components include:**

- A designated safe parking area, open between the hours of 5pm and 9am, ensuring secure and accessible space for up to 40 individuals living in their vehicles, with room to expand if needed. All participants must leave in their vehicles during closed hours (9am to 5pm daily), leaving nothing behind.
- Shower trailers, portable restrooms, (including ADA versions), and waste receptacles to ensure basic hygiene needs are met, promoting the overall health and well-being of individuals utilizing the program, and reducing the impact of vehicular homelessness on public facilities, residents, local businesses and the national forests.
- Code compliant wayfinding signage and solar ‘dark sky’ compliant safety lighting will be utilized.
- An experienced site manager, the Verde Valley Homeless Coalition, will manage the site ensuring smooth operations, acting as a service hub to connect participants to housing and supportive services, and providing data to enable effective monitoring and evaluation of program success and housing needs.

### **Physical Site Components:**

- Temporary fencing will be installed around selected areas of the site for safety of equipment and safety of participants.
- Entry access to the site will be via Cultural Park Road that runs into the site at the northeast corner of the parcel.

- Site Manager will be stationed in an RV at the entrance to the program.
- A chainlink gate will be closed and locked when program is not open.
- Shower trailers (one standard, one ADA-compliant) will be situated on a higher elevation of the site to allow graywater discharge distribution. A quiet generator will power the showers.
- Portable restrooms (including ADA) will be pumped, serviced and sanitized regularly by the vendor.
- Shower trailers and restrooms will be locked when program is not open.
- Parking spaces will be numbered and will be fitted with recycled fire hose for parking space lines.
- Wayfinding signage will be code-compliant and will direct people to assigned parking spaces.
- “Dark Sky” compliant safety bollard lighting will be placed near shower/restroom facilities and along pathways for safety.
- Meal preparation/cooking area dedicated for this purpose to maintain fire safety throughout the site.

**Program Goals and Objectives:**

The program seeks to serve the needs of the vehicular homeless working in our community. By targeting this demographic, we aim to intervene early in the cycle of homelessness, preventing it from becoming chronic.

First and foremost, the Safe Place to Park program aims to *increase stability and safety for the vehicular homeless, transition participants to housing, and to connect parkers to appropriate social services* based upon individual need. The program seeks to *foster trust* among participants to help *build community* and dignity for participants, but there are broader community benefits.

*Reduce overuse of Forest Service land.* The Coconino National Forest has typically been a refuge for those living in their vehicles. However, recent changes by the National Forest Service to condense and restrict overnight camping, coupled with a 14-day camping limit, has seriously limited the options for the vehicular homeless. Since the closure of the popular camping corridor just outside Sedona, the workforce has complained of competition for quiet parking spots and overnight parking within the city has grown. A safe parking area will help alleviate these issues.

*Eliminate overnight parking along city streets and private property.* People living in their cars find places to park and sleep where it may not be legally permitted, i.e., in store parking lots, on streets and city parks and on private property. This becomes a burden for law enforcement, creates sanitation issues, and draws complaints by citizens.

*Identify this largely uncounted population to better inform housing needs.* Vehicular homelessness is largely uncounted and invisible. Because it is a mobile population, obscured by full-time travelers and tourists, it is difficult to quantify. Creating a local hub for this population will allow the City to begin to identify the extent of the issue, better tailor new housing options to specific needs of locals, and to inform participants as housing becomes available.

**Operations:**

## **Process**

The program will be a drive-in-nightly/drive-out-daily program. Wayfinding signage will provide directional information and parking spot identification, which provides safety and security in case of emergency. Solar lighting bollards will be placed throughout the site to provide safety on walking paths. Shower trailers and portable restrooms (including ADA versions) will be placed on site. Participants will drive in at night and be checked in at the gate by the site manager. The site manager will provide an overview of the rules, require a signed waiver form, will check and record ID, vehicle registration and insurance information; and assign a parking spot. If participants are unable to provide registration and insurance, acquiring it will be part of their service plan. Participants will be required to meet with site management staff within two weeks of entry into the program to perform intake assessment and develop a service plan with timelines/benchmarks. Review of the service plan will be ongoing with revisions as needed. Referrals/appointments will be scheduled with necessary support agencies as part of the service plan. The program will provide housing referrals to agencies like Catholic Charities which can provide financial assistance if needed for deposit and first month's rent.

## **Site Management**

The Verde Valley Homeless Coalition (VVHC) will provide site management, and coordination with other service providers, focusing on connection to housing, legal assistance, behavioral health and healthcare. This comprehensive approach is designed to address the needs of our local workforce who live in their cars and to promote their long-term self-sufficiency. The Verde Valley Homeless Coalition has a proven track record in addressing homelessness in the Verde Valley dating back to the 1990's. VVHC became a 501c3 in 2018. The organization initially opened a daytime drop-in center five days each week, which later expanded to daily services. In October 2021, the drop-in center began operations as a full-time homeless shelter. In early 2022, VVHC received a CDBG grant and purchased a property to build transitional housing in Cottonwood, which is nearly complete. VVHC has established strong ties within the community and has developed a network of supporters and service providers. VVHC staff all undergo employee development trainings to deal with chronically homeless individuals and certify in CPR/AED and first aid.

## **Admission requirements**

- Maximum of two adults per vehicle. Families with children are welcome. Names of all persons must be given.
- At least one occupant of the vehicle must work or attend school in Sedona. Remote workers will not be admitted as their employment allows them the flexibility to find affordable housing elsewhere.
- Retired and disabled residents of Sedona must demonstrate a necessary connection to Sedona that prevents them from finding affordable housing elsewhere.
- Required: ID, Proof of Employment or School enrollment, Arizona Vehicle Registration, Proof of Auto Insurance
- Vehicles must be in full working order to enter and exit the site daily as required.
- Enrollment fee or cost per night?

