

SHOW LOW CITY COUNCIL
REGULAR MEETING - TUESDAY, OCTOBER 21, 2025

PURSUANT to A.R.S. Section 38-431.02, notice is hereby given to the Show Low City Council and to the general public, that a **Regular Meeting** of the Show Low City Council will be held on Tuesday, October 21, 2025, at 7:00 PM in the City Council Chambers, 181 North 9th Street, Show Low, Navajo County, Arizona. The agenda for this meeting is as follows:

1. Call to Order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.

5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that is within the jurisdiction of the City Council may do so at this time. Comments shall be limited to three minutes per person and shall be addressed to the City Council as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the City Council. Pursuant to the Arizona Open Meeting Law, the City Council cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual City Council members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

6. **SPECIAL EVENTS:**

- A. Presentation by Nexus Coalition for Drug Prevention
- B. Presentation by Show Low Chamber of Commerce
- C. Presentation from Show Low Aviation Advisory Committee
- D. Presentation of Snow Management Plan (Rick Austin/Ryan Hall)

7. **CONSENT CALENDAR:**

- A. Proclamation by the Mayor Proclaiming November 16 through 22, 2025, as **COMMUNITY FAST OF COMPASSION FOR THOSE IN NEED WEEK** in the City of Show Low (Rachael Hall)
- B. Consideration of Acceptance of Show Low Lake Campground Playground Equipment, City of Show Low Project No. 4452606 (Rick Austin)
- C. Consideration of Acceptance of Governor's Office of Highway Safety Grants and Authorization of Associated Budget Transfers (Greg Westover)
- D. Consideration of Noncommercial Ground Lease with Steven and Kimberly

Hickam and Termination of Ground Lease with John Ashurst at Show Low Regional Airport (Jacob Allen)

E. Consideration of Award of Contract to Dibble & Associates Consulting Engineers, Inc. for Crosswind Runway Environmental Assessment and Authorization of Associated Budget Transfers (Jacob Allen)

F. Consideration of Minutes of Show Low City Council meetings:

1. Study Session Minutes of October 1, 2025, Council Retreat
2. Special Meeting of October 1, 2025

8. **NEW BUSINESS:**

A. **PUBLIC HEARING** and Consideration of Prioritization of Projects for Community Development Block Grant Funding and Consideration of Resolution No. R2025-40 Authorizing Submitting Application for Community Development Block Grant Funds and Rescinding Resolution No. R2025-13 (Shannon Adams)

B. Consideration of Purchase of Water Stock Parts, City of Show Low Project No. 7502686 (Rick Austin)

9. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

B. Mayor

C. City Manager

10. **SCHEDULE OF MEETINGS:**

Scheduling of meetings, which may be brought up at this time.

11. **ADJOURNMENT:**

SCHEDULED MEETINGS/EVENTS:

DATE	TIME	EVENT NAME
10/21/25	7:00 P.M.	CITY COUNCIL - REGULAR MEETING
10/28/25	7:00 P.M.	P&Z COMMISSION - REGULAR MEETING

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Show Low makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Show Low City Council regular meetings are recorded and may be viewed on the City of Show Low's 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.

Pursuant to the Americans with Disabilities Act (ADA), the City Council endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need accommodation for a meeting, please call the City Clerk's office at (928) 532-4061 at least 48 hours prior to the meeting for accommodation.

Council Chambers will open at least fifteen minutes prior to the meeting to allow public access to the room. Council Chambers has a maximum occupancy of 139 people.

Rachael Hall, City Clerk

I, Rachael Hall, do hereby certify that the foregoing notice was posted on October 17, 2025.



Proclamation

City of Show Low

Office of the Mayor and City Council

WHEREAS, community service has always been a part of America's, as well as Show Low's, heritage; and

WHEREAS, the number of those in need in our area seems to be an always-growing number, and the people of our community have always shown a sincere desire to help those in need, especially during the holiday season; and

WHEREAS, a number of faith-based and other organizations approached the City of Show Low in 2013 with a plan to help those in need in our community; and

WHEREAS, the City of Show Low embraced this concept, out of which was borne the Community Fast of Compassion for Those in Need; and

WHEREAS, the City of Show Low and its citizens have discovered that the Community Fast is a very worthwhile cause that has made a huge difference in the lives of many in our community.

NOW, THEREFORE, I, John Leech, Jr., Mayor, on behalf of the Show Low City Council, do hereby proclaim **November 16 to 22, 2025**, as

♣ Community Fast of Compassion for Those in Need Week ♣

and urge all citizens of Show Low to come together for the annual Community Fast of Compassion for Those in Need; join us in setting aside one day during this week to fast and pray for guidance, grace, and protection for our great City and Nation as we address the challenges of our time and the concerns of those in need; donate the cost of one or two meals (or more if possible) from this fast to this worthy cause (with donations accepted at Show Low City Hall, National Bank of Arizona, Chase Bank, the Arizona Central Credit Union, and online at www.showlowcommunityfast.org); and join us in a community celebration on Sunday, November 23, 2025, at 5:00 p.m. at the Show Low School District Auditorium.

Dated this **21st** day of **October, 2025**.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Show Low.

John Leech, Jr.
Mayor

MTG DATE: 10/21/2025
ITEM: 7.B

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Show Low Lake Campground Playground Equipment, City of Show Low Project No. 4452606 (Rick Austin)

RECOMMENDATION

I **MOVE** to accept the Show Low Lake Campground Playground Equipment, City of Show Low Project No. 4452606 and initiate the two-year warranty period.

BACKGROUND

The fiscal year 2025/2026 budget included the purchase and installation of new playground equipment for Show Low Lake Campground to replace the existing playground that was built when Navajo County managed the campground over 20 years ago. The old equipment was in disrepair and did not meet today's safety standards.

On July 15, 2025, Exerplay, Inc. was awarded the contract to purchase and install the new playground equipment in an amount not to exceed \$142,086.23. On October 3, 2025, Exerplay, Inc. completed the installation of Show Low Lake Campground Playground Equipment. The total project cost was \$138,933.11.

Staff recommends accepting the Show Low Lake Campground Playground Equipment, City of Show Low Project No. 4452606 and initiating the two-year warranty period.

ATTACHMENTS

None

FISCAL IMPACT

Final cost: \$138,933.11

Funding source (account no.): Improvements (11-445-495-7310-0000/4552606)

MTG DATE: 10/21/2025
ITEM: 7.C

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Governor's Office of Highway Safety Grants and Authorization of Associated Budget Transfers (Greg Westover)

RECOMMENDATION

I **MOVE** to accept two Governor's Office of Highway Safety Grants totaling \$38,000 for traffic enforcement overtime, materials, and supplies and authorize the associated budget transfers.

BACKGROUND

On October 1, 2025, the Show Low Police Department was awarded two grants from the Governor's Office of Highway Safety totaling \$38,000. The first grant, Contract #2026-AL-019 is for \$25,000 for DUI enforcement overtime. The grant also pays for some traffic safety education materials to be used at public events.

The second grant, Contract #2026-PTS-066, provides \$13,000.00 in overtime funding for speed enforcement. There are no matching fund requirements if this award is accepted.

Staff recommends accepting the grants from the Governor's Office of Highway Safety and authorizing the associated budget transfers.

ATTACHMENTS

None

FISCAL IMPACT

Anticipated cost: \$38,000.00.

Funding source (account no.): GOHS DUI Task Force (22-455-430-6115-2476) \$25,000.00; GOHS Selective Traffic Enforcement (22-455-360-3342-1119) \$13,000.00.

Description	Account	Approved Budget	Transfer	Amended Budget
Selective Traffic Enforcement	22-455-360-3342-1119	\$54,017	\$13,000	\$67,017
Unanticipated Expenditure/Grant	22-402-430-8150-0000	\$8,000,000	(\$38,000)	\$7,962,000
DUI Task Force	22-455-430-6115-2476	\$0	\$25,000	\$25,000
Total		\$8,054,017	\$0	\$8,054,017

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Noncommercial Ground Lease with Steven and Kimberly Hickam and Termination of Ground Lease with John Ashurst at Show Low Regional Airport (Jacob Allen)

RECOMMENDATION

I **MOVE** to approve a noncommercial ground lease with Steven and Kimberly Hickam, and terminate the noncommercial ground lease with John Ashurst, at Show Low Regional Airport and authorize the Mayor to sign the documents on behalf of the City.

BACKGROUND

On September 1, 2001, Axis Engineering, Inc. entered into a noncommercial ground lease with the City to build an aircraft storage hangar at 3670B Corporate Way at Show Low Regional Airport.

On March 20, 2002, the City Council approved an addendum assigning the 3670B Corporate Way noncommercial ground lease to Jerry L. Knaust.

On October 20, 2015, the City Council approved an addendum assigning the 3670B Corporate Way noncommercial ground lease to John Ashurst.

Steven and Kimberly Hickam will be purchasing the hangar from John Ashurst and have requested a new noncommercial ground lease per the airport ground lease policy. As a result of this purchase, the current noncommercial ground lease with John Ashurst will need to be terminated to allow the new owners to enter into a new noncommercial ground lease.

The terms and conditions of the agreement include the new annual lease rate of 0.391 cents per square foot per year for 1,865 square feet, which is \$729.22 annually plus tax. The agreement includes an annual Consumer Price Index (CPI) increase. Steven and Kimberly Hickam are responsible for paying all utility costs. The length of the agreement is 25 years, beginning October 21, 2025, with the option to extend the agreement for five additional five-year periods at an increased rate for a total lease period of 49 years.

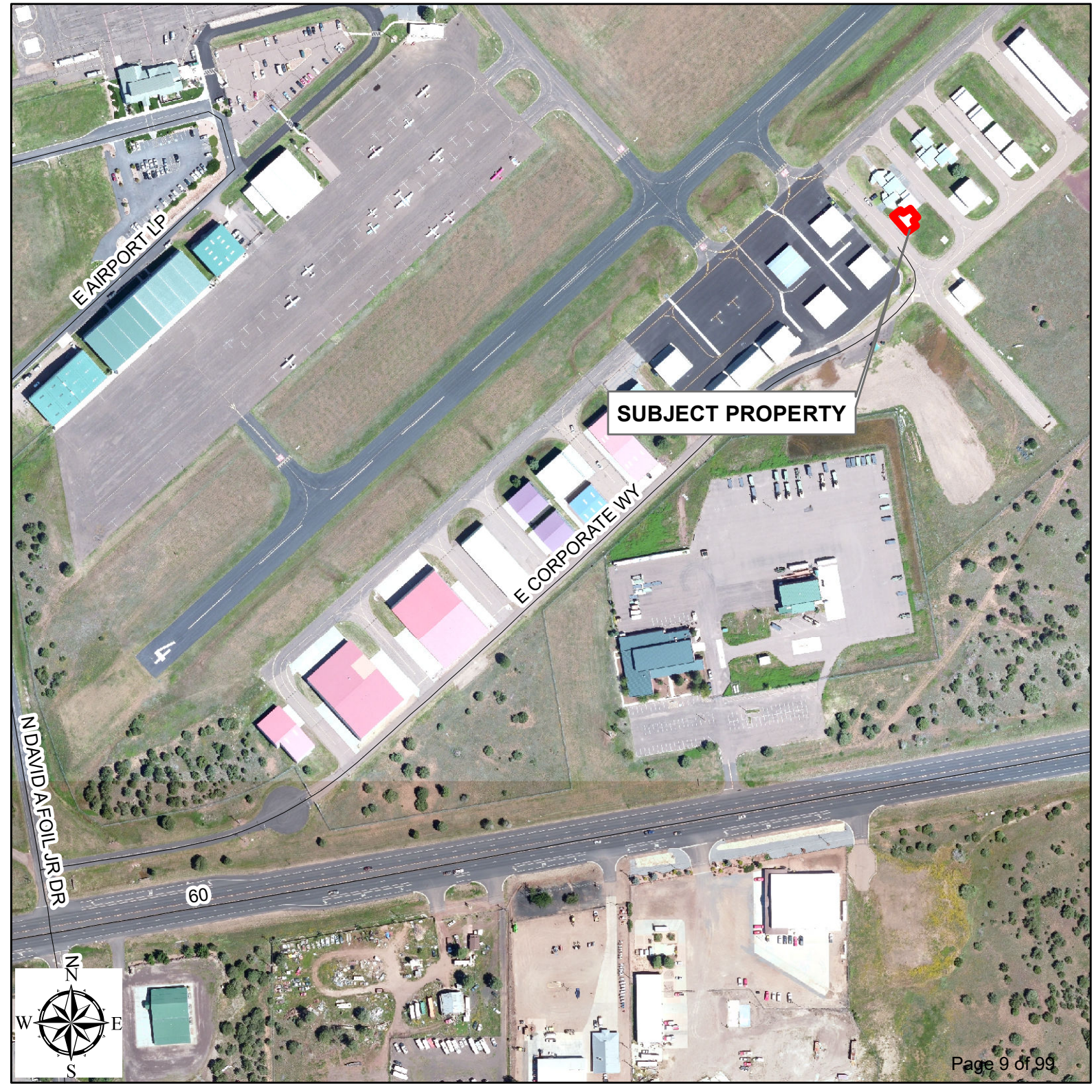
Staff recommends approving the noncommercial ground lease with Steven and Kimberly Hickam, terminating the noncommercial ground lease with John Ashurst, and authorizing the Mayor to sign the documents on behalf of the City.

ATTACHMENTS

1. Aerial Map

FISCAL IMPACT

Anticipated revenue: \$150.00 one-time reassignment fee plus a total of \$743.80 per year ground lease (plus taxes), subject to increases stipulated in the lease.



SUBJECT PROPERTY



**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Award of Contract to Dibble & Associates Consulting Engineers, Inc. for Crosswind Runway Environmental Assessment and Authorization of Associated Budget Transfers (Jacob Allen)

RECOMMENDATION

I **MOVE** to award the contract to Dibble & Associates Consulting Engineers, Inc. for the Crosswind Runway Environmental Assessment in an amount not to exceed \$374,071.83 and authorize associated budget transfers.

BACKGROUND

The Show Low Regional Airport Master Plan (March 2021) recommends relocating the crosswind runway to better align with the prevailing winds recorded at the airport. The runway project is included in the five-year Airport Capital Improvement Program. The Federal Aviation Administration (FAA) requires an Environmental Assessment to be conducted to meet federal National Environmental Policy Act requirements.

On October 21, 2022, a Request For Qualifications was published to solicit statements of qualifications from airport consulting firms to provide planning and environmental services for the crosswind runway project, in accordance with FAA and Arizona Department of Transportation (ADOT) standards.

On December 6, 2022, the City Council approved the selection committee's recommendation. Dibble & Associates Consulting Engineers, Inc. (Dibble) was selected as the most qualified firm. Dibble developed a scope of work and fee proposal for the Environmental Assessment of \$374,071.83.

Dibble submitted a scope of work and proposed fees for the project. The scopes were developed in coordination with the FAA and City staff. The proposed fees were subject to an independent fee review, as required for all FAA grant-funded projects exceeding \$100,000.00. The fees proposed by Dibble were found to be fair and reasonable by a third-party fee reviewer and, therefore, were accepted by the FAA. The FAA will be awarding grant funds to the City of Show Low in Fiscal Year 2026 to complete the project. ADOT will provide the state match funds.

Funding breakdown

95% FAA (\$355,368.23)
2.5% ADOT (\$9,351.80)
2.5% Local (\$9,351.80)

Staff recommends awarding Dibble & Associates Consulting Engineers, Inc., the contract for the Environmental Assessment for the crosswind runway project.

ATTACHMENTS

1. SOW Crosswind Runway Environmental Proposal

FISCAL IMPACT

Anticipated cost: \$374,071.83

Funding source (account no.): Improvements (11-750-495-7310-0000/7502639)

Description	Account	Approved Budget	Transfer	Amended Budget
Improvements	11-750-495-7310-0000	\$250,000	\$124,072	\$374,072
Unanticipated Grants	22-402-430-8150-0000	\$8,000,000	(\$124,072)	\$7,875,928
Total		\$8,250,000	\$0	\$8,250,000

March 10, 2025

Jacob Allen
Airport Manager
Show Low Regional Airport
3150 Airport Loop #100
Show Low, AZ 85901

RE: Professional Consulting Services
Show Low Regional Airport
Proposed Crosswind Runway Replacement
Environmental Documentation
FAA AIP No. 3-04-0045-034-2025

Dear Mr. Allen:

The Show Low Regional Airport (SOW) and the City of Show Low (City) requested Dibble to prepare a Focused Planning Study (FPS) for the construction of a new replacement crosswind runway. This study aimed to demonstrate the project's purpose and need, as well as to establish that there is a federal action. Dibble completed the FPS in November 2024.

Upon the completion of the FPS, Dibble and SOW met with the Federal Aviation Administration (FAA) in December 2024 to discuss the next steps which is to prepare the required environmental documentation needed to allow the FAA to make the final environmental determination in accordance with the National Environmental Policy Act (NEPA). Based on comments received from the FAA on the draft scope of services, we are pleased to submit our fee proposal for your review and approval.

Dibble's total Not to Exceed (NTE) fee per the attached scope of services is:

Environmental Services:

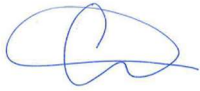
Dibble.....	\$153,340.00
Dibble direct expenses.....	\$229.25
SWCA Environmental Consultants.....	<u>\$220,502.58</u>
Total fee	\$374,071.83

Please be aware that the FAA mandates airport sponsors to adhere to FAA Advisory Circular (AC) 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, specifically regarding the requirement for an Independent Fee Estimate (IFE). We understand that the City intends to request FAA funding for Environmental Documentation, making an IFE necessary.



We look forward to working with you on this important project. Should you need any further information or have any questions, please feel free to reach out to us at 602-957-1155.

Sincerely,



Charlie McDermott
Aviation Planning Manager,
Airport Development
Dibble



Ryan Toner, P.E.
Vice President, Airport Development
Dibble



SCOPE OF SERVICES

Proposed Crosswind Runway Replacement Environmental Documentation Show Low Regional Airport

The City of Show Low (City) completed a focused planning study (FPS) in November 2024 for the purpose of documenting the need to replace the existing crosswind runway at the Show Low Regional Airport (SOW). The findings of the FPS allow the Federal Aviation Administration (FAA) to determine if the project is ready to begin the environmental phase whereby the FAA can determine if an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is appropriate for the proposed project.

Dibble has been requested by the City to prepare the necessary environmental documentation for a proposed crosswind runway replacement at SOW. This Scope of Services includes preparing the necessary baseline documentation to evaluate potential environmental resource impacts and if appropriate, prepare an Environmental Assessment (EA) pursuant to the requirements of Section 102(2)(c) of the *National Environmental Policy Act* (NEPA) of 1969 (Public Law 91- 190, 42 United States Code 4321 et. seq.) as outlined in 40 Code of Federal Regulations (CFR) 1500-1508. The preparation of an Environmental Impact Statement (EIS), should it prove necessary, is not included in this Scope of Services.

The FAA Phoenix Airports District Office (ADO) serves as Lead Agency in the NEPA process for airport actions. The format and subject matter included within the EA must conform to the requirements and standards set forth by FAA. These are contained principally in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures* and Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Action*. In addition, the Fiscal Responsibility Act of 2023 will be followed regarding EA page limits. The EA will also comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d) that requires federal agencies to ensure that their information and communication technology (ICT) is accessible to people with disabilities.

This Scope of Services has been divided into two schedules – Schedule A and Schedule B. Schedule A includes the necessary tasks associated with the environmental documentation leading to a FAA Determination to Prepare an EA or EIS. Schedule B includes the required tasks associated with the preparation of an EA.

Schedule A – Environmental Documentation for FAA Determination

A1. General

- A1.1. **Project Management and Administration:** Dibble will designate a Project Manager (PM) to act as the City’s representative for the environmental documentation. In conjunction with the City, the PM will have the authority to transmit instructions, receive information, interpret, and define the City’s policies and decisions with respect to Dibble’s services for the project. In addition, the PM shall manage contract/subcontract preparations, negotiations, and execution. Also, the PM shall manage all schedules and budgets, including invoicing and maintaining internal Dibble project controls related to staffing, schedules, and budgets. Lastly, Dibble shall implement a client communication process that involves ongoing email and phone calls during the duration of the environmental documentation phase.
- A1.2. **Categorical Exclusions:** Dibble will prepare and submit the required Categorical Exclusions for Administrative/General Actions in accordance with FAA Order 1050.1F, paragraph 5-6.1 for the issuance of grants and conditional approval of an airport layout plan.
- A1.3. **Airport Layout Plan (ALP) and Exhibit “A” Updates:** Dibble will update the current airport layout plan and Exhibit “A” to reflect the findings of the final FPS. Dibble will update the ALP, Exhibit “A”, complete the FAA ALP checklists (SOP 2.00 & SOP 3.00), and distribute to the City, FAA, and ADOT for review and comment. Final documents will reflect appropriate responses to comments received on draft materials from all reviewing agencies. This task includes time needed for revisions, as well as coordination between the Airport and FAA during the submittals process.
- A1.4. **Project Meetings:** This task includes both internal and external project team meetings for the duration of Schedule A. Dibble will facilitate one-hour virtual calls weekly for four months with the project team to address questions and measure progress. Dibble will also facilitate one-hour monthly calls with the City and FAA to report progress and address questions and/or comments. All meetings will be virtual and are planned to be no longer than one hour. Dibble will prepare all meeting agendas and will prepare and distribute meeting minutes.

Meeting Summary

Meeting Frequency	Project Team Meetings (Internal)	Meetings FAA & City (External)
Weekly	16	
Monthly		4

- A1.5. **Response to Comments Tracking:** Dibble will prepare and maintain an agency comment response matrix for Schedule A tasks. The matrix will be provided to agencies as needed or requested during the progress of the project.

A2. Identification of Connected Federal Actions

This task will identify any connected federal actions associated with the proposed project, especially those that may require other federal agency permits or approvals, including other FAA lines-of-business.

- A2.1. **Identify Connected Federal Actions:** SWCA Environmental Consultants (SWCA), as a subconsultant to Dibble, will prepare a list of federal agency actions required for the proposed project to proceed (see attached Scope of Work). Additionally, a working list of past executed, presently planned, and future planned (five-year period) projects within the study area (as defined herein) will be prepared and referenced for dependence on the Proposed Action; this will later be used in the cumulative analysis during the preparation of the EA.

A3. Identification of Lead, Cooperating, and Participating Agencies

- A3.1. **Preparation of Working List:** SWCA will prepare a working list of entities for agency scoping, including Indian tribes, and identify each agency's role in the proposed project (see attached Scope of Work).

A4. Preparation of Preliminary Study Components

This task includes the creation and documentation of several preliminary study components. These tasks will be completed concurrently and submitted together as one deliverable.

- A4.1. **Purpose and Need Statement:** Dibble will prepare a preliminary Purpose and Need Statement for the proposed project. The Statement will be provided to the FAA and the City, in addition to other agencies identified as a part of the project as applicable.
- A4.2. **Project Description:** Dibble will prepare a preliminary project description.
- A4.3. **Alternatives Description:** Dibble will summarize the alternatives as found in the final FPS dated November 2024. This includes a discussion on the alternatives that were dismissed, those that were considered by the City but rejected, and those that will be carried forward for this analysis.
- A4.4. **Identification of Potentially Significant Environmental Issues:** SWCA will lead this task which is comprised of two components. The environmental impact categories as found in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures* will be reviewed to identify:
- 1) The categories that are **not likely** to have a significant impact on the proposed project, and
 - 2) The categories that **may have** an impact on the proposed project and/or those that are viewed as the most important to the public and the City for further investigation.

SWCA will prepare a summary of the potentially significant environmental issues in tabular form for review by the City and FAA.

A4.4.1. Screening of Environmental Resources Likely Impacted: For the environmental categories with the potential to be impacted, SWCA will conduct an initial screening, either through desktop reviews and/or field assessments, to prepare a list of data gaps. This task also includes commencing the Special Purpose Law review process, Section 106 consultation (if needed) with State or Tribal Historic Preservation Officers (and other consulting parties such as certified local governments and Indian tribes), and Section 7 consultation (if needed) with the U.S. Fish and Wildlife Service. Any other technical assessments should also be started during this task.

A4.4.2. Preparation of Treatment Measures Working List: SWCA will prepare a working list of treatment measures. The list should identify implementation, oversight, and schedule of each measure, which treatment measures would avoid or minimize impacts and those that would mitigate impacts below a significance threshold.

A5. Schedule Preparation

This timeline is associated with Schedule A tasks only.

A5.1. Prepare Schedule: Dibble will create a project schedule (for Schedule A tasks only) with milestones and tasks assigned to each entity (City, FAA, Dibble, SWCA, and agencies). The schedule will also identify any assumptions associated with each task and identify key completion points for consultations and technical assessments.

A6. Preliminary Public Outreach Plan

A6.1. Public Outreach Pre-planning: Dibble will prepare the necessary pre-planning for the public outreach component of an EA. Dibble will consult and coordinate with the City to determine where key documents will be made available to the public and recommend the length of public comment periods. The outcome of this task will be carried forward into the EA.

A7. Summary of Tasks

A7.1. Dibble will prepare a draft summary of the tasks identified herein for review by the City and FAA. Dibble will facilitate a one-hour virtual meeting to review comments and questions received. Dibble will incorporate comments and prepare a final summary report for use by the FAA in making the official determination.

The estimated schedule of completion for Schedule A tasks is **four months** excluding FAA review and outside agency consultation.

FAA Determination

Based on the thoroughness and completeness of the planning and documentation tasks described in Schedule A, the FAA will make an official Determination to Prepare an EA (or EIS) for the proposed crosswind runway replacement at SOW. If the proposed project meets the inclusion criteria, the project and its associated milestones will be added into the Transportation Planning Dashboard.

EA Determination: After the FAA’s determination, the City will authorize Dibble to prepare an EA in accordance with Schedule B as described herein.

EIS Determination: Subsequent to the FAA’s determination, the City will work with FAA directly and inform Dibble if additional services will be required. This scope of services does not include the preparation of an EIS.

Assumptions

- No additional preliminary engineering will be required to complete Schedule A. Dibble will rely solely on the preliminary engineering analysis contained in the FPS, dated November 2024.

End of Schedule A

Schedule B – Preparation of an Environmental Assessment

B1. General

- B1.1 **Project Management and Administration:** Dibble will designate a Project Manager (PM) to act as the City’s representative for the EA. In conjunction with the City, the PM will have the authority to transmit instructions, receive information, interpret, and define the City’s policies and decisions with respect to Dibble’s services for the project. In addition, the PM shall manage contract/subcontract preparations, negotiations, and execution. Also, the PM shall manage all schedules and budgets, including invoicing and maintaining internal Dibble project controls related to staffing, schedules, and budgets. Lastly, Dibble shall implement a client communication process that involves ongoing email and phone calls during the duration of the EA.
- B1.2 **Contractor Disclosure Statement:** Dibble will prepare and submit to FAA the required FAA Contractor Disclosure Statement prior to commencing work on the EA.
- B1.3 **Project Meetings:** This task includes both internal and external project team meetings for the duration of Schedule A. Dibble will facilitate one-hour virtual calls bi-weekly for 12 months with the project team to address questions and measure progress. Dibble will also facilitate one-hour monthly calls with the City and FAA to report progress and address questions and/or comments. All meetings will be virtual and are planned to be no longer than one hour. Dibble will prepare all meeting agendas and will prepare and distribute meeting minutes.

Meeting Summary

Meeting Frequency	Project Team Meetings (Internal)	Meetings FAA & City (External)	Agency Coordination Meetings (External)
Bi-Weekly	24		
Monthly		12	
As Needed			2

- B1.4 **Agency Comments Tracking:** Dibble will prepare, maintain, and distribute an agency comment response matrix for Schedule B tasks. The matrix will be provided to agencies as needed or requested during the progress of the project and will include responses and actions taken for each comment.
- B1.5 **Agency Consultation and Coordination:** SWCA will coordinate, facilitate, and follow up as needed all agency consultation and coordination efforts during the preparation of the Purpose and Need chapter followed by more detailed efforts as the Affected Environment and Environmental Consequences chapters are prepared. Environmental issues or challenges that may arise during

the preparation of the EA will require SWCA to track and report back on a regular basis on the progress made to resolve the issues or challenges during the agency coordination efforts. This scope of work anticipates two virtual agency coordination meetings that would be held early in the EA development. The purpose of the meeting will be to introduce the project to the FAA, identify any issues and concerns, and brainstorm approaches to soliciting public and agency input. Dibble will support SWCA and provide technical assistance as needed to address agency comments.

- B1.6 **Environmental Assessment Schedule:** Dibble will prepare and manage the Environmental Assessment schedule for the duration of the project. A draft schedule will be prepared and submitted to the City and FAA for approval at the beginning of Schedule B.

B2. Environmental Assessment

This task includes the preparation of the Draft and Final Environmental Assessment (EA) for the Proposed Crosswind Runway Replacement at SOW. The EA will be prepared by SWCA (see attached Scope of Work), with Dibble's oversight, coordination, and review.

The EA will include the following sections: an introduction to NEPA and the EA process; background information on the airport; Purpose and Need Statement; Proposed Action requested; federal actions; and the EA document organization.

- B2.1 **Purpose and Need:** The Purpose and Need will be defined considering the statutory objectives of the proposed Federal actions as well as the sponsor's goals and objectives. The Purpose and Need statement will be one or two short paragraphs. If specific background information is needed to support this concise Purpose and Need statement, the statement will refer the reader to the appropriate pages of an appendix for more information. The Purpose and Need statement will be plainly written so people unfamiliar with aviation can understand it.
- B2.2 **Proposed Action:** This section will concisely describe the solution the airport sponsor wishes to implement to solve the problem(s) it is facing. It will also describe how the project, including the sponsor's proposed conceptual mitigation, fits into the airport layout plan (ALP) or the ALP amendment for which the airport sponsor seeks FAA's approval. This EA will be written so an individual unfamiliar with aviation may understand the airport sponsor's proposal.
- B2.3 **Alternatives:** This section is based on the Purpose and Need statement and is the heart of the environmental document (40 CFR 1502.14). This section compares the no action, the proposed action, and reasonable alternatives (if any), and each reasonable alternative's expected environmental effects. Tables or matrices summarizing the following information will be used to present this comparison. Such comparisons will sharply define the issues and provide the approving FAA official with a clear basis for choosing among these alternatives

- Why an alternative is or is not considered in detail.
- The statutory or regulatory requirements applicable to each alternative.
- Each action's expected environmental impacts.
- Conceptual measures needed to mitigate those impacts.
- If there are no unresolved conflicts concerning alternative uses of available resources, the range of alternatives may be limited to the no action and proposed action alternatives (FAA Order 1050.1F, paragraph 6-2.1(d)).

All alternative meeting both the EA's reasonable and feasible criteria will be retained for further consideration in the analysis. As stated in FAA Order 5050.4B, paragraph 706 (d)(7), an alternative can be eliminated from further consideration when the alternative has been judged "not reasonable." Whether a proposed alternative is reasonable depends, in large part, upon the extent to which it meets the purpose and need for the Proposed Action (FAA Order 1050.1F, paragraph 7-1.1[e]). FAA Orders 1050.1F and 5050.4B also state that "an EA may limit the range of alternatives to the proposed action and no action when there are no unresolved conflicts concerning alternative uses of available resources (FAA Order 1050.1F, para. 6-2.1[d]; FAA Order 5050.4B, para. 706[d][5]). 40 C.F.R. 1502.14(c) requires the evaluation of the No Action alternative regardless of whether it meets the stated purpose and need or is reasonable to implement."

B2.4 Affected Environment: This section succinctly describes only those environmental resources the proposed action and its reasonable alternatives, if any, are likely to affect (FAA Order 1050.1F, paragraph 6-2.1(d)). The amount of information on a potentially affected resource is based on the extent of the expected impact and is commensurate with the impact's importance.

A detailed description of the affected environment will then be compiled to provide the baseline conditions for the environmental consequences' analysis. Exhibits will be provided, as needed, to visually present the information. The items listed below will be addressed in a level of detail commensurate with the importance of the resource, with less important information summarized, consolidated, or referenced, based on the Sponsor's knowledge of the project areas:

- Air quality
- Biological resources (based on existing field surveys and on-line databases)
- Climate
- Department of Transportation Act, Section 4(f)
- Farmlands
- Hazardous materials, solid waste, and pollution prevention
- Historical, architectural, archaeological, and cultural resources
- Land use

- Natural resources and energy supply
- Noise and compatible land use
- Socioeconomics, environmental justice, and children's environmental health and safety risks
- Visual effects (including light emissions)
- Water resources
- Other planning documents pertinent to the affected area

Noise contours developed in the Focus Planning Study dated November 2024 will be used for Affected Environment section of the EA.

This task also includes developing an appropriate list of past, present, and future foreseeable projects within defined temporal and spatial study parameters for use in the cumulative analysis of incremental project effects completed.

B2.5 Environmental Consequences and Mitigation: The purpose of this task is to determine if significant impacts would result from the Proposed Action alternative, the No Action alternative, or any other development alternatives appropriate for detailed analysis as determined herein. The categories that are not likely to have a significant impact on the proposed project will be summarized within for reference. Impact categories that may be affected by the Proposed Action, either directly or indirectly (as defined by 40 CFR §1508 .8), are listed in Tasks B3.3. If it is determined that there are significant impacts in any given category, avoidance, minimization, or mitigation measures will be identified. The analysis will use quantitative measures whenever possible to describe impacts. If qualitative measures are used because quantitative measures are unavailable, the terms in the document will be defined and uses consistently (e.g., short-term is <6 months duration).

The EA will also integrate impact determinations for special purpose laws if the no action, proposed action, or reasonable alternatives would affect any resources those laws protect.

B3. Environmental Assessment Preparation Process

This task includes the culmination of all previous tasks to produce a Draft and Final EA. It also includes a summary of the public notices and comments that will occur during this stage. SWCA will lead this task with Dibble oversight, coordination, and review.

A Draft EA is the product of several iterations based on consecutive City and FAA reviews and comments. A Final EA also includes public and/or agency comment letters on the Draft EA and written responses to any comments received during the official comment period.

- B3.1 **Preliminary Draft EA:** A Preliminary Draft EA for the Proposed Action will be prepared in accordance with FAA Orders 5050.4B and 1050.1F. This task includes the preparation of other required EA sections besides Chapters One through Four as described previously in Tasks B3.1 through B3.4. The Preliminary Draft EA, which is designed for internal review only, will be provided first to the Airport Sponsor prior to submittal to the FAA ADO for review and comment. The Preliminary Draft EA will be prepared for internal team review and provided electronically. Once the Airport Sponsor has provided their comments, an electronic submittal of the Preliminary Draft EA will be submitted to FAA the Phoenix ADO.
- B3.2 **Revised Preliminary Draft EA:** Following review, comments made by the FAA will be incorporated into the environmental document using track changes. Electronic copies of the chapters containing the revisions will then be forwarded first to the Airport Sponsor and then back to the FAA ADO for review and concurrence. The FAA ADO will then undertake any required FAA legal counsel, "lines of business," and/or regional review.
- B3.3 **Draft EA:** Revisions required by the FAA legal and/or regional reviews will be incorporated into the environmental document and a final "screen check" version of the Draft EA will be submitted electronically to the FAA ADO for concurrence. Once FAA's authorization to print the Draft EA has been received, up to eight (8) printed copies and one (1) flash drive of the Draft EA in Adobe PDF format will be prepared.
- Note:** *The Draft EA made available to the public must be Section 508 compliant.*
- B3.4 **Draft and Final EA Notices:** Once the Draft EA is available for public and agency comment, a Notice of Availability (NOA) will be prepared in accordance with the requirements of FAA Orders 1050.1F and 5050.4B and submitted to the Airport Sponsor for publishing in an area-wide or local newspaper of general circulation. The NOA will notify the public of the availability of the document and will allow for a public comment period (to be determined by the FAA). Additionally, letters will be sent to the various resource agencies consulted to allow them an opportunity to review and comment on the Draft EA, as applicable direct mailings or the sending of email blasts can also be used to notify the public of the availability of the Draft EA.

Once the Final EA (and FAA decision document, for example, a *Finding of No Significant Impact*) is available, a Notice of Finding will be prepared and submitted to the Airport Sponsor for publishing in an area-wide or local newspaper of general circulation. This will conclude the Final EA process.

Note: *The City will be responsible for placing press releases, newspaper notices, or public advertisements in appropriate newspapers, for posting notices on appropriate websites, and for any direct mailing or the sending of email blasts.*

B3.5 **Response to Public Comments:** Responses will be prepared by SWCA to address all comments raised during the official comment period for the Draft EA. Responses will be submitted to the City for internal review prior to inclusion into the Final EA. Revisions requested to the response to comments by the City or FAA are included in this task.

B3.6 **Final EA:** The Final EA for the Proposed Action will include an appendix containing an affidavit of publication of the Notice of Availability. The Final EA document will also include copies of all comments received during the public comment period and responses to comments as outlined in the signed FAA decision document, and a signed Final EA cover.