## **Rules**

- Be respectful and courteous to others.
- Park only in your assigned spot.
- Quiet hours: 10pm – 6am

- No entry will be allowed after 10 pm unless prior arrangements have been made.(those who work past 10pm will need to let the site manager know in advance to minimize disruptions to those sleeping)
- Vehicles must remain in the Safe Place to Park once registered for the evening; however, participants may come and go for recreational purposes
- No fires – To protect our treasured national forest lands, fires cannot be permitted. No campfires/bonfires, no wood fires, no charcoal fires, propane fires are allowed in cooking devices only
- The sale, purchase, or use of drugs or alcohol is prohibited anywhere on the site.
- No smoking. For fire safety and public health reasons, smoking is not allowed outside of one’s vehicle. Do not dispose of cigarette butts / ashes anywhere outside of your vehicle.
- No congregating outside of vehicles, no parties, loud voices or loud music.
- Trails should be accessed via trailheads to avoid excessive damage to the national forest lands.
- Clothing and shoes must be worn at all times outside of vehicles.
- No visitors allowed at any time.
- Pets are allowed but must be in the vehicle, caged, or leashed, and under your control at all times. It is your responsibility to properly dispose of your pet waste.
- No tents. Vehicle parking only. You must keep all your possessions in your vehicle unless briefly organizing or packing. You may be outside your vehicle in the area of your parking space, but you may not set up encampments.
- All trash must be disposed of promptly in provided trash receptacles only.
- Bathrooms and showers are to be used for personal hygiene purposes only. Limit your time to what is essential so that bathrooms and showers are available for others.
- Headlights should only be used while driving.
- Sleeping with the engine running is dangerous, and therefore prohibited.
- Vehicles must be operable. Inoperable vehicles which remain after the morning closure will be towed without notice at the vehicle owner’s expense.
- No RV hookups will be provided. RVs must contain all wastewater (black and gray).
- Video cameras may be used to monitor the site to support safety and security.
- Violations of the code of conduct or any illegal activity should be reported to the site manager immediately. The site manager will notify police of any illegal activity. Illegal activity or violations of this code of conduct will result in termination from the program. Violators may be prosecuted.

**Budget:**

The Arizona Department of Housing has reserved \$875,000 in grant funds for the City of Sedona to support the ongoing yearly costs for the Safe Place to Park for up to two years.

Budget Item	Description	One-time Costs	Est. Ongoing yearly costs (Year One)
Equipment	Portable Power Supply Generator (diesel) purchase * **	26,000	
	Portable Restrooms rental (6) incl weekly pump- outs (incl one ADA)		26,315
	Portable Showers rental (incl one ADA)		68,000
	Solar Power Safety Lighting bollards +installation	75,759	
	Security Cameras for safety	10,500	

	Fencing as needed	5250	
Utilities	Diesel fuel to power generator *		87,000
	Trash Removal		3600
	Propane (hot water heat)		15,600
	Water		7500
Site Preparation	Excavation, grading and boulder placement, parking delineation, installs by <b>COS Public Works dept.</b>	30000	
	Signage (wayfinding, informational)	1000	
	Trenching for propane to shower trailer	1075	
	ADEQ Permit for gray water discharge	1500	
	City Permits – signage, lighting, fencing, trenching	250	
Contractual	Contract with VVHC for Site management and Case mgt/outreach: <ul style="list-style-type: none"> <li>• Site Staff salaries, benefits and taxes</li> <li>• Employee development/staff training/CPR/AED</li> <li>• Direct Operational expenses (travel, phone, printing, etc.)</li> <li>• Share of organizational operating overhead (accounting, management, etc.)</li> </ul>		226,000
	*Generator and diesel fuel costs may be replaced/reduced by electrical installation and electricity costs, pending timing and availability of materials **Generator would be useful after SPTP for other programs		
		<b>\$151,334</b>	<b>\$434,015</b>
<b>Total</b>			<b>\$585,349</b>

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

The Sustainability Department is providing recommendations to promote recycling and composting, and ensure environmentally sound operations (ex: solar bollards for lighting)

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):** Utilize the same funds for a rental subsidy program for tenants. (ex: approx. \$500/month for 50 individuals for 24 months)

The Housing department has not fully explored this alternative because providing renter subsidy in a tight market supports inflated rents. With apartments making up only 4% of the City’s housing stock, compared to the 16% average shared by the State of Arizona and the US as a whole, options for independent living are few. Providing individual rent subsidies for single-family house-share situations is complicated as landlords often don’t want three or four individual leases, or the troubles that come with unrelated people moving in and out on different schedules.

Additionally, because there is little motivation for people to find alternatives to rent subsidy, participants will likely remain in the program as long as possible. Whereas, the Safe Place to Park supports independence and higher turnover. The Safe Place to Park site has the capacity to expand beyond 40 individuals/families per night without exponentially increasing costs if the need is demonstrated. But even if the nightly parking was capped at 40 spaces, we would expect turnover as people find housing, roommates, or other alternatives, meaning it could serve hundreds of people over two years.

Finally, the SPTP partnership will begin to build capacity for the Verde Valley Homeless Coalition in Sedona, enabling them to also aid homeless residents who don't live in cars, perhaps including a future shelter. That, in turn, could enable the city to fully enforce its 'no camping' ordinance.

**MOTION**

**I move to:** For discussion and direction only.