Before printing the Final EA, the FAA ADO will be provided an electronic submittal of the "Pre-Final" EA in Adobe PDF format. After the incorporation of any requested changes, FAA will then complete its final review. Once approval to print the Final EA is received, eight (8) printed copies and two (2) flash drives of the Final EA will be prepared. FAA will be provided two (2) of the printed copies and one (1) flash drive; the Arizona Department of Transportation – Aeronautics Division can also be provided with an electronic copy for their files.

Note: *The Final EA made available to the public must be Section 508 compliant.*

B4. Public Outreach

B4.1 **Public Workshop/Hearing:** This scope of work includes one public information workshop to be held during the public review of the Draft EA using an "open house" format. The workshop will use informational display boards prepared by Dibble and SWCA will facilitate discussion with attendees. Up to four members of the project team will attend the workshop to allow for one-on-one interaction with the public. Written comments received during the workshop will be summarized and included within a chapter or an appendix of the EA. Dibble will also provide and maintain sign-in sheets, comment forms, or other materials used during the workshop. The public outreach plan will implement the agreed upon Schedule A - Task A6.1 as described herein.

Notification of the workshop will be accomplished using social media, press releases, newspaper advertising, email blasts, and/or direct mailings (using a small fact sheet or postcard format) to adjacent landowners, interested citizens, neighborhood associations, and other groups in the area that may have an interest in the environmental documents.

NOTE: The City will be responsible for uploading content to social media, placing press releases, newspaper notices, or public advertisements in appropriate newspapers, for posting notices on appropriate websites, and for any direct mailings or the sending of email blasts.

B5. Preparation of the Administration Record

B5.1 **Preparation of Administrative Record:** SWCA will prepare the required administrative Record for the EA. This task includes the following tasks for the preparation of an administrative record for the NEPA process:

- An index listing all the documents, their name, format, type, and if they contain information exempt from *Freedom of Information Act* (FOIA) release (e.g., archaeological site locations) will be prepared for the Administrative Record. The index will be editable in case FAA needs to add items.
- Documents that are incorporated by reference will be placed in the Administrative Record.
- Documents the agency relied on in preparing the NPEA document that are not publicly available will be placed in the Administrative Record. (Propriety material may be excluded if it is clearly identified as such in the NEPA document.)
- Scoping documents will be placed in the Administrative Record even if they pre-date the FAA involvement in the EA process.
- The Administrative Record will be provided to the FAA electronically only.

The work products that will be prepared at various stages throughout Schedule B are summarized below. The schedule of completion for Schedule B tasks is **12 months** including all FAA review and approval.

SUMMARY OF SCHEDULE B WORK PRODUCT DELIVERABLES			
Deliverables	CITY	FAA	ADOT
Preliminary Draft EA	X	X	
Revised Preliminary Draft EA	X	X	
Draft EA	X	X	
Draft and Final EA Notices	X	X	
Response to Public Comments	X	X	
Final EA	X	X	X

Assumptions

The EA will conform to FAA requirements and standards and NEPA law and regulations as they exist as of February 2025. Changes to relevant law or regulations occurring after February 2025 may require a modification to this scope of work.

Attachments

- SWCA Environmental Scope of Work (Schedule A & B) dated er February 24, 2025

End of Schedule B

END OF SCOPE OF SERVICES

Firm: Dibble Environmental Services Project: Proposed Crosswind Runway Replacement Environmental Documentation Show Low Regional Airport Date: 3/10/2025		Contract Number: Project Number: Task Number: Amendment Number: FAA Number: 3-34-0045-034-25 ADOT Number: TBD
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Summary	Dibble	Subconsultants
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A. Environmental Phase Services

	Fee	Type	
1 Dibble	\$153,340.00	Not to Exceed	\$153,340.00
2 Dibble (Direct Expenses).....	\$229.25	Direct Cost	\$229.25
3 SWCA Environmental Consultants.....	\$220,502.58	Not to Exceed	\$220,502.58
			Total
Total Fee		\$374,071.83	\$153,569.25
			\$220,502.58

Firm: Dibble	Contract Number: 0
Environmental Services	Project Number: 0
Project: Proposed Crosswind Runway Replacement	Task Number: 0
Environmental Documentation	Amendment Number: 0
Show Low Regional Airport	FAA Number: 3-34-0045-034-25
Date: 3/10/2025	ADOT Number: TBD



DERIVATION OF FEE PROPOSAL SUMMARY

Classification	Total Labor Hours	2025 Billing Rates	Total Costs
1 Principal Engineer	16	\$260.00	\$4,160.00
2 Senior Project Manager	207	\$240.00	\$49,680.00
3 Senior Planner	119	\$220.00	\$26,180.00
4 Environmental Planner	340	\$172.00	\$58,480.00
5 Project Engineer	22	\$180.00	\$3,960.00
6 Engineering Technician	68	\$160.00	\$10,880.00
7 Admin Assistant	0	\$90.00	\$0.00

Totals:	772		\$153,340.00
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ALLOWANCE FOR DIRECT COSTS AND SUBCONSULTANTS

Item	Cost	Type of Compensation
1 Direct Expenses	\$229.25	Direct Cost
2 SWCA Environmental Consultants.....	\$220,502.58	NTE

Sub-Total for Direct Costs..... **\$220,731.83**

TOTAL FEE	\$374,071.83
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Firm: Dibble Environmental Services Project: Proposed Crosswind Runway Replacement Environmental Documentation Show Low Regional Airport Date: 3/10/2025		Contract Number: 0 Project Number: 0 Task Number: 0 Amendment Number: 0 FAA Number: 3-34-0045-034-25 ADOT Number: TBD
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ENVIRONMENTAL PHASE SERVICES - LABOR HOURS								
	PRINCIPAL ENGINEER	SENIOR PROJECT MANAGER	SENIOR PLANNER	ENV PLANNER	PROJECT ENGINEER	ENGINEERING TECHNICIAN	ADMIN ASSISTANT	TOTAL HOURS BY TASK
SCHEDULE A TASKS								
A1. General								
A1.1 Project Management & Administration	2	18						20
A1.2 Categorical Exclusion Preparation & Coordination			2	2				4
A1.3 Airport Layout Plan & Exhibit A Update		2	6			28		36
A1.4 Project Meetings		24		32				56
A1.5 Response to Comments Tracking		1	4	4				9
A2. Identification of Connected Federal Actions								
A2.1 Identify Connected Federal Actions		2		2				4
A3. Identification of Lead, Cooperating and Participating Agencies								
A3.1 Preparation of Working List		2		2				4
A4. Preparation of Preliminary Study Components								
A4.1 Purpose and Need Statement	1	2	2	8				13
A4.2 Project Description		2	4	8	4			18
A4.3 Alternatives Description	1	2	4	12	2			21
A4.4 Identification of Potentially Significant Environmental Issues	1	4	8	10	16			39
A4.4.1 Screening of Environmental Resources Likely Impacted		2	1	2				5
A4.4.2 Preparation of Treatment Measures Working List		2	1	2				5
A5. Schedule Preparation								
A5.1 Prepare Schedule		4		12				16
A6. Preliminary Public Outreach Plan								
A6.1 Public Outreach Pre-Planning	1	4	16	2				23
A7. Summary of Planning Tasks								
A7.1 Prepare Draft and Final Summary of Planning Tasks	1	6	12	24				43
SCHEDULE B TASKS								
B1. General								
B1.1 Project Management and Administration	4	32						36
B1.2 Contractor Disclosure Statement		2						2
B1.3 Project Meetings		45		50				95
B1.4 Response to Comments Tracking		3	2	36				41
B1.5 Agency Consultation and Coordination		2		4				6
B1.6 Environmental Assessment Schedule		4		12				16
B2. Environmental Assessment								
B2.1 Purpose and Need	1	1	2	2				6
B2.2 Proposed Action	1	2	4	2				9
B2.3 Alternatives		4	6	4		16		30
B2.4 Affected Environment		1	2	4				7
B2.5 Environmental Consequences and Mitigation		8	24	16				48
B3. Environmental Assessment Preparation Process								
B3.1 Preliminary Draft EA Document	1	8	8	24		8		49
B3.2 Revised Preliminary Draft EA Document		2	4	16				22
B3.3 Draft EA Document	1	2	2	12		4		21
B3.4 Draft and Final EA Notices		1	2	2				5
B3.5 Response to Public Comments		2	1	12				15
B3.6 Final EA	1	2	2	8		4		17
B4. Public Outreach								
B4.1 Public Workshop/Hearing		8		12		8		28
B5. Preparation of the Administrative Record								
B5.1 Preparation of Administrative Record		1		2				3
TOTAL HOURS BY CLASSIFICATION	16	207	119	340	22	68	0	772

Firm:	Dibble Environmental Services		Contract Number: 0
Project:	Proposed Crosswind Runway Replacement Environmental Documentation Show Low Regional Airport		Project Number: 0
			Task Number: 0
Date:	3/10/2025		Amendment Number: 0
			FAA Number: 3-34-0045-034-25
			ADOT Number: TBD

ENVIRONMENTAL PHASE SERVICES DIRECT COSTS

1. PRINTING (Display Boards, Draft, & Final Report)				
a.	0	0 Sheets @	\$0.00 /sheet	\$0.00
STUDY PHASE TOTAL				\$0
2. Travel				
a.	1 Trips	350 Miles	@ \$0.655 per mile	\$229
STUDY PHASE TOTAL				\$229



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February 24, 2025

Charlie McDermott, Aviation Planning Manager
Dibble
7878 North 16th Street, Suite 300
Phoenix, Arizona 85020-4669
Submitted via email: charlie.mcdermott@dibblecorp.com

Re: Proposed Crosswind Runway Replacement Environmental Documentation

Dear Charlie:

In accordance with the City of Show Low, Arizona, the Federal Aviation Administration's (FAA) Arizona District Office, Dibble, and SWCA Environmental Consultants' (SWCA's) December 4, 2024, meeting, an Environmental Documentation scope of work is needed for the Proposed Crosswind Runway Replacement at Show Low Regional Airport (FAA Identifier: SOW). Dibble has prepared a Master scope of work that will incorporate SWCA's attached scope.

Cost estimates will be prepared once the scope is approved by Dibble, the City of Show Low, and the FAA (expected early 2025).

Please contact me at (520) 348-3384 or Matt Westover at (801) 319-4986 if you have any questions regarding this scope.

Sincerely,

A handwritten signature in blue ink that reads "Eleanor R. Gladding". The signature is written in a cursive, flowing style.

Eleanor R. Gladding
Project Manager, Lead Biologist II

CC: Matt Westover, Planning Director, Arizona

SCOPE OF WORK

Dibble is working with the City of Show Low (City) on the Show Low Regional Airport (Federal Aviation Administration [FAA] Identifier: SOW) Proposed Crosswind Runway Replacement (project) in Apache County, Arizona. The City and FAA requested that Dibble prepare a scope of work to complete the necessary National Environmental Policy Act (NEPA) and associated resource analyses for the project to meet the requirements of FAA regulations. Dibble requested that SWCA Environmental Consultants (SWCA) provide services as a subcontractor on the project.

The existing crosswind runway does not meet FAA crosswind coverage requirements for smaller piston aircraft and is deficient in several safety areas and design standards. Replacing the old runway by constructing a new crosswind runway, better aligned with wind coverage, will enhance safety for pilots and airport users in crosswind conditions. All work is within the airport boundary. The total acreage of disturbance is approximately 125 acres.

Dibble has prepared a Master scope of work that outlines the team's approach to the NEPA analysis. This SWCA scope of work relies on the information and assumptions provided in Dibble's Master scope of work. It is intended to supplement Dibble's Master scope of work and provide an additional level of detail and assumptions, as necessary, for tasks that will be managed by SWCA as a subconsultant to Dibble. This scope of work has been divided into two schedules – Schedule A and Schedule B. Schedule A includes the necessary tasks associated with the documentation leading to a FAA Determination to Prepare an Environmental Assessment (EA) or Environmental Impact Statement (EIS). Schedule B includes required tasks associated with the preparation of an EA. Should an EIS be required, SWCA will update the Schedule B scope accordingly. Task numbers reference the Schedule A and B task numbers in Dibble's Master scope of work provided to the City.

SCHEDULE A – PLANNING DOCUMENTATION FOR FAA DETERMINATION

A1.4. Project Meetings: SWCA's Project Manager and supporting team will participate in project meetings, both internal and external. Dibble and SWCA will coordinate ahead of all meetings to determine key SWCA staff whose participation is needed.

A1.5. Response to Comments Tracking: SWCA will assist Dibble to provide responses into Dibble-created matrices.

A3. Identification of Connected Federal Actions: SWCA will assist Dibble in preparing a list of federal agency actions required for the proposed study to proceed. This list will be the foundation for the cumulative actions considered in the EA analysis.

A4. Identification of Lead, Cooperating, and Participating Agencies: SWCA will assist Dibble in preparing a working list of entities for agency scoping, including Native American tribes, and identify each agency's role in the proposed study.

A4.4 Identification of Potentially Significant Environmental Issues: SWCA will lead this task, which will identify 1) the categories that are not likely to have a significant impact on the proposed project, and 2) the categories that may have an impact on the proposed project and/or those that are viewed as the most important to the public and the sponsor (i.e., SOW and the City) for further investigation. This task includes the following subtasks:

A4.4.1 Screening of Environmental Resources Likely Impacted: For the environmental categories with the potential to be impacted, SWCA will conduct an initial screening, either through desktop reviews and/or field assessments, to prepare a list of data gaps. This task also includes assisting the FAA with initiation of the Special

Purpose Law review process, if needed. This includes initiation of Section 106 consultation with Arizona State or Tribal Historic Preservation Offices (SHPOs/THPOs) and other consulting parties such as certified local governments and Indian tribes, and initiation of Section 7 consultation with the U.S. Fish and Wildlife Service (USFWS). Any other technical assessments included under Schedule B will also be started during this task with written authorization from the City and FAA. SWCA will assist the FAA by preparing draft coordination letters and other materials to initiate these processes. Formal consultation with other state and federal agencies such as SHPO and USFWS is ultimately the responsibility of the FAA as the lead agency and will be completed under Schedule B, unless otherwise authorized by FAA and the City.

A4.4.2 Preparation of Treatment Measures Working List: SWCA will prepare a working list of treatment measures. The list will identify implementation, oversight, and schedule of each measure, which treatment measures will avoid or minimize impacts, and which treatment measures will mitigate impacts below a significance threshold.

SCHEDULE A ASSUMPTIONS

- Dibble will prepare meeting agendas and notes.
- Up to 20, 1-hour virtual meetings are included in this scope of work. This includes 16 weekly internal team meetings (City, Dibble, SWCA) and four monthly external team meetings with the FAA Phoenix Airport District Office (ADO).
- Up to four in-person meetings will be held at the FAA ADO office in Phoenix, attended by three SWCA staff.
- The Identification of Potentially Significant Environmental Issues and Screening of Environmental Resources Likely Impacted documents prepared by SWCA include one round of review for the City and Dibble, and one round of review for the FAA.
- Dibble will be the main point of contact for communications with FAA and/or SOW unless SWCA is otherwise directed to do so.
- SWCA's Schedule A tasks are based on the proposed project's 4-month timeframe estimated to start in Q2 2025.

SCHEDULE B – PREPARATION OF AN ENVIRONMENTAL ASSESSMENT

TASK B.1. BIOLOGICAL RESOURCES

The desktop analysis for biological resources prepared under Schedule A and included as an appendix to the Focused Planning Study will be used to inform this effort. Based on that analysis, no species listed under the Endangered Species Act (ESA) are likely to occur; therefore, neither the preparation of a biological evaluation or biological assessment, nor consultation with the USFWS is required for this project. Thus, SWCA will prepare a biological resources technical memorandum to inform the EA. Specifically, this SWCA task will provide the information necessary to complete the biological resources Affected Environment, Environmental Consequences, and Mitigation, if necessary, sections of the EA.

Before conducting the site visit of the project areas, an SWCA biologist will 1) review the USFWS species list for Apache County generated through the Information for Planning and Consultation system, and 2) will review the online occurrence records for special-status species near the project area using the Arizona Game and Fish Department's Arizona Heritage Geographic Information System online environmental review tool. SWCA biologists will then visit the project area to document the existing conditions and record any information related to the following regulations: ESA, Migratory Bird Treaty Act, Arizona Department of Agriculture (AZDA)—administered Arizona Native Plant Law, and

AZDA noxious weed regulations. In addition, the applicability of the Clean Water Act will be addressed to identify any water bodies or wetlands that may be protected. Lastly, information on wildlife strikes from the FAA strike database will be included for the EA analysis. Since this project involves creating a new runway in a different orientation than the existing runway, changes to the SOW's wildlife hazard management may change; thus, this task will assess what those changes may include.

SWCA will then prepare a technical memorandum report to document findings and any recommendations regarding the results of the data review and the site visit for each alternative. In addition, the report will include recommendations for maintaining compliance with the regulations and contain information to support the EA document. This report will be delivered as an electronic (PDF) format.

SUBTASK B.1 ASSUMPTIONS

- An FAA floodplain and public notice are not required for this task and are not included. SWCA can provide these services under a change order if needed.
- The project and survey area will not exceed 200 acres.
- Updating SOW's Wildlife Hazard Assessment or Management Plan is not included in this scope of work. SWCA can provide these services under a change order if needed.
- The fieldwork can be accomplished by two SWCA biologists over a 2 to 3 day period, including travel time.
- This scope of work assumes that a formal biological evaluation report and subsequent Section 7 consultation will not be required for this project. SWCA can provide these services under a change order if needed.
- A jurisdictional waters delineation, a Clean Water Act permit, or communications with the U.S. Army Corps of Engineers is not necessary for this project and is not included in this scope of work. SWCA can provide these services under a change order if needed.
- No work related to a Conditional Letter of Map Revision or Letter of Map Revision or communications with the Federal Emergency Management Agency are included in this scope of work. SWCA can provide these services under a change order if needed.
- Access to the project area, if restricted, will be arranged by a client representative.
- If for any reason SWCA staff are not able to survey the project area as a result of access restrictions, additional costs could be incurred beyond the amount proposed herein.
- Access to the project area, if restricted, will be arranged by the client.
- All deliverables will be in electronic (PDF) format.
- An electronic KMZ or shapefile of the exact boundaries of the survey area will be completed by the project proponent and provided to SWCA.

TASK B.2. CULTURAL RESOURCES

SWCA understands that Dibble is assisting the City with planning efforts to authorize a crosswind runway, taxiways, and decommissioning of an existing runway at SOW in Show Low, Arizona. We understand that a cultural resources evaluation is needed to support the FAA EA preparation.

The proposed project constitutes a federal undertaking subject to Section 106 of the National Historic Preservation Act (36 United States Code 306108) and its implementing regulations under 36 Code of Federal Regulations (CFR) 800. Section 106 requires the FAA to consider the physical and nonphysical effects of its decision to authorize the project on historic properties (i.e., cultural resources that are listed in or are eligible for the National Register of Historic Places (NRHP)). To assist the FAA with its obligations under Section 106, the cultural resources work will require a Class III pedestrian survey of the project area to encompass all areas of proposed ground disturbance, a

cultural resources baseline report to inform the EA analysis that will consider effects on historic properties within the area of potential effects (APE), and Section 106 consultation support. These three subtasks are described below.

SUBTASK B.2.1 CLASS III PEDESTRIAN SURVEY

SWCA will conduct a Class III cultural resources survey of the project area, defined as all areas proposed for ground disturbance associated with the proposed project, including construction of new facilities and decommissioning of existing facilities. The purpose of the Class III survey is to identify cultural resources that qualify as historic properties in the project area, coinciding with the portion of the APE for direct effects in accordance with Section 106. The cultural resources survey includes three components: background research, fieldwork, and report preparation. These components are detailed below.

Background Research

Prior to fieldwork, SWCA will complete comprehensive background research for the project area using the AZSITE online database of cultural resources to identify all previously conducted projects or previously reported cultural resources within a 1-mile radius of the project area. We will also consult the Arizona State Museum (ASM) Archaeological Records Office (ARO), General Land Office maps, historical topographic maps, land patents, survey plats, and other historical maps and records to complete the background research. This work will help guide survey expectations and is a requirement of the SHPO reporting standards.

Fieldwork

SWCA will work with the client contact to coordinate access and ensure that all appropriate permissions are in place prior to fieldwork deployment. Once the proper permissions are obtained, SWCA will conduct the pedestrian survey of the project area following ASM guidelines for cultural resources investigations.

All data collection will be accomplished using meticulous documentation protocols. All cultural resources identified during fieldwork will be accurately mapped and plotted, photographed, and recorded. Archaeological resources identified during fieldwork will be recorded in compliance with ASM standards and SHPO guidelines. The significance of all cultural resources will be evaluated according to eligibility criteria for listing in the NRHP.

Report Preparation

Once fieldwork is complete, SWCA will prepare a report summarizing the results of background research and the survey. The report will evaluate the NRHP eligibility of cultural resources identified in the project area and provide recommendations regarding the management of any significant cultural resources in the project area. The report will be prepared in accordance with current ASM and SHPO reporting standards.

SUBTASK B.2.2 CULTURAL RESOURCES BASELINE REPORT

SWCA will prepare a baseline report that identifies all historic properties within the APE, including those within the portion of the APE for nonphysical effects (i.e., outside the project area). The purpose of the cultural resources baseline report is to inform the EA analyses and to support the FAA's Section 106 consultation efforts with the SHPO and other consulting parties (including federally recognized tribes). This subtask will involve three components: definition of the APE, desktop review to identify historic properties, and preparation of the cultural resources baseline report, all three of which are described below.

Definition of the APE

In accordance with Section 106, the FAA as the lead federal agency is responsible for defining the APE in a manner that accounts for the extent of all potential effects (physical and nonphysical) on historic properties from the undertaking. The APE is influenced by the scale and nature of the undertaking in consideration of different kinds of effects caused by the undertaking (36 CFR 800.16(d)). Based on our experience and professional expertise, we

understand that visual changes from project components, along with audible and atmospheric changes to ambient conditions, must be examined as part of the Section 106 review process as stipulated in the regulations. Given the proposed work consists primarily of construction of a new crosswind runway (a horizontal surface), SWCA recognizes that defining the extent of the APE based on visual changes to the landscape from project components (as determined through a viewshed analysis) may not be appropriate. SWCA will work to coordinate with the FAA in identifying critical impact indicators that will guide the definition of the APE, including visual (changes to landscape from the new facilities), audible (noise changes compared to ambient levels from construction and operation of new facilities), and atmospheric (introduction of new runway lighting and nighttime light dispersion) impacts.

Desktop Review to Identify Historic Properties

Once the FAA defines the APE, SWCA will perform a desktop review to identify historic properties within the portion of the APE for nonphysical effects (i.e., outside the project area). This will involve records requests to the ARO at the ASM and the Lakeside Ranger District of the Apache-Sitgreaves National Forests. SWCA will request a virtual records check from the ARO but can perform the check in person at the ARO (Tucson) if necessary. Based on our recent work at SOW, SWCA will need to conduct the records check in person at the Lakeside Ranger District and/or Supervisor's Office in Springerville to obtain archival information. Because Section 106 only considers effects to historic properties, identification efforts focus on NRHP-eligible/-listed properties and those resources that are unevaluated for the NRHP or for which NRHP status is unknown.

Report Preparation

SWCA will then compile the results of the Class III pedestrian survey of the project area and desktop review effort to prepare the cultural resources baseline report. The report will include a description of the undertaking, methodology, and assessment of physical and nonphysical (e.g., visual, audible, atmospheric) effects on historic properties in the APE in accordance with Section 106. As mentioned above, the cultural resources baseline report prepared under this subtask will serve to inform the analyses in the EA and support the FAA's finding of effect determination (pursuant to for formal Section 106 consultation with the Arizona SHPO and other consulting parties).

SWCA will submit the draft cultural resources baseline report to the client for review and comment, after which we will provide a final draft for FAA review. SWCA will then revise the draft baseline report to address FAA comments and provide a finalized report to support FAA's Section 106 consultation efforts.

SUBTASK B.2.3 SECTION 106 CONSULTATION SUPPORT

To assist the FAA in its Section 106 obligations, SWCA will prepare up to two letters to be sent to consulting parties, consisting of one letter to be sent to the Arizona SHPO and one letter for other consulting parties as determined by the FAA, if requested. The FAA will provide SWCA with the appropriate template and agency letterhead and/or other agency-specific materials in digital format to prepare the consultation letters.

SWCA will submit electronic copies of the draft Section 106 consultation letter(s) to the FAA for review and finalization. The FAA will be responsible for sending the Section 106 consultation letters to the appropriate parties and no hard-copy mailings will be required. This task also assumes that SWCA will conduct up to two, 1-hour conference calls for coordination and preparation of the Section 106 consultation letters on behalf of the FAA.

TASK B.2 ASSUMPTIONS

- The survey area will not exceed 200 acres.
- Access to the project area, if restricted, will be arranged by the client.
- All deliverables will be in electronic (PDF) format.
- This scope assumes that two separate reports preparation and curation efforts will be required.

- An electronic KMZ or shapefile of the exact boundaries of the survey area will be completed by the project proponent and provided to SWCA.
- This scope does not include submission of the report to any agency other than the FAA, ASM, and SHPO.
- This scope assumes no archaeological sites will be found. If an archaeological site(s) is identified, a change order may be necessary to cover additional expenses for fieldwork, documentation, reporting, and associated ASM fees.
- There are no historic-era built environment resources (e.g., buildings, structures) present in the project area.
- The archaeological desktop review will include records check with the ASM ARO. The results of the desktop review will be provided in the SHPO Survey Report Summary Form.
- All archaeological records will be delivered electronically. No in-person records searches will be needed.
- The runway proposed for decommissioning, Runway 4-22 (then designated Runway 3-21), is of historic age and was previously evaluated as part of a past project, which recommended the runway ineligible for the NRHP. This subtask assumes the historic-era runway is ineligible and no further work (documentation or evaluation) will be required.
- This scope does not include tribal notification or costs and delays as a result of tribal consultation if any Native American tribes attach religious or cultural significance to historical properties in the project area.
- No report revisions will be required.
- If, for any reason, SWCA staff are not able to survey the project area as a result of access restrictions, additional costs could be incurred beyond the amount proposed herein.
- No field visits and/or survey will be conducted under this subtask.
- No formal assessments or studies will be necessary for Section 106 purposes. If project changes require formal analyses, assessments, and/or studies for visual, noise, or dark sky conditions, SWCA can provide these services under a change order.
- This subtask assumes one round of revisions to the cultural resources baseline report based on comments from the client and one round of revisions based on comments from the FAA. This scope does not include revisions to the baseline report based on comments from any other agency and/or entity.
- All deliverables will be submitted in electronic format and no hard-copy submissions will be required.
- Any task not expressly described herein is not included in the proposed scope.
- Up to two Section 106 consultation letters will be submitted to the FAA in Microsoft Word format for review. This task includes one round of revisions to each letter based on FAA comments and does not include revisions to the letters based on comments from any other agency.
- SWCA will host up to two 1-hour virtual meetings to coordinate preparation of the Section 106 consultation letters, if needed. No in-person meetings are required.

TASK B.3. VISUAL RESOURCES

Based on the current project description in the previously prepared *2024 SWCA Show Low Airport Planning Documentation*, SWCA recommends that a technical memorandum be developed to document that the project does not meet the degree of visual change to the existing landscape character to warrant further analysis in the project EA and that the decommissioning and re-siting of the new runway and taxiway would be similar to other runway and taxiway infrastructure already associated with SOW.

SWCA will use desktop information to describe the existing visual character of the SOW project area and adjacent visual character of the surrounding area in comparison to the project as currently designed. SWCA will use the basic design elements of form, line, color, and texture to describe the project as compared to the existing visual character to support findings.

TASK B.3 ASSUMPTIONS

- Technical memorandum of no more than two pages with supporting imagery, as appropriate, describing existing and post-construction landscape character conditions.
- All deliverables will be in electronic format.
- Fieldwork is not required for this task.
- SWCA will use Google Earth imagery and photographs collected by SWCA staff for other resources to support determinations.
- SWCA assumes one round of comments from Dibble and the City, and one round of comments from the FAA. Additional rounds of review or edits beyond this will require a modification to scope of services.

TASK B.4. ENVIRONMENTAL ASSESSMENT

PROJECT MANAGEMENT AND QUALITY CONTROL

To provide appropriate direction and project management for the development of the EA as each task is undertaken and completed, SWCA has assigned a dedicated project manager, assistant project managers, FAA subject-matter expert, and project team to ensure tasks are completed in a quality and timely manner.

Prioritizing high-quality deliverables has always been central to SWCA culture. SWCA's Quality Program supports that vision by streamlining processes, minimizing errors, and helping our employees deliver accurate products by focusing on quality tools and continuous process improvement.

SWCA maintains a rigorous quality assurance/quality control (QA/QC) process for all project deliverables:

- Discipline/scientific lead peer review,
- Technical editing by our dedicated editing staff, and
- Final review by the SWCA Administrative Manager and/or Team Lead, all before delivery to the project team, SOW, and FAA.

Often, quality management and control are seen as activities that are triggered when there is a document deliverable (e.g., a resource report). In practice, quality management starts at the very beginning of a project and is carried through all project activities. SWCA will ensure a cradle-to-grave consistency process for all deliverables, including systems for data management and record retention.

AGENCY COORDINATION

The preparation of an EA is fundamentally an iterative process and not a linear process. Agency coordination will include early coordination efforts during the preparation of the Purpose and Need chapter followed by more detailed efforts as the Affected Environment and Environmental Consequences chapters are prepared. Environmental issues or challenges that may arise during the preparation of the EA will require SWCA to track and report back on a regular basis on the progress made to resolve the issues or challenges during the agency coordination efforts.

SWCA anticipates at least one virtual agency coordination meeting that would be held early in the EA development. The purpose of the meeting will be to introduce the project to the FAA, identify any issues and concerns, and brainstorm approaches to soliciting public and agency input.

EA Schedule

SWCA will provide input to Dibble on the EA schedule, which will be prepared and maintained by Dibble.

Public Involvement

NEPA and the Council on Environmental Quality (CEQ) regulations require federal agencies to consider environmental information in their decision-making process, solicit appropriate information from the public, fully assess and disclose potential environmental impacts resulting from the Proposed Action and alternatives, and provide the public with this information and allow it to comment on these findings.

Early in the EA process, input will be solicited from the interested and affected public, including affected agencies and tribes, regarding potential concerns. The format of this scoping effort will be determined in coordination with the sponsor and may include methods such as direct mailings, newspaper advertisements, website information, or neighborhood meetings.

Circulation of a draft EA for public comment should be considered but is optional at the discretion of the responsible FAA official. In determining whether to circulate a draft EA, the responsible FAA official should consider the type of proposed action, potential for impacts, and community controversy. If the draft EA is sent out for review by the interested and affected public, a minimum of 30 days for the review period is recommended. If comments are received on the draft EA, the EA would then be revised and comments considered in the final EA. Although the FAA is not required to formally respond to public comments concerning EAs, EAs should reflect the FAA's consideration of such comments.

ENVIRONMENTAL ASSESSMENT

CEQ and FAA guidelines require that the EA include, at a minimum, a brief discussion of:

- Cover page with required information
- The purpose and need
- The Proposed Action
- Alternatives (including the proposed action)
- The affected environment
- Environmental consequences and mitigation
- List of preparers
- List of agencies and persons consulted
- Appendices (if applicable)

Purpose and Need

This section briefly describes the underlying purpose and need for the federal action. The section will present the problem being addressed and describe what the FAA is trying to achieve with the Proposed Action. The purpose and need for the Proposed Action will be clearly explained and stated in terms that are understandable to individuals who are not familiar with aviation or commercial aerospace activities.

Proposed Action and Alternatives

These sections will describe the Proposed Action and appropriate, reasonable alternatives. The Proposed Action will be defined in terms of the federal decision to be made. The need for appropriate and reasonable alternatives will be dependent on there being no unresolved conflicts about the Proposed Action with respect to alternative uses of available resources. If none exist, no alternatives need to be considered or analyzed. If no alternatives are included in this section, the reasons will be presented. If alternatives are included, all alternatives will be described at comparable level of detail to the Proposed Action.

Based on the June 2024 Planning and Environmental Documentation for the proposed runway improvements, no other alternatives were identified that meet the need for the project. Therefore, SWCA assumes the EA will only analyze two alternatives (the Proposed Action Alternative and the No Action Alternative). Any alternatives considered but not carried forward for detailed analysis will be pulled from the June 2024 Planning and Environmental Documentation or provided by Dibble and/or the City with rationale for its elimination.

Affected Environment

This section will succinctly describe the environmental conditions of the potentially affected geographic area. The EA will emphasize only those resource areas that may be impacted by the action, and only to the extent necessary to enable an understanding of anticipated impacts. The items listed below will be addressed in a level of detail commensurate with the importance of the resource, with less important information summarized, consolidated, or referenced as necessary:

- Air quality
- Biological resources (based on existing field surveys and online databases)
- Climate
- Department of Transportation Act, Section 4(f)
- Farmlands
- Hazardous materials, solid waste, and pollution prevention
- Historical, architectural, archaeological, and cultural resources
- Land use
- Natural resources and energy supply
- Noise and compatible land use
- Socioeconomics, environmental justice, and children's environmental health and safety risks
- Visual effects (including light emissions)
- Water resources
- Other planning documents pertinent to the affected area

A brief discussion of critical environmental issues such as Indian Trust assets, sacred sites, environmental justice, cultural resources, and threatened and endangered species will be included. This section also includes developing an appropriate list of past, present, and future foreseeable projects within defined temporal and spatial study parameters for use in the cumulative analysis of incremental project effects.

Environmental Consequences and Mitigation

This section of the EA forms the scientific and analytic basis for the comparison of alternatives including the Proposed Action and no action. The environmental impacts of all action alternatives will be discussed and compared to the no action alternative. The analysis will present the facts and information but will avoid conclusions regarding significance. The analyses will present a clear, concise discussion and only for meaningful project impacts. If the projects would

have no impact in critical environmental areas, this will also be stated. The analysis will use quantitative measures whenever possible to describe impacts. If qualitative measures are used because quantitative measures are unavailable, the terms in the document will be defined and used consistently (e.g., short-term is <6 months duration).

Consultation and Coordination

The EA will include a list of parties consulted including agencies, Native American tribes, affected Indian Trust assets, trustees and beneficiaries, cooperation agencies, and other members of the public. This section will also include a record of necessary compliance with other applicable statutes and any public involvement activities. Comments received on the draft EA will be summarized in this section.

Public Outreach

In collaboration with Dibble, SWCA will organize one public information workshop that will be held during the public review of the draft EA. Up to four members from the Dibble and SWCA team will facilitate the discussion with informational display boards using an “open house” style format. SWCA will summarize written comments received during the workshop in the EA and append comments as necessary. Dibble will provide and maintain all sign-in sheets, comment forms, and other materials used in the workshop.

Notification of the workshop will be accomplished using social media, press releases, newspaper advertising, email blasts, and/or direct mailings (using a small fact sheet or postcard format) to adjacent landowners, interested citizens, neighborhood associations, and other groups in the area that may have an interest in the environmental documents. SWCA will be responsible for preparing these documents. The City will be responsible for uploading content to social media, placing press releases, newspaper notices, or public advertisements in appropriate newspapers, for posting notices on appropriate websites, and for any direct mailings or the sending of email blasts.

Administrative Record

SWCA will prepare an administrative record for the EA and provide an electronic and editable copy of the administrative record to the FAA. The index will include a list of all documents, their name, format, type, and if they contain information exempt from *Freedom of Information Act* release, and the index will be editable in case the FAA needs to add any items. All documents that are incorporated by reference and documents relied on during the preparation of the EA that are not publicly available will be placed in the administrative record. Scoping documents will not be included in the record, unless they pre-date the FAA involvement in the EA process.

TASK B.4 ASSUMPTIONS

- Once Schedule A is initiated, no substantial changes in the project description will be made, particularly revisions that expand the project footprint.
- An EA is assumed to be an appropriate NEPA document for the project. If the FAA determines that an EIS is needed, a change order would be required.
- The FAA is the lead federal agency, and the City will participate as a participating agency. There are no other cooperating or co-lead agencies involved in this EA.
- The EA will only analyze two alternatives (the Proposed Action Alternative and the No Action Alternative). Any alternatives considered but not carried forward for detailed analysis will be pulled from the June 2024 Planning and Environmental Documentation or provided by Dibble and/or the City with rationale for its elimination.
- The Proposed Action includes the following activities that would be sited within the existing SOW boundaries: 1) decommissioning the existing approximately 3,938 feet long × 60 feet wide (5.4 acres) crosswind runway (“Runway 4-22”); 2) construction of a new crosswind runway (“Runway 18-36”) that would be approximately 4,712 feet long × 60 feet wide (6.5 acres); and 3) construction of a new parallel taxiway to Runway 18-36 (“Taxiway D”), which would be approximately 5,200 feet long × 25 feet wide (3.0 acres).

- The total disturbance acreage will not exceed 125 acres, including borrow pits, construction laydown/staging, and temporary and permanent access roads.
- Any significant changes to the project area or Proposed Action would incur additional charges that may require a change order.
- The No Action Alternative would occur if the FAA did not approve the project and would result in no changes to the existing environment.
- Up to 36, 1-hour virtual meetings are included in this scope of work. This includes 24 biweekly internal team meetings (City, Dibble, SWCA) and 12 monthly external team meetings with the FAA ADO.
- Up to two in-person meetings will be held at the FAA ADO office in Phoenix, attended by three SWCA staff.
- The EA will conform to FAA requirements and standards and NEPA law and regulations as they exist as of February 19, 2025. Changes to relevant law or regulations occurring after February 19, 2025, may require a change order.
- One “open house” style informational workshop will be held during the draft EA comment period and will be attended by up to four members from the Dibble and SWCA team. Dibble will provide and maintain sign-in sheets, comment forms, and materials used during the workshop, and the City will upload content to social media, placing press releases, newspaper notices, or public advertisements in appropriate newspapers, for posting notices on appropriate websites, and for any direct mailings or the sending of email blasts.
- SWCA will provide the display boards (up to 25) and associated handouts for the open house workshop, and Dibble will provide the refreshments.
- Dibble will provide a comment matrix for agency comments to the draft and final EAs including comment disposition. SWCA will provide the response to the comments and the revisions. We assume two comment matrices will be required: one for the draft EA and one for the final EA.
- This proposal includes one round of revisions for the preliminary draft and the revised preliminary draft EA based on a single set of comments; and one round of revisions on the draft EA based on a single set of non-conflicting comments from the FAA. A single set of non-conflicting comments from FAA legal review is included.
- This proposal includes one round of revisions for the preliminary final and final EA based on a single set of comments; and one round of revisions on the final EA based on a single set of non-conflicting comments from the FAA. A single set of non-conflicting comments from FAA legal review, if necessary, is included.
- Dibble will oversee the preparation of the climate change and floodplains analysis, providing SWCA with floodplain analysis for use in the EA.
- Once approval to print the draft EA and the final EA is received from the FAA, eight printed copies and two flash drives each of the draft EA and final EA will be prepared. FAA will be provided two of the printed copies and one flash drive, and the Arizona Department of Transportation – Aeronautics Division would be provided with an electronic copy (PDF) for their files.
- The Administrative Record will include all documents that are incorporated by reference, documents relied on during the preparation of the EA that are not publicly available, and any scoping documents that pre-date the FAA involvement in the EA process.
- The Administrative Record index will be editable so the FAA can add to the record as needed.
- The Administrative Record will be provided to the FAA electronically only.
- Any task not expressly described herein is not included in the proposed scope.

COST ESTIMATE

SWCA proposes a time-and-materials budget not to exceed without client approval of \$220,502.58 to complete the project as presented in the table below and outlined in the above scope of work.

Table 1. Cost Estimate.

TASK	NTE FEE TOTAL \$
Schedule A	
Planning Documentation for FAA Determination	\$41,636.50
Schedule B	
Biological Resources	\$20,759.50
Cultural Resources	\$79,496.33
Visual Resources	\$4,248.00
Environmental Assessment	\$74,362.25
PROJECT TOTAL	\$220,502.58

Rate Schedule:

2025 Standard Rates

Project Budget Summary

Project Name:	Show Low Crosswind Runway Replacement
Project No.:	[Enter Project Number Here]
Annual Rate Escalation:	0%
Project Start (est.):	[Enter Date Here]
Project End (est.):	[Enter Date Here]

				Phase 01		Phase 02		Phase 03		Phase 04		Phase 05	
				Schedule A		Bio Resources		Cultural Resources		Visual Resources		EA	
LABOR				Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge
Office	Name	Project Role	Discipline Short	Level Short	Discipline	Level	Rate	Hours	Charge	Hours	Charge	Hours	Charge
GEN	General Biller				Accounting - Billing		\$ 104.00	-	\$ -	-	\$ -	2.00	\$ 208.00
GEN	General Technical Editor				Technical Writer/Editor		\$ 169.00	-	\$ -	-	\$ -	2.00	\$ 338.00
FLG	Standart, Mike	GIS	GS	S09	GIS/CADD	Specialist IX	\$ 169.00	-	\$ -	11.00	\$ 1,859.00	61.00	\$ 10,309.00
TUC	Chapman, Mackenzie	Logistics	AD	S03	Administration	Specialist III	\$ 104.00	-	\$ -	0.50	\$ 52.00	1.00	\$ 104.00
PHX	Johnson, Sondra	Admin	AD	S05	Administration	Specialist V	\$ 123.00	-	\$ -	0.50	\$ 61.50	-	\$ -
ROW	Mabe, Cori	QA/QC	TW	S08	Technical Writer/Editor	Specialist VIII	\$ 158.00	-	\$ -	0.75	\$ 118.50	2.25	\$ 355.50
RON	Desruisseaux, Danielle	Editor	TW	S09	Technical Writer/Editor	Specialist IX	\$ 169.00	-	\$ -	6.00	\$ 1,014.00	23.00	\$ 3,887.00
TUC	Cox, Kelley	Formatter	TW	S06	Technical Writer/Editor	Specialist VI	\$ 137.00	-	\$ -	4.00	\$ 548.00	12.50	\$ 1,712.50
TUC	Gladding, Eleanor	Biology Lead and PM	ER	S10	Environmental Resources	Specialist X	\$ 189.00	90.00	\$ 17,010.00	17.00	\$ 3,213.00	6.00	\$ 1,134.00
PHX	Loomis, Tyler	Biologist	ER	S04	Environmental Resources	Specialist IV	\$ 114.00	-	\$ -	36.00	\$ 4,104.00	-	\$ -
PHX	Countryman, Kristen	Biologist	ER	S04	Environmental Resources	Specialist IV	\$ 114.00	80.00	\$ 9,120.00	36.00	\$ 4,104.00	-	\$ -
TUC	Waldron, Russell	CWA Specialist	ER	S10	Environmental Resources	Specialist X	\$ 189.00	-	\$ -	9.00	\$ 1,701.00	-	\$ -
FLG	Westover, Matt	NEPA SME	PL	SM1	Planning	Subject Matter Expert I	\$ 230.00	10.00	\$ 2,300.00	-	\$ -	-	\$ -
TUC	Barry, David	CR Task Lead/Resource SME	CR	S09	Cultural Resources	Specialist IX	\$ 169.00	-	\$ -	-	\$ -	60.00	\$ 10,140.00
PHX	Tremblay, Adrienne	NEPA S106 Lead	CR	S10	Cultural Resources	Specialist X	\$ 189.00	-	\$ -	-	\$ -	36.00	\$ 6,804.00
FLG	Lutes, Annie	NEPA S106 SME	CR	S09	Cultural Resources	Specialist IX	\$ 169.00	-	\$ -	-	\$ -	112.00	\$ 18,928.00
FLG	Ayers, Ethan	Cultural	CR	S04	Cultural Resources	Specialist IV	\$ 114.00	-	\$ -	-	\$ -	-	\$ -
TUC	West, Heather	Cultural	CR	S05	Cultural Resources	Specialist V	\$ 123.00	-	\$ -	-	\$ -	50.00	\$ 6,150.00
TUC	Evanchio, Maagie	Cultural	CR	S05	Cultural Resources	Specialist V	\$ 123.00	-	\$ -	-	\$ -	8.50	\$ 1,045.50
FLG	Backey, Chris	Visual Memo Author	PL	SM1	Planning	Subject Matter Expert I	\$ 230.00	16.00	\$ 3,680.00	-	\$ -	6.00	\$ 1,380.00
FLG	Metzger, Kelci	Admin	AD	S04	Administration	Specialist IV	\$ 114.00	-	\$ -	-	\$ -	1.00	\$ 114.00
PHX	Whiting, Chris	NEPA S106 research assistance	CR	S05	Cultural Resources	Specialist V	\$ 123.00	-	\$ -	-	\$ -	20.00	\$ 2,460.00
PHX	Rausch, Ryan	EA Lead and APM	PL	S10	Planning	Specialist X	\$ 189.00	40.00	\$ 7,560.00	-	\$ -	-	\$ -
PHX	Levin, Adam	EA Author	ER	S04	Environmental Resources	Specialist IV	\$ 114.00	-	\$ -	-	\$ -	-	\$ -
FLG	Westover, Matt	NEPA SME	PL	SM1	Planning	Subject Matter Expert I	\$ 230.00	-	\$ -	-	\$ -	-	\$ -
TUC	Knoblock, Theresa	FAA SME	PL	S10	Planning	Specialist X	\$ 189.00	-	\$ -	-	\$ -	-	\$ -
PHX	Himes, Abby	AR Lead	PL	S06	Planning	Specialist VI	\$ 137.00	-	\$ -	-	\$ -	-	\$ -
PHX	Bayne, Victoria	AR SME	PL	S08	Planning	Specialist VIII	\$ 158.00	-	\$ -	-	\$ -	-	\$ -
TUC	Smith, Newly	graphics	ER	S09	Environmental Resources	Specialist IX	\$ 169.00	-	\$ -	-	\$ -	-	\$ -
IT	Rideout, Jen	Public meeting specialist	IT	S12	Information Technology	Specialist XII	\$ 226.00	-	\$ -	-	\$ -	-	\$ -
AIR	Sahm, Brad	AQ Lead	ER	SM4	Environmental Resources	Subject Matter Expert IV	\$ 293.00	-	\$ -	-	\$ -	-	\$ -
Labor Subtotal								236.00	\$ 39,670.00	120.75	\$ 16,775.00	443.25	\$ 69,519.50
Communication Fee - % of Labor							0%		\$ -		\$ -		\$ -
Labor Total								236.00	\$ 39,670.00	120.75	\$ 16,775.00	443.25	\$ 69,519.50
TRAVEL EXPENSES													
Description				Unit	Rate	# Units	Charge	# Units	Charge	# Units	Charge	# Units	Charge
Car / Full Size Truck Rental Daily				Per Day	70.00	-	\$ -	-	\$ -	4.00	\$ 280.00	-	\$ -
4x4 Truck Daily				Half Ton, Per Day	75.00	3.00	\$ 225.00	-	\$ -	-	\$ -	-	\$ -
4x4 Truck Daily				Full Ton, Per Day	95.00	-	\$ -	3.00	\$ 285.00	-	\$ -	-	\$ -
Lodging/Housing				Per Day	150.00	-	\$ -	4.00	\$ 600.00	-	\$ -	-	\$ -
Mileage				Per Mile	\$ 0.670	1,500.00	\$ 1,005.00	-	\$ -	1,000.00	\$ 670.00	-	\$ -
Airfare				Rate / Unit or Lump Sum	\$ 75.00	-	\$ -	3.00	\$ 225.00	-	\$ -	-	\$ -
Rental Car Gasoline				Lump Sum	\$ 80.00	6.00	\$ 480.00	-	\$ -	3.00	\$ 240.00	-	\$ -
Travel Expenses Subtotal							\$ 1,710.00		\$ 1,110.00		\$ 2,240.00		\$ 710.00
Travel Expenses Markup					15%		\$ 256.50		\$ 166.50		\$ 336.00		\$ 106.50
Per Diem				per day	\$ 68.00	-	\$ -	6.00	\$ 408.00	10.00	\$ 680.00	-	\$ -
Travel Expenses Total							\$ 1,966.50		\$ 1,684.50		\$ 3,256.00		\$ 816.50
OTHER EXPENSES													
Description				Unit	Rate	# Units	Charge	# Units	Charge	# Units	Charge	# Units	Charge
Supplies				Rate / Unit or Lump Sum	\$ 20.00	-	\$ -	-	\$ -	5.00	\$ 100.00	-	\$ -
Copies - B&W (in-house)				Per Copy	\$ 0.10	-	\$ -	-	\$ -	1,000.00	\$ 100.00	-	\$ 50.00
Copies - Color (in-house)				Per Copy	\$ 1.00	-	\$ -	-	\$ -	40.00	\$ 40.00	-	\$ 100.00
Graphic Plots				Per Plot	\$ 100.00	-	\$ -	-	\$ -	-	\$ -	25.00	\$ 2,500.00
Postage				Rate / Unit or Lump Sum	\$ 0.75	-	\$ -	-	\$ -	-	\$ -	500.00	\$ 375.00
Anemometer				Per Day	\$ 3.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Curator				Rate / Unit or Lump Sum	\$ 1,475.00	-	\$ -	-	\$ -	1.00	\$ 1,475.00	-	\$ -
Misc.				Rate / Unit or Lump Sum	\$ 1,000.00	-	\$ -	2.00	\$ 2,000.00	4.00	\$ 4,000.00	-	\$ 1,000.00
Tablet				Per Day	\$ 24.00	-	\$ -	-	\$ -	4.00	\$ 96.00	-	\$ -
Misc.				ASM site number request	\$ 16.60	-	\$ -	-	\$ -	2.00	\$ 33.20	-	\$ -
Other Expenses Subtotal							\$ -		\$ 2,000.00		\$ 5,844.20		\$ 4,025.00
Other Expenses Markup					15%		\$ -		\$ 300.00		\$ 876.63		\$ 603.75
Other Expenses Total							\$ -		\$ 2,300.00		\$ 6,720.83		\$ 4,628.75
TOTAL EXPENSES							\$ 1,966.50		\$ 3,984.50		\$ 9,976.83		\$ 5,445.25
SUBCONTRACTORS													
Description				Unit	Rate	Units	Charge	Units	Charge	Units	Charge	Units	Charge
Subcontractor Fee Subtotal						-	\$ -	-	\$ -	-	\$ -	-	\$ -
Subcontractors Markup					20%		\$ -		\$ -		\$ -		\$ -
Subcontractor Fee Total							\$ -		\$ -		\$ -		\$ -
Project Phase Total							\$ 41,636.50		\$ 20,759.50		\$ 79,496.33		\$ 4,248.00

Note: Communication expense is not subject to 15% administrative fee.

TOTAL PROJECT	Charges
SWCA Labor Total	\$ 199,129.50
Expenses Total	\$ 21,873.08
Subcontractors Total	\$ -
Total Project	\$ 220,502.58
Tax Total	\$ -
Total Including Taxes	\$ 220,502.58

MINUTES OF THE RETREAT OF THE SHOW LOW CITY COUNCIL HELD ON WEDNESDAY, OCTOBER 1, 2025, AT 9:00 AM IN THE DARRIN REED COMMUNITY ROOM, 411 EAST DEUCE OF CLUBS, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order.

Mayor Leech called the meeting to order at 9:00 a.m.

2. Roll Call.

COUNCIL MEMBERS PRESENT: Mayor Leech, Vice Mayor Kakavas, Councilman Hatch, Councilman Adams, Councilman Judd, and Councilman Whipple.

COUNCIL MEMBERS ABSENT: Councilman Clark.

STAFF MEMBERS PRESENT: Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Shane Hemesath, Public Works Director; Mike Mariscal, Community Services Director; Brad Provost, Police Chief; Greg Westover, Police Commander; Grace Payne, Communications Manager; Steve North, Economic Development Director; John Wilhelm, Building Official; Kathy Clements, Assistant City Clerk; and Rachael Hall, City Clerk.

GUESTS: None.

3. Invocation.

Councilman Judd gave the invocation.

4. Pledge of Allegiance.

Councilman Whipple led the Council and audience in the pledge of allegiance.

5. **REVIEW/UPDATE OF STATUS OF 2023 RETREAT ITEMS:**

- A. Presentation by M. Brown

Mr. Brown provided an update on the assignments and suggestions directed by the City Council at the 2024 City Council retreat. He briefly reviewed each of the following items:

1. Mayor Interviews with Old Timers were ongoing. Staff at SLTV were filming interviews with as many as would participate. Mr. Brown showed a video about Adams' house.
 2. Museum, inspect the condition of the Museum Building and make any necessary repairs. Staff was looking into a fix for the sewer issues and obtaining quotes. Staff was also working on an Intergovernmental Agreement with Navajo County for the building.

3. Manufactured Home Age Restrictions, completed. Staff worked on amending the Building Chapter of the City Code and brought it to the City Council for consideration. Council adopted Ordinance. No. 2024-11.
4. Permitting of Manufactured Homes, ongoing. Staff worked on an agreement with Navajo County and brought it to the City Council for consideration. Staff was waiting for an agreement from the State to allow Navajo County to do the inspections of manufactured homes. The State was in the process of updating the inspection standards to comply with the Department of Housing and Urban Development requirements.
5. Unsanitary Conditions of Buildings - Staff reviewed and considered amending the Building/Zoning Chapter of the City Code to address unsanitary conditions of buildings. Staff believed the current City Code was sufficient and would work on enforcement.
6. City Electronic Sign, completed. Staff disassembled and removed the sign next to Burger King.
7. Prohibit Smoking in City Parks, completed. Staff worked on amending the City Code and brought it to the Council for consideration. Council adopted Ordinance No. 2024-10.
8. Certified Local Government Historic Preservation - The State Historic Preservation Office (SHPO) presented additional information regarding the program to the City Council during a January 21, 2025, Study Session. Staff verified the properties on the 1990s Historic Property Survey. The SHPO office was defunded, and no information had been provided regarding future funding.
9. Downtown Public Parking Restrictions: two-hour parking restrictions. Staff worked on designating areas downtown as "Restricted Parking Zones". A Study Session was held with the City Council in June 2025. Staff was working on making and installing signs.

Mayor Leech said he thought there was some discussion about four-hour parking downtown. Mr. Brown said that he remembered that two-hour and no overnight parking were discussed during the Study Session. He would check the minutes on four-hour parking.
10. Emergency Preparedness, completed. The City Council and certain staff members participated in a NIMS 100 class for certification in Emergency Management.

6. **CITY COUNCIL GOALS AND STRATEGIC PLAN:**

A. Presentation by J. Johnson

Mr. Johnson said the four areas of focus for the City Council had been in place for approximately 14 years. Staff conducted research and reviewed over a dozen strategic plans. With the exception of the organization, the other three

components, infrastructure, economic development, and quality of life, were included in most of those plans. The City was on target with the areas that it was focusing on. He said he would like to move ahead with developing a strategic plan next year.

Mr. Johnson said the priority of infrastructure and preserving existing assets included:

- Appearance and Image, such as the City's entrance signs, and increased budget for rights-of-way maintenance.
- Protect investments by having a developed five-year plan, repairing and maintaining the City's infrastructure (roads, water, and wastewater), and maintaining City facilities.
- Established reserves: The City had three months of operating expenses in reserve. There was also about \$37 million in the general fund in the unassigned budget. There was a significant amount of money set aside for potential recession, slowdown, or an unexpected event. The City was also saving money in reserve for future projects, such as the sports and event center (\$14.3 million), the water treatment plant (\$2.7 million), and the museum (\$ 800,000.00).

Mr. Johnson said that Economic Development included:

- Community partnerships, which promoted economic and community development through collaborative efforts with government and non-government organizations.
- Retail and commercial expansion through continuous outreach to attract and retain businesses.
- Recreation as an economic development tool: Following the Economic Development Plan for fiscal years 2024 to 2028.

Mr. Johnson said Organization included:

- Developed plans, including the General Plan update, which was adopted in 2018 or 2019, the Capital Improvements Plan, the Water and Wastewater Master Plans, and the Housing Plan.
- City employees, providing competitive compensation packages.
- Emergency preparedness plans such as the Hazard Mitigation Plan, Ready Navajo County, and FEMA training.

Mr. Johnson said Quality of Life included:

- Providing enhanced amenities such as parks, trails, Alternative Essential Air Service, a business incubator, and pickleball courts. The City was still waiting on the grant funding for Timothy McKay Park.
- Opportunities for youth at the City library, recreation leagues, and student government day.

- Community outreach through the Citizens Academy and service opportunities.
- Engaging with citizens through social media apps, email blasts, YouTube, and Cleargov.

Mayor Leech asked how much was coming for Timothy McKay Park. Mr. Johnson said the project was estimated to be between \$1.7 million and \$1.8 million, with 50% of the funding coming from State Parks.

Mr. Johnson said strategic planning provided local governments with a clear roadmap to achieve long-term goals, enhancing operational efficiency, improving resource allocation, aligning community needs with services, and building a more resilient and proactive organization. He said the five key benefits of a strategic plan included:

1. **Improved Decision-Making and Resource Allocation** - A strategic plan served as a guide, helping leaders make well-informed decisions by providing a clear framework for action.
2. **Fosters a Proactive Approach** - It shifted the focus from reactive problem-solving to proactive initiatives, fostering a more forward-thinking approach to community needs.
3. **Enhances Community Engagement and Vision** - Strategic planning created a common vision and mission, uniting residents and government officials around shared goals.
4. **Increases Efficiency and Accountability** - By establishing clear, measurable goals, governments could track progress, demonstrate success, and ensure accountability to residents.
5. **Strengthens Organizational Health** - The planning process helped local governments analyze their internal strengths and weaknesses, allowing for focused improvement efforts.

Mr. Johnson said a well-executed strategic plan could increase transparency, manage expectations, create a shared vision for the community's future, and build public trust in the government's ability to deliver results.

7. **BUDGET UPDATE AND ECONOMIC TRENDS:**

A. Presentation by J. Johnson

Mr. Johnson said that the annual inflation rate in the U.S. rose from 2.7% to 2.9% in August 2025. Imposed tariffs were putting some pressure on inflation. The reduced Federal rate was expected to partially offset the negative impact from tariffs.

Mr. Johnson said consumer spending rose 0.5% to \$20.8 trillion, demonstrating sustained resilience from consumers despite economic challenges. While a recession was not expected, some forecasts predict a slowdown.

Mr. Johnson said the short-term baseline forecast predicted that the U.S. economy would avoid recession. That translated into continued growth for Arizona. If the U.S. economy avoided recession in the near term, as assumed in the baseline forecast, the outlook called for Arizona to post another year of slow gains in 2025, before modestly accelerating in 2026 and 2027. Arizona added 34,300 jobs in July, translating to 1.1% growth over the year. That outpaced the U.S. at 0.9%. The long-term outlook for Arizona, Phoenix, and Tucson called for continued growth that outpaced the U.S. but fell short of the rates seen during the prior thirty years. Arizona was projected to add 2.6 million residents between 2025 and 2055.

Mr. Johnson reviewed a snapshot of the sales tax data. He said in the first two months of Fiscal Year 2026, the City collected over \$2 million in sales tax. Taxes continued to grow and generate elevated revenue.

Mr. Johnson said that good tourism numbers and increased local spending continued to generate elevated Fiscal Year 2026 revenues, outperforming both the budget and the prior fiscal year. He said the City was financially able to complete all budgeting activities. He said there were improved reserves and fund balances in Fiscal Year 2026, and staff would maintain a conservative budgeting process.

Councilman Judd noted that the tax revenue continued to rise and wondered if there was a way to drill down and identify what was driving the increase. Mr. Johnson said that the second page of the monthly tax report provided a breakdown of the revenue sources.

Mr. Brown said that retail was a significant contributor to sales tax revenue, including the big box stores and car dealerships.

Mayor Leech asked if the Town of Pinetop-Lakeside received a percentage of the sales tax revenue from Home Depot and Lowe's. Mr. Johnson said no, they did not.

8. **DISCUSSION ITEMS:**

A. Business Incubator Update (S. North)

Mr. North said the purpose of the business incubator was to nurture entrepreneurs and encourage new business startups. The business incubator feasibility study was completed in March 2024, and the City was awarded a \$275,000.00 Economic Development Administration (EDA) Planning Grant in September 2024.

Mr. North said that the structural assessment of the building was completed using funds from the EDA Planning Grant, along with several

other items, including the kitchen layout, equipment list, and specifications. The building architecture plans were 25% complete, and the business plan and financial pro forma were 95% complete. The City also received a grant extension to January of 2026 to complete an economic impact review and business plan.

Mr. North shared photos of the proposed business incubator site, floor plan, and interior design plans.

Mr. North said the next steps included completing the EDA planning grant in December 2025. The estimated projected cost of the business incubator was \$5 million. The estimated EDA contribution would be between \$2 million and \$3 million. He said staff would apply for the EDA construction grant in early 2026.

Councilman Judd asked what the timeline was for completion. Mr. North said that the project should be completed in 2027.

Councilman Judd wanted to know if people who wanted to use the kitchen would schedule a time to do so and if they would rent that space. Mr. North said yes, people would need to schedule time to use the kitchen and rent the space. It was all part of the business plan that was being developed.

Mayor Leech asked what people in the community were saying about the business incubator. Mr. North said he had heard nothing but positive comments.

Mayor Leech inquired whether there were other business incubators in the state. Mr. North said there were several, Surprise, Mesa, Queen Creek, and Flagstaff, all had one, and Winslow was working on one.

Mr. Brown said that White Mountain Economic Development continued its work with the City on pre-incubation services. He said this was a good investment for the community and would give the youth more options, with the hope that they would stay in the White Mountains.

Councilman Whipple asked if the City would be hiring someone to run the facility. Mr. North said that the City lacked the expertise to manage the facility and would need to hire someone.

Mayor Leech asked what kind of person the City was looking for. Mr. North said it could be a City employee or a contractor. There were businesses that contracted to run these types of facilities.

Councilman Adams asked how the City's business incubator compared to those around the state. Mr. North said he felt that the proposed business incubator was quite comparable to others around the state. Flagstaff had

two buildings; one was called an accelerator for businesses that had progressed past the incubator stage but were not yet ready to rent space in the community. He said the business incubator space was intended for short-term use, typically lasting a year or so, after which the business should be able to operate its own space in the community.

Mayor Leech inquired about renting office space. Mr. North said there would be a variety of different avenues for businesses to use, including full-time office space, part-time office space, home working space, some shared rent space, and conference room rentals. There would be a variety of revenue streams. The person hired to manage the building would be responsible for scheduling and negotiating contracts with the users.

Mayor Leech asked if the people who used the business incubator would have a business license. Mr. North said that the people using the business incubator would be vetted and needed to have a business license.

Mayor Leech asked if people using the conference rooms could purchase food from those using the kitchen. Mr. North said he saw no reason why those people who rented the conference room could not contract with those who rented the kitchen to provide food.

Mr. North said the business incubator was more than just about renting space. Those who utilized it would have access to support services for their businesses, helping ensure their success.

B. Fire Resistant Construction (J. Tregaskes/J. Wilhelm)

Mr. Wilhelm said that wildfire-resistant construction was introduced to the City by Timber Mesa Fire and Medical. They met with staff and expressed concerns about protecting the community from wildfires. Some of the issues that were brought up included existing buildings and new construction being dropped by insurance companies, the cost of rising insurance rates, the availability of insurance, and the potential for wildfires to destroy buildings.

Mr. Wilhelm said staff was looking for direction from the City Council regarding modifying the building code to address building-related issues, such as putting some restrictions on new construction versus existing structures. He said this would increase construction costs, provided no guarantee of obtaining insurance, and insurance requirements could vary. Some insurance companies were dropping coverage just because of the zip code, and maintenance would be ongoing.

Mr. Wilhelm said that possible code revisions included incorporating defensible space, defining minimum roof covering, venting screens, non-combustible gutters and downspouts, and non-combustible ground

clearance. He said defensible space was defined as an area within five feet of the home. Homeowners would need to remove all vegetation within five feet of the home. That would include shrubs, bushes, rose bushes, and any ladder fuels.

Mr. Wilhelm mentioned that some of the ideas discussed regarding home construction included minimum roof standards requiring a Class A roof of metal or asphalt shingles, which could necessitate a heavier sublayer. Smaller vent screening around attics and crawl spaces. This was related to preventing sparks and embers from entering the home. Requiring metal gutters and downspouts instead of vinyl and enforcing a six-inch gap between any ground cover and siding. Any supports for post decks would need to be made from non-combustible material. Require eaves to be enclosed by boxing the bottom to prevent embers from accessing the home, and use non-combustible siding and deck material.

Mayor Leech asked if the City was in discussions with insurance companies to obtain some guidance, especially in light of the zip code issue. He said it did not make sense to implement these types of changes if people were still unable to get insurance or if rates continue to increase. Mr. Wilhelm said the fire department was reaching out to insurance companies to get some standards. That information was still pending. City staff would meet with the fire department once that information was obtained.

Mr. Brown said Chief Chevalier was on the Governor's insurance committee. The idea was to standardize what insurance companies required to ensure a consistent approach. So, if a person built a house in a certain way, it should be insurable.

Councilman Judd said that the City Council needed more information. There seemed to be two separate issues: one was the safety issue, such as the number of structure fires in Show Low, and the other was whether this was primarily an insurance issue, and how many people were unable to obtain insurance. He said he would hate to increase the cost to build homes if it were not necessary.

Mayor Leech said that if these changes were to increase the cost of housing and people were still not able to obtain insurance, then it might not make sense.

Mr. Brown said staff would gather more information. Staff wanted to know whether they should continue to explore fire-resistant construction and pursue the insurance issue.

Councilman Judd said he would like to know how many residents in Show Low no longer had homeowners' insurance.

Mayor Leech asked if the fire department could implement their own fire restrictions or if they needed the City's approval. Mr. Wilhelm said Timber Mesa was its own entity, and they could adopt anything. Mayor Leech said he was glad they were working with the City.

C. Workforce Housing Update (J. Tregaskes/S. North)

Mr. North said the City Council approved Resolution No. R2024-08 on February 6, 2024, which provided incentives for Workforce Housing. Incentives included waiver of permit fees, sales tax rebate of \$1,000.00 per workforce-designated unit, and capacity fee credits. The developer had to qualify for these incentives by either renting or selling to people who earned an income between 60% and 120% of the area median income, which was approximately \$38,000 .00 a year, up to \$75,000.00 a year. He said anyone who took advantage of those incentives had to keep their units for the workforce for a period of ten years.

Mr. North said the City already had the eight-unit Madison Court Apartments in play, with 12 more under construction. There were also a couple of single-family homes across from the VFW; however, two of those homes were market-rate houses. He said that there were also quite a few in the pipeline.

Mr. North said the Mountain Ridge Apartments, adjacent to Snow Creek, had 80 units designated for workforce housing and 16 for market rate.

Mayor Leech asked whether the four houses across the street from the VFW all qualified for the workforce housing incentives, even though two were market-rate. Mr. North said no, only the two houses intended for use as workforce housing units qualified for the incentives.

Mr. North said there were an additional 40 units in the review process. He said the City was looking at nearly 150 units being developed as a result of the incentives program.

Vice Mayor Kakavas asked where the approved 40 units were located. Mr. Wilhelm said the 40 units were near Roberts Tire Sales.

Councilman Judd asked if the workforce housing units across from the VFW were going to be sold or were they rental properties. Mr. Brown said the houses across from the VFW were rental units.

Councilman Adams asked about the status of the proposed partnership project brought to the City Council by Jim Hammett. Mr. Brown said that after the project was brought to the City Council, some questions were raised, and staff was working through them.

Ms. Atencio said there were some questions regarding the procurement of the project and financing with Mr. Hammett and his group. Staff contacted the League of Cities and Towns, which recommended the City speak with Attorney Andrew McGuire, who had worked with the League in the past. Staff shared the documents and financing proposal on the project with Mr. McGuire.

Ms. Atencio said Mr. McGuire expressed significant concerns about the project and how it had come about without going through the procurement process. He also expressed concerns about the unusual form of financing since it would be treated as a utility. He said that he felt it was a way of getting around the budget expenditure limits set by the Arizona Constitution. Staff asked him to provide his findings in writing and would share that information with the City Council once it was received.

Councilman Adams asked whether the concerns regarding the proposed project could be addressed and brought into compliance, or if the project was headed in the wrong direction. Ms. Atencio expressed her concern about the financing, particularly as the City moved forward with the sports and event center. Just because the financing was called something different, it would still be a violation of the expenditure limits. That needed to be ferreted out before the City could proceed.

Ms. Atencio said that, regarding the construction and development, it might require taking a step back and putting the project through the procurement process. In this process, Jim Hammett's group could submit a proposal along with others, similar to what the City did with the sports and event center. However, without the financial aspect, achieving this would be difficult, and Mr. McGuire did not think off-book financing was legal.

Councilman Judd asked if the issue was due to it being a utilities agreement. Ms. Atencio said that SP Corporation would be financing the project and then essentially leasing it back to the City, but the agreement they used was a utilities agreement.

Mr. Brown said SP Corporation referred to it as a utility service provider agreement. They did a lot of these projects, for things like water and wastewater infrastructure, as a way for the cities and towns to keep the financing off their books. They were trying to go that route with housing, which was new, and that was the legal issue.

Councilman Adams said that he was aware that other cities had workforce housing projects and wondered how they did it. Ms. Atencio said the City of Flagstaff funded the program itself through grants and city funds and had created an entire department for workforce housing. Mr. Brown said in some instances, the city owned the property where they were building

workforce housing.

Councilman Whipple asked if other cities were using Zenni Homes or different companies. Mr. Atencio said she did not know if other cities were using Zenni Homes or other companies.

Mr. North said the Flagstaff project might be a low-income project taking advantage of the federal tax credits. He was not familiar with any tax credits available specifically for workforce housing.

Ms. Atencio said Flagstaff had both affordable housing and workforce housing. The tax credit was probably for affordable housing, but there were grants available for workforce housing.

Mayor Leech said the City needed to stay on top of the proposed project with Mr. Hammett's group to see if it would be possible to pursue.

Ms. Atencio said that private businesses were stepping up and taking advantage of the workforce housing incentives. She suggested that the City Council could have an Executive Session once the memo was received from Mr. McGuire.

D. Public Works Project Updates (S. Hemesath)

Mr. Hemesath said he wanted to run through some of the public works projects that were wrapped up, ongoing, and upcoming. The City's airport parking lot expansion included 48 new parking stalls. A preconstruction meeting was scheduled with the contractor, and construction was expected to begin soon. On the Fools Hollow Waterline Replacement Phase II project, 80% of the water main was installed. The contractor was working on the remainder of the main and services. The project was scheduled to be done November 20. He said the tank repairs were complete for the 300K Water Storage Tank, and the booster pumps were almost ready to get online and working.

Mr. Hemesath said construction was underway for the Show Low Lake Playground Replacement, and the Ponderosa Field Playground Replacement was scheduled to be installed next. The Archibeque Park Restroom structure was complete, and the electrical and plumbing work was being finished.

Mr. Hemesath said that the 2025 aerial photo had been completed and would be added to the City's mapping. He said the Aquatics Center landscaping was complete.

Mayor Leech said the old playground equipment might be donated to Cibecue.

Mr. Hemesath shared photos of the progress on the Recreation City Campus Training building. He said the estimated completion date was January 1, 2026.

Mr. Hemesath shared photos of the Public Works building and said the estimated completion date was April 17, 2026.

Mr. Hemesath said the engineering department averaged about 100 projects a year, and he wanted to review some of the big-ticket projects that would roll out over the next six months. He said the City was waiting on grant funds for Timothy McKay Park improvements. He said that the project would be treated like Frontier Park, with multiple bids for multiple projects, such as paving for the path, landscaping, and restrooms. So, it was going to take some time to work through that project once the funds were received.

Mr. Hemesath said, based on the weather, 36th Drive Curb and Widening was the next project for the engineering department to start designing. The SR-260 Multi-Use Path was an Arizona Department of Transportation grant project that was awarded for a path between Fawnbrook and Pine Oaks on the west side of the road. The project should start in the next couple of months. Also, the City would be doing another batch of manhole replacements soon.

Mr. Hemesath said staff identified some spots at the Little League field and the tennis courts parking lots to install additional lighting. Staff surveyed the South Meadow Path Connection off the highway to develop a plan. Staff would meet with the hotel developer to coordinate the parking improvements.

Mr. Hemesath said that at the bridge at the East Woolford/Show Low Bluff Connection, there was an opportunity to install a secondary waterline across the bridge and up to that corridor to relieve water between the two pressure zones. He said the Siesta and Flores Waterline Replacement was the big replacement project of the year. There was a lot of old, small pipe in that area. This was located behind the Walgreens area.

Mr. Hemesath said the downtown parking lot area was completed on September 25, 2025. The landscaping for the parking lot only would start in October. There was approximately \$70,000 in savings on the project. He said the budget for the downtown restrooms was \$150,000, and the downtown pavilion was \$125,000.

Mr. Hemesath said staff was laying out the rest of the improvements for the area and looking for some direction. He shared the floodplain location zone AE for the area. He said structures could be placed in this area, but

an elevation certificate would need to be obtained for any building. The parking lot and pavilion were not an issue. The bathrooms would need to be elevated, and there were some issues with the Huning House, as it would be considered a Substantial Improvement.

Mr. Hemesath said the City Code, Chapter 13, defined Substantial Improvement as any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure before the "start of construction" of the improvement.

Mr. Hemesath said the Huning House would need to be brought up to current code. Substantial improvements would require that the building be elevated above the base flood elevation, which was currently about 18 inches below the base flood. The footer foundation of the building would need to be jacked up about two feet. A builder, along with staff, examined the building and discovered that it was built on sandstone blocks and lacked a foundation. The structure would need to be anchored to a foundation in the floodplain. So, no matter what, if a decision was made to keep it, a foundation would need to be put in.

Mayor Leech said that while the City Council did not like to see something torn down, the house might fall apart when trying to put in a foundation. He said he would like to see a memorial there.

Councilman Adams said if the house had to come down, he would like to preserve as much of the wood as possible for reuse. He would also like to see a marker there as well.

Mr. Hemesath presented some park concepts for the downtown area, including restroom and pavilion layouts. He said there was \$125,000 in the budget for the pavilion. The idea was to create something very aesthetically pleasing, using big, bulky timber beams and possibly some blocks at the bottom of the beams. Staff would probably do a Request for Proposal to see what builders design. The pavilion would probably be 24 feet by 30 feet.

Mr. Hemesath said staff discovered a hand-dug well on the site through the sandstone. It was suggested that perhaps that could be turned into a wishing well.

Mayor Leech said he liked both concepts proposed. He asked if some of the materials from the Huning House could be used in the pavilion. Mr. Hemesath said it might be possible to incorporate some of the materials from the Huning House into the pavilion.

Councilman Adams said he liked the second concept better. He also liked the idea of using pavers for the pathways.

Mayor Leech said he did not want to get off topic, but needed to ask what was going to be done about the bathrooms at Frontier Park. He said the City had outgrown the restrooms, and they were always breaking, but he did not think putting more money into them was the solution either. He asked that City staff put these restrooms on the radar, as so many events were held at Frontier Park.

Councilman Judd suggested putting in a second set of bathrooms. Mr. Mariscal said a second set of bathrooms could be located on the west side of the fields. There were not enough restrooms for four or five times a year, but for normal weekend activity, a couple more stalls would be convenient.

Mr. Hemesath said the downtown bathrooms would probably be done in the next six months if the restroom location was approved. Landscaping could not be done until spring. The location of the pavilion was the next item to be decided, after which the Request for Proposal could go out.

Mayor Leech asked how security was going for the bathrooms. Mr. Hemesath said security with the bathrooms was going well. The handles were being switched out, which prevented the deadbolt from being engaged, so the door had to shut.

Vice Mayor Kakavas said she would like to work with Councilman Adams and City staff on the plans for the downtown pavilion area.

Councilman Adams asked if power at the Meadow, including additional power at the ramada and lighting the walking path, could be added to a future agenda. Mr. Hemesath said staff was looking at adding additional power to the meadow barn and working with APS to put a 200-amp panel along the fence.

Mayor Leech asked if staff had looked into using solar lighting at the Meadow. Mr. Hemesath said staff had not looked into that. He should have answers from APS in the next couple of weeks.

E. Indoor Training Facility (Councilman Judd and S. Hemesath)

Councilman Judd said the indoor training facility was an idea that had been tossed around for a while. The City was doing a lot for the community, but the Show Low School District (School District) was being left behind. Perhaps there was a way the City could provide something for the School District, such as an indoor training facility. The soccer, baseball, football, and golf teams could all utilize the facility during bad weather, as the gym was not suitable.

Mr. Hemesath said the proposed indoor training facility would be a 120-foot by 100-foot prefabricated steel building. This space would be used for recreation and sports training during the off-season or during bad weather.

Mr. Hemesath said that in the current budget, there was \$150,000 allocated for the project design. The 12,000-square-foot building would need to be designed by an architect. The items that would be considered in the design included ingress and egress, life safety, ventilation, restrooms, ADA compliance, and building/zoning issues.

Mr. Hemesath shared images of the indoor training facility layout and the five proposed locations for it.

Mr. Hemesath said Location 1 was on the School District property, just inside the solar farm. This location was in flood zone A, so a structure could be built there; however, the building would need to be elevated. Utilities were very close to the site, and parking was across from the facility. Mr. Brown said two more years were remaining on the solar farm contract.

Mr. Hemesath said Location 2 was also on the School District property, a little further up from Location 1. It was still walkable from the schools, but it was a bit further from the utilities, and parking was an issue.

Mr. Hemesath said that Location 3 was on City property at Frontier Park. Utilities were close, and it was out of the flood plain. However, the building would use up some of the overflow parking area.

Mr. Hemesath said Location 4 was at Nikolaus Homestead School, and Location 5 was on City property at Nikolaus Homestead Park.

Mr. Hemesath said that, in addition to the design cost, the steel building had an estimated cost of \$225,000. The concrete slab with footing would cost between \$250,000 and \$300,000, and the cost to erect the building would be \$200,000. Alternatively, contractors could donate resources.

Mr. Hemesath said some additional items that needed to be addressed included restrooms at approximately \$30,000, synthetic turf at approximately \$150,000, and utilities at approximately \$20,000. The costs for the following items were unknown at this time: ADA-compliant improvements, sports netting, ventilation/HVAC, and parking.

Councilman Judd suggested that perhaps the City could provide the concrete and the building, while the School District could complete the rest.

Mayor Leech said that he would like to ensure the School District had the necessary funds to complete the project before the City took any action,

and would like to see the School District set funds aside for the project.

Mayor Leech questioned what the City taxpayers might think about using City funds on school property. He suggested that the School District should be able to utilize the sports and event center as a training facility.

Councilman Judd said it would be difficult to put turf at the sports and events center. The training facility would be used for more than just court sports. Also, transportation was an issue.

Councilman Adams asked if a training facility could be incorporated into a five-year plan at the Show Low Bluff area near the sports and event center.

Mayor Leech said if the City did build a training facility, it would not just belong to the school but would need to be open to the public.

Vice Mayor Kakavas said she was concerned that the School District's tax base was significantly larger than the City's. The City already did a lot for the School District. The citizens in the community were going to wonder why the City was putting a building at the school.

Councilman Judd said he understood that there were issues with the City building a training center for the School District. However, this was a \$1 million building, which was a lot of money, but the City was investing \$2 million in the kitchen for the sports and event center.

Mayor Leech said this was something the City needed to look into more, but the sports and event center was a priority.

Councilman Judd said transportation was a concern, as there were not enough bus drivers to transport the students.

Councilman Whipple said he loved the idea of a training facility, but he was concerned about the school budget and wondered who would be responsible for cleaning and maintaining the building.

Mr. Hemesath said staff could discuss with the designers of the sports and event center the feasibility of adding drop-down cages for golf, baseball, and softball, as well as the use of roll-out turf for a couple of the courts.

F. Traffic Update (B. Provost and G. Westover)

Commander Westover said that traffic, congestion, and accidents were the most frequently reported complaints received by the police department. He said that COVID-19 impacted the City's traffic. Prior to the COVID-19 pandemic, people would winterize their homes and return to the valley. Now, their second home had either become their permanent residence or

was being used as a short-term rental. So, traffic no longer subsided in the winter and early spring.

Commander Westover said the strategies he was going to address were called "The Three E's Strategy." The department planned to address traffic safety concerns through Enforcement, Engineering, and Education. He said the City was fortunate to have analytical capabilities with Automated License Plate Recognition and Flock, which captured vehicles entering and exiting the community. He shared data for 30 days in July and August. He said he was shocked to see that in those 30 days, the City had about 3.5 million vehicle leads cumulative with all of the cameras. What was even more shocking was that just over one million of those were unique vehicles.

Commander Westover said intelligence drives planning and operations. When staff crunched the numbers for injury, non-injury, and fatal accidents, they were able to create a hotspot map, which provided a visual representation of where all accidents were occurring. In 2023, there were 328 non-injury accidents; in 2024, 306 non-injury accidents; and in 2025, 187 non-injury accidents. He said injury accidents were also decreasing. In 2023, there were 95 injury accidents, in 2024, 95 injury accidents, and in 2025, 64 injury accidents. Fatal accidents also decreased in 2025, with two in 2023, four in 2024, and zero in 2025. These accidents occurred in very similar locations. He said this information helped the police department, through data-driven analysis, try to figure out what could be done to mitigate some of this risk.

Commander Westover said some of the hot spot areas for accidents included the Whipple Road and the Deuce of Clubs, Woolford Road and the 260, and around Walmart, Home Depot, and Lowe's.

Commander Westover said most of the City's traffic started around 8:00 a.m. and ended around 6:00 p.m.

Commander Westover said these strategies were pulled from the Northern Arizona Council of Governments, Data-Driven Approaches to Crime and Traffic Safety, the Governor's Office of Highway Safety, the National Highway Traffic Safety Administration, and the Arizona Department of Transportation.

Commander Westover said on the Enforcement side of the 3 E's Strategy, studies had shown that nothing was more effective in impacting traffic safety than enforcement. Enforcement included staffing improvements, new hires, and recruits. He was happy to report that the police department was almost fully staffed.

Commander Westover said other aspects of enforcement included hotspot policing, partnering with Senior Patrol, Animal Control Officers, and the

school, including School Resource Officers, cadets, and students, and utilizing regional partnerships with the Pinetop-Lakeside Police Department, the Arizona Department of Public Safety, the Snowflake-Taylor Police Department, the Government Office of Highway Safety, and the National Highway Traffic Safety Administration Traffic Safety Squad. He said that the Show Low Police Department was going to be more visible, more proactive, and intentional in how resources were deployed.

Commander Westover said he sat down with Mr. Hemesath, who shared with him what the engineering department was doing to improve City streets and intersections. Some of the engineering recommendations from those studies were quite robust, especially for the 260. He said they discussed exploring what it would look like to force people to turn right and remove the option to turn left at Whipple and the Deuce of Clubs.

Commander Westover said he met with Carl Erickson, the new engineer with the Arizona Department of Transportation, and reviewed some of the recommendations. He said Mr. Erickson was committed to looking into some of them.

Mayor Leech said that there was a lack of consistency in the traffic lights throughout the community, which was confusing to drivers. He said the lights should be the same. Commander Westover said that the Arizona Department of Transportation governs many of the lights and was aware of some of the inconsistencies.

Commander Westover said there were planned connectivity projects at Owens and 8th Street, Scott Ranch Road, and Summit Trail. Mr. Hemesath said other upcoming connectivity projects were Woolford Road across Show Low Creek and Cooley Street near 16th Avenue. Some smaller connectivity projects that had already been completed were 8th Street by the Elks Lodge and Thornton by the schools,

Commander Westover said connectivity was crucial for traffic safety because it enabled locals to avoid the hot spots.

Commander Westover said he had a productive conversation with Mr. Erickson regarding speed management in the area around Walmart, Home Depot, and Lowe's. Past studies had shown that traffic increased from 35 mph to 45 mph through that zone and then decreased back to 35 mph through Pinetop. Mr. Erickson informed Commander Westover that the Arizona Department of Transportation's speed tracker indicated that everyone was traveling at 45 mph through that area, and they did not want to slow them down if that was their normal speed through that area. Commander Westover shared the hotspot information with Mr. Erickson, and he said he would look into what could be done.

Commander Westover said the Arizona Department of Transportation was not a fan of putting a raised median in the area of Walmart, Home Depot, and Lowe's because of the snowplows and the work they had to do during the winter. He suggested that possibly forcing people to turn right instead of left out of these businesses might be a solution, but it needed further investigation.

Mr. Hemesath said that the Arizona Department of Transportation conducted a safety study last week at SR 260 between Show Low Lake Road and Scott Ranch Road.

Chief Provost said that many people coming into town were transitory, so they ignored messaging regarding speed and traffic safety. This was where physical engineering, such as roundabouts and engineered turns in the road, would force them to slow down.

Councilman Judd asked if a right turn lane should be installed on Central Avenue, from the Deuce of Clubs to the CVS parking lot, and from Central Avenue going north into the Burger King, as traffic tended to back up there.

Mayor Leech asked if the traffic light at the Deuce of Clubs and Central Avenue could stay green longer, especially during school pick-up and drop-off hours. Commander Westover said that Mr. Erickson indicated that if City staff would notify him about concerning intersections, there were cameras at most intersections that they could use to study the intersection and adjust the lights based on their findings from the assessment.

Mr. Hemesath said the Arizona Department of Transportation lights were cascaded on purpose, timed in unison so traffic could flow through town and drivers would not get backed up. If the light at Central Avenue stayed green longer, cars would get backed up at McNeil, but perhaps it could be done just at certain times.

Commander Westover said engineering was one of those strategies that would require a significant investment and a substantial commitment from many people. He said the City Council needed to weigh in on what the priorities were. Some of these suggestions were already in the budget.

Commander Westover said the final "E" was Education. Traffic safety education was an area where the City could improve by collaborating with its partners on messaging through signboards, newspapers, media, and radio. He shared some of the slogans staff came up with to remind people to slow down. He said SPIDR Tech was being utilized to send text messages to those who called 911, and safety messages could also be added to that platform.

Commander Westover said the City's underage drivers were a cause of many accidents. One plan was to have the School Resource Officers conduct an educational block with students eligible to drive, reminding them to slow down, use their safety restraint devices, and obey the law.

Mayor Leech said he liked the idea of having the School Resource Officers and Senior Patrol more visible at the schools during pick-up and drop-off.

Mayor Leech said he hoped the City could work with the Arizona Department of Transportation to address some traffic problems and traffic light issues. Commander Westover said Mr. Erickson was new to his position and was receptive to staff ideas. He said Mr. Hemesath had a great relationship with the Arizona Department of Transportation team. He felt the City should see some improvements with the highways.

G. Urban Camping (G. Westover)

Commander Westover said he wanted to discuss urban camping with the City Council to determine if there was any interest in exploring a new City Code that would provide the police department with another tool in its toolbox. It was something that would not be used a lot, but, when needed, would help officers address quality-of-life issues related to urban camping and homeless encampments, as well as public safety concerns.

Commander Westover said that the police department collaborated with local businesses and offered them the option to sign an authority to arrest form. This form gave officers authority to arrest trespassers on their property after hours. The owner could then appear in court and testify that the person did not have permission to be on their property after hours. Staff worked with the business owners to ensure that appropriate signage and proper notification were posted.

Commander Westover said there was a small gap in this authority to arrest program involving private properties, specifically where it was difficult to contact the property owners. The transient population had figured out a loophole that allowed them to move in and out of these private properties for a few weeks at a time, thereby evading law enforcement's ability to hold them accountable. He shared images of the tents and trash that the transient population left behind.

Commander Westover said people did not feel safe walking by these homeless encampments. When officers went to these encampments, those camping on the property would tell them they had permission to be on private land. Since many owners were unreachable, the officers were unable to verify the information. So, a change in City Code would provide officers with a new tool for those rare occasions when they lacked the

authority to make a trespassing arrest and were unable to contact a private property owner.

Commander Westover said Ms. Atencio had drafted a pretty robust policy, which he shared with the City Council. He said staff wanted the policy to address both private and public property, and it still needed some refinement. He asked if the City Council was open to considering an Urban Camping Ordinance.

Mayor Leech said he never thought the City would need to consider an urban camping policy, but as the City grew, it was needed.

Councilman Judd said he liked the policy and thought it was needed.

Commander Westover said the policy would prevent people from renting camping space on private property, so a short-term rental packed with people could not have tents in the yard. This policy would give the police lawful authority to act when necessary.

Mayor Leech asked if this policy would prevent people from camping in the Walmart parking lot. Commander Westover said there were some limits, specifically that people could camp at certain locations for up to 14 days. The ideal situation would be to contact Walmart and obtain authorization to trespass the person from the property. This policy was intended for situations when an officer could not reach the lawful representative of the party to take action to remove the person from the property.

Councilman Adams said he was all for the ordinance.

Vice Mayor Kakavas asked if the ordinance could require that individuals camping on private property produce written permission from the property owner. She said she liked the proposed ordinance. Commander Westover said staff could explore any recommendations.

Commander Westover said staff would fine-tune the ordinance and present it to the City Council.

H. Animal Control (A. Atencio and G. Westover)

Commander Westover said one of the highest calls for service was related to animal control issues, resulting in many complications in effectively and fairly handling animal-related issues. He said the first one he wanted to discuss was related to leash law concerns. The police department received frequent complaints regarding animals on retractable leashes. These leashes could expand to 28 feet, allowing a dog to move quickly from six feet to 28 feet, which could result in dog bites and endangering people who

feared for their safety. In these instances, police were called to force people to get their dog under control.

Commander Westover said another example surrounding leash laws involved people who misconstrued the current leash law by strapping the leash handle into the dog's collar, allowing the dog to run around at large, then claiming they had their dog on a leash.

Commander Westover said staff recommended updating the City's current leash law to provide a more precise definition of what was considered a leashed dog and what control of that dog looked like. He suggested that a leash should be six feet or less to mitigate the issues with retractable leashes and that the owner must control their dog. He said that this would address unwanted contact with passersby.

Commander Westover presented a draft of the proposed changes to the current City Code.

Chief Provost said the police department also received many dog-on-dog calls where one dog was attacking another; however, the owners could not be cited because both dogs were on leashes. In most cases, one dog was on a retractable leash.

Chief Provost said another area of concern was the increase in rabies. There were over 20 foxes this past year that tested positive for rabies, and it was now moving into the domesticated cat population. Therefore, owners needed to control their dogs and keep them away from other animals to prevent rabies transmission.

Commander Westover said just a few small adjustments would be impactful when addressing leash laws and dogs at large.

Mayor Leech asked if there was anything in the City Code that addressed dogs in the dog park; he had heard there were lots of dog fights there. Commander Westover said that the dog park was one of the exceptions in the City Code. There were some exceptions where a dog did not have to be leashed, such as during obedience training, hunting, participation in a kennel club show, dog races, performing duties like those of an ADA-type dog, and in city-designated areas.

Chief Provost said there had been issues at the dog park, particularly dog-on-dog issues. Ms. Atencio said that dogs in the City were required to be licensed and have their rabies vaccinations. If the owner did not live in the City, their dog needed proof of a current rabies vaccination to use the dog park. This was posted on signage at the park.

Commander Westover said he and City staff were dealing with the complexities of Pet Allies. They were at capacity, and although the City had a contract with them to accommodate City animals, there was no more space for future animals, especially those that got into fights and lacked rabies vaccinations. There were a couple of options, but the most common one was to take them to Pet Allies and put them in quarantine. But if there was no kennel for them, it created a complex situation on what to do with that animal.

Mayor Leech asked where the animals were quarantined if Pet Allies was full. Commander Westover said the City worked with the Humane Society. Chief Provost said if the dog was licensed and had their shots, the animal was allowed to quarantine at home.

Commander Westover said feral cats were another complex issue, and there was no City ordinance to address cats. The City had codes that addressed dogs and other animals, but not cats. There was nothing that gave any authority to trap feral cats; there was no such thing as a cat at large. One of the issues with trapping cats was determining whether they were feral or domestic. Currently, Animal Control was taking them to Pet Allies for a 72-hour quarantine, for the owner to claim them. If the cat was not claimed after 72 hours, officers needed to figure out what could be done. Pet Allies did not have the space to home them.

Commander Westover said the Trap, Neuter, Release/Relocate (TNR) program was a sensitive topic and wanted to discuss the possibility of a TNR program. Pet Allies described feral cats as being territorial. So, the idea behind a TNR program was to trap the cat, and, for a certain fee, Pet Allies would neuter that cat. They marked the cat, usually by clipping its ear, to indicate it had been neutered, and then took it back to where it was trapped. Because the cat was territorial, it theoretically took over that same area and prevented unneutered cats from moving in and reproducing. The hope would be that, eventually, an effective program would have neutered cats occupying that space, pushing the unneutered cats further out.

Commander Westover said the City already had a City Code that prohibited people from feeding stray animals or wildlife, and a feral cat fits that mold. But people were feeding them anyway, and that kept feral cats in that territory. He suggested exploring the City Code that gave the police department more leverage to deal with feral cats, which were such a nuisance that the animal control officers had their hands full dealing with feral cat issues.

Mayor Leech asked if the City needed additional funds for the TNR program. Commander Westover said the City would need to earmark funds to pay for a TNR program. He said the City would like the discretion to euthanize cats that were problematic and did not change their behavior.

Mayor Leech said staff should look into the cost and implementation of a TNR program.

I. Open Meeting Law (A. Atencio)

Ms. Atencio said that the purpose of open meeting law, A.R.S. 38-431.9, was that meetings of public bodies be conducted openly and that notices and agendas for those meetings contain such information as was reasonably necessary to inform the public of the matters to be discussed or decided. She said Councilmembers should interpret open meeting law in favor of open and public meetings.

Ms. Atencio said that the public had a right to observe and potentially participate in open discussions about decisions made by public entities. Meetings of the public body were to be conducted openly.

Ms. Atencio said, according to A.R.S. 38-431(6) Public Bodies was defined as the legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of this state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors were appointed or elected by this state or political subdivision. She said a city or town was a public body.

Ms. Atencio said that, pursuant to ARS 38-431(4), a meeting was defined as a gathering of a quorum of a public body at which they discussed, proposed, or took legal action, including deliberations. Four members of the City Council constituted a quorum.

Ms. Atencio said that the open meeting law required agendas, so people would know what would be talked about and could decide whether or not to attend. That was why Councilmembers could not speak about items not on the agenda. Agendas must be posted at least 24 hours in advance. This ensured that people would have enough time to decide whether to attend the meeting. Minutes were due within three working days of the meeting in draft form. This ensured that people were aware of what occurred, even if they could not or did not attend the meeting. Minutes must be in written form or recorded.

Ms. Atencio said a proper open meeting law meeting was a posted agendized meeting of a quorum. An improper or illegal open meeting law meeting could involve an interaction of a quorum on an issue without an agenda or off-agenda discussion. Polling before meetings where individual members of a public body were individually discussing business with a majority of other members, often done to gauge opinions or take preliminary actions without a formal, public meeting. Serial meetings were

a series of private, unannounced conversations, either in person or by email, between a quorum of members of a public body to discuss or act on official business. Councilmembers did not need to be in the same room for a quorum to exist.

Ms. Atencio reviewed ARS 38-431.03 regarding Executive Sessions. She said there were narrow exceptions to when public entities could hold discussions without the public attending or participating. Each option for an executive session must be listed on the agenda in advance. Those options included employment/potential employment issues, discussion/examination of confidential records – as set by law, not opinion, legal advice – with a lawyer, negotiations of contracts, claims, and settlements, negotiations with employee organizations, negotiations of interstate/international/tribal matters, and negotiations for purchase/sale/lease of real property.

Ms. Atencio said that narrow exceptions exist for executive sessions to allow a public entity to avoid being harmed by having to discuss everything in a public session. Discussions may occur in executive sessions, but action must always occur in open sessions. If directions were given in executive session, they must be confirmed in open session. Minutes were still taken for executive sessions, but they were not published like those from open sessions. She said executive sessions were not for discussing issues that Councilmembers did not want the public to hear. It must be based on a specific legal basis or be handled in an open session.

J. 75th Year Celebration Preparations (Councilman Adams and M. Mariscal)

Councilman Adams said the 75th anniversary of Show Low was two and a half years away, and he thought it was something the City should start planning for. It was not too early to figure out what the celebration should look like, what the City wanted to accomplish, and who should be involved.

Mr. Mariscal said that the first thing that needed to be done was to put a planning committee together. Staff should create a website dedicated to the 75th year and the events that would take place throughout the year.

Mr. Mariscal said the weekend of May 6, 2028, would be a big celebratory weekend, featuring a drone show, a concert, and feeding the public. But throughout the year, starting with the Groundhog Day breakfast, other events would be held. Some suggested events include a 75-mile challenge where people could run, walk, or swim 75 miles throughout the year. A movie in the park that was 75 years old. Create an anniversary movie that commemorates the 75-year history of Show Low. The Fourth of July parade would be themed around 75 years of Show Low. The City could host a variety of sporting events as well.

Mr. Mariscal said the City would design a logo for the 75th Anniversary to be used on hats, shirts, and other items.

Councilman Adams said he would like to see an interview with people who were in Show Low 75 years ago. He also suggested that Clair Thomas be on the planning committee.

Mayor Leech said staff would need to start thinking about the budget for the 75th Anniversary Celebration and plan on setting money aside.

Mr. Brown asked the Councilmembers to let staff know who they thought should be on the planning committee. Mayor Leech suggested that Vice Mayor Kakavas and Councilman Adams be included in the planning committee.

K. Regular City Council Meeting Times and Frequency (Mayor Leech)

Mayor Leech said he would like to see more flexibility with Council meetings, such as holding only one meeting a month in certain months, and moving the meetings to an earlier time if a storm was coming.

Mr. Brown said that scheduling some Council Meetings at 5:30 p.m., as well as holding just one meeting a month in November, December, and January, was something for the City Council to consider. The City already held just one meeting in December. Sometimes, it was hard for staff to get items on the agenda around the Thanksgiving and New Year holidays due to various vacations and the timing of the meetings.

Mr. Brown said the City was considering having only one meeting in November on November 4, 2025. The December meeting could be moved to December 9, 2025, because of the Thanksgiving holiday, which would allow the staff more time to prepare the agenda. He said the City was also considering canceling the first meeting in January and holding only the January 20, 2026, meeting.

Mayor Leech asked if the 5:30 p.m. start time for meetings would be better in the summer or winter.

Councilman Adams said a 5:30 p.m. start time would be difficult in the summer.

Mayor Leech said the City was probably only going to have one meeting in November, December, and January. He asked Mr. Brown to start reviewing meetings months in advance to determine if the time or number of meetings needed to be changed and to inform the City Council.

9. **ADJOURNMENT:**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE RETREAT OF THE SHOW LOW CITY COUNCIL OF OCTOBER 1, 2025, AT 1:17 P.M.**

ATTEST:

APPROVED:

Rachael Hall, City Clerk

John Leech, Jr., Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Retreat of the City Council of Show Low held on October 1, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Rachael Hall, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE SHOW LOW CITY COUNCIL HELD ON WEDNESDAY, OCTOBER 1, 2025, AT 1:30 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA.

1. Call to Order.

Mayor Leech called the meeting to order at 1:33 p.m.

2. Roll Call.

COUNCIL MEMBERS PRESENT: Mayor Leech, Vice Mayor Kakavas, Councilman Adams, Councilman Hatch, Councilman Judd, and Councilman Whipple.

COUNCIL MEMBERS ABSENT: Councilman Clark.

STAFF MEMBERS PRESENT: F. Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Brad Provost, Police Chief; Shane Hemesath, Public Works Director; Rick Austin, Public Works Operations Manager; Mike Mariscal, Community Services Director; Grace Payne, Communications Manager; Rachael Hall, City Clerk; and Kathy Clements, Assistant City Clerk.

GUESTS: Douglas and Carla Evenson, Chris Ford, Tom and Beverly Hammar, Teri Raymond, Brenda Larison, Beverly Tomkins, Gary Custer, Hylan Levos, Revone Bauwens, and others.

3. **CALL TO THE PUBLIC:**

None.

4. **CONSENT CALENDAR:**

- A. Consideration of Award of Contract for Carpet and Tile Cleaning Services for City Buildings, City of Show Low Project No. 4452687 (Rick Austin)
- B. Consideration of Acceptance of Downtown Parking Lot, City of Show Low Project No. R-6624 (Shane Hemesath)
- C. Consideration of Minutes of Show Low City Council meetings:
 - 1. Special Meeting of September 16, 2025
 - 2. Regular Meeting of September 16, 2025

COUNCILMAN ADAMS MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY VICE MAYOR KAKAVAS PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

5. **NEW BUSINESS:**

A. Consideration of Award of Purchase of Asphalt Concrete for Sierra Pines Paving Project, City of Show Low Project No. 5002692 (Rick Austin)

Mr. Austin said that on September 8, 2025, a Request for Sealed Quotes was emailed to three local companies requesting bids for 575 tons of asphalt concrete for the Sierra Pines Paving project. Only one of the three companies contacted submitted a sealed quote. Brimhall Sand & Rock indicated that their asphalt plant was currently located in Indian Wells, Arizona, and shipping from that location would be cost-prohibitive. WW Clyde indicated they would not be bidding and did not submit a bid. Perkins Aggregates, Inc. submitted the following bid:

<u>Contractor</u>	<u>Total Bid</u>
Perkins Aggregates, Inc.	\$63,687.25

Mr. Austin said that staff recommended awarding the purchase of the asphalt concrete for the Sierra Pines Paving project, City of Show Low Project No. 5002692, to Perkins Aggregates, Inc. in an amount not to exceed \$63,687.25.

Mayor Leech asked if the bid provided by Perkins Aggregates was in line with regular pricing for asphalt. Mr. Austin said yes, it was in line with regular pricing for asphalt. The City was currently paying about \$109.00 per ton.

COUNCILMAN WHIPPLE MOVED TO AWARD THE PURCHASE OF ASPHALT CONCRETE FOR THE SIERRA PINES PAVING PROJECT, CITY OF SHOW LOW PROJECT NO. 5002692 TO PERKINS AGGREGATES, INC. IN THE AMOUNT NOT TO EXCEED \$63,687.25; SECONDED BY VICE MAYOR KAKAVAS; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

B. Consideration of Site Selection for Show Low Sports and Event Center (Shane Hemesath)

Mr. Hemesath said that at the September 16, 2025 Special City Council Meeting, Haydon, Architekton, and 4Line Studios presented an update to the programming and design features of the Sports and Event Center. To progress with the project design, specific design components needed to be determined. The location of the project site was discussed. Staff was tasked with investigating the site locations and providing the City Council with additional information.

Mr. Hemesath said that four sites for the sports and event center had been identified and researched further.

Mr. Hemesath said that Site One was the original site proposed for development. This site, located on land donated by the developer, spanned approximately nine acres. Utilities were located within approximately 700 feet, access would utilize East Woolford Road, and the distance from a residential

property to the potential structure was approximately 95 feet. This site was zoned for a sports and event center.

Mr. Hemesath said that Site Two was situated across East Woolford from Site One and occupied a slightly larger parcel, approximately 13 acres. Site Two was also a location where the developer was willing to donate the land for the project. Utilities were located at the property, situated at the north end of the parcel. Access would utilize East Woolford Road, and the distance from a residential property to the potential structure was approximately 400 feet. This site was zoned for a sports and event center. Soil deposit stockpiles were located on the site and would be evaluated by geotechnical testing.

Mr. Hemesath said that Site Three was a location suggested by residents at the meeting and was situated along the east side of South Penrod, at the future intersection of East Woolford Road and South Penrod. The developer was not willing to donate the land for this location due to the potential for future commercial development along that corridor. Utilities were approximately 2,700 feet from the site. Access would utilize South Penrod Road, and the distance from a residential parcel west of Penrod to the potential structure was approximately 1,500 feet. This site was zoned for a sports and event center.

Mr. Hemesath said that Site Four was also suggested during the meeting and consisted of approximately 48 acres that the City purchased earlier in the year and this parcel was city owned. However, it was the only option that was currently not zoned for sports and event center development. Utilities were approximately 1,500 feet from the building. The site featured steep topography, and access would be via South Penrod. The distance from a residential parcel to the potential structure was approximately 500 feet.

Mr. Hemesath said that to evaluate the location of the future site, utility access, vehicular access, availability of donated land, zoning, and cohesion to existing development plans in the area were all considered.

Mr. Hemesath said that staff recommended Site Two for the development of the sports and event center facility, based on its proximity to utilities, future roadway access, zoning concerns, and masterplan development guidelines.

Chris Ford, Principal Architect at 4Line Studios, LLC, reviewed an overlay of the entire Show Low Bluff area, with all four proposed sites identified. Sites One and Two were along Woolford Road, Site Three was across from Penrod Road, and Site Four was to the North. He identified the currently parceled-out residential portions of Show Low Bluff and the residential areas that were currently developed or under construction. Everything in purple was zoned residential, and everything in brown was zoned commercial, including Sites One, Two, and Three. Site Four was not currently zoned for commercial development.

Mr. Ford said Site Two was just north of Woolford Road and was 13.7 acres.

The proposed location of the building would be as far east as possible to maximize separation from current and proposed residential development. It would be roughly 400 feet from the most adjacent residential lot. He said the pros were that there was the most separation from existing/new residential. It would have potential multiple road access, both off of Woolford Road and potentially a future Lewis extension. This site also had more predictable site costs and was supported by the developer. Additionally, having a consistent slope throughout the site would make for an easier and more predictable build. He said the cons of the site were that the fill dirt on the site would have to be removed, and the proximity to current and future residents.

Mr. Ford said that Site Three was roughly 17.1 acres. The pros were that it had access to Penrod and was not adjacent to residential development. However, the cons were that there were no existing utilities to the site, it was not supported by the developer who currently owned the property, and extensive retaining walls and site costs would be needed for construction.

Mr. Ford said Site Four was approximately 47 acres. The pro was that the City already owned the property. The cons were the extreme slope through the site, the absence of existing utilities at the site, and the lack of a clear path to develop a building of this scale.

Mr. Ford said Site One was roughly 13 acres. It had almost 40 feet of fall from corner to corner and would require extensive use of retaining walls. Based on the slope of the lot, the building would be relatively close to the planned residential lots, approximately 95 feet. He said access would only be off of Woolford Road unless there was a realignment of the future Adams Street Parkway. The pros were that the lot was currently zoned for a sports and events center. The cons were that the site costs would be relatively expensive due to the need for retaining walls, and it was closer to future residential development compared to Site Two.

Councilman Whipple asked about the costs of utilities for these sites. Mr. Hemsath said staff did a rough estimate using \$100.00 a linear foot for some of the sites. Site Two had utilities at the north end of the property. Site One had them within 700 feet of the location. For Site Three, the utilities were located 2,500 feet away and would cost approximately \$1 million to \$2 million, plus the cost of extending the sewer and water lines.

Mayor Leech said that whatever site was chosen, he would like staff to explore the option of lowering the building into the ground, especially given the dirt work that would need to be done anyway.

Vice Mayor Kakavas asked what site would have more parking, Site One or Site Two. Mr. Hemesath said both parcels could have approximately 780 parking spaces.

Vice Mayor Kakavas asked whether the City would have the option to obtain

additional property for parking. Mr. Brown stated that the City had an agreement with the developer, which stipulated that if the City built the sports and event center, the developer would donate an additional 16 acres. So, the City could have additional overflow parking on Site One. Around Site Two, to the east and north, there could also be some additional parking or fields.

Mayor Leech opened the meeting to the public.

Revone Bauwens, 560 South Creekside Drive, said Site Three was the logical place for the sports and events center. She said she felt the donation by the developer for Sites One and Two helped the developer and his representative, the engineer who wanted the bridge across Show Low Creek. She said she was not against the project but wanted the City to pick a site that would not have traffic, lights, and alcohol sales in their neighborhood.

Ms. Bauwens said a crossing of Show Low Creek should be at Scott Ranch Road, where the City already owned property, not Woolford Road up to Show Low Bluff. She expressed concern about the environmental impact studies that had been done and also noted that the area was intended to be a dark-sky neighborhood and that an event center would cancel that out unless the building was as far away as possible.

Ms. Bauwens said the community received very short notice about the sports and events center, and that the selected locations were chosen because that was what the developer and the engineer wanted. She was concerned about loading zones for the kids and the buses. She said she wanted to know where all the parking would be. She asked if costs for privacy walls for the neighborhood and gates to keep people out of the Show Low Bluff neighborhood were considered in the budget.

Ms. Bauwens said she did not feel the residents had any say about what happened in Show Low Bluff. They had requested representation, but the developer and his representative denied it.

Beverly Hammer, 620 South Creekside Drive, said option three was the best option for the sports and event center because it bordered Penrod Road and would not be hidden behind other commercial property. She also expressed concern about the proximity of the sports and event center, which would have alcohol sales, to the proposed Christian school.

Tim Flannagan, 1160 Lorenzo Sitgreaves Drive, said their home would overlook the sports and events center. He said he also had concerns about alcohol sales, with it being so close to the Christian school. He said he hoped that the Council would select option three.

Doug Evenson, 1141 South Lorenzo Sitgreaves, said the residents who moved into the neighborhood were unaware of Woolford Road or the sports and event center. He said his main concern was the traffic that would be going through his

neighborhood and that the streets were not designed for two-way traffic. He asked the City Council to speak with the developer about installing gates.

Mayor Leech closed the meeting to public comment.

Mayor Leech said the conversation regarding Woolford Road had been discussed by the City Council since 2010. Woolford Road was always going to go across the creek, with or without the sports and event center. He said as to site location, he wanted to ensure all options were well researched before a final decision was made.

Mayor Leech stated that the developer would not donate Site Three; instead, the City would need to purchase the land, and then it would incur millions of dollars in costs to install utilities. The City owned Site Four, so the Mayor wanted to understand the challenges associated with the site, some of which included that it was not zoned for a sports and event center and had an 80-foot slope. This brought the City Council back to Sites One and Two.

Mayor Leech said he wanted staff to explore ways to lower the building, and staff were having discussions about the traffic. The City could not move forward with designing a building until a site was selected. He said the fact that the developer did not communicate with the residents when they purchased their property about what was planned for the area was not the City's fault. There could be numerous commercial projects developed on Sites One and Two that could have a greater impact on the neighborhood than a sports and events center.

Mayor Leech said Scott Ranch Road was mentioned, and that was another road that would be going through sometime in the future. In the event of an emergency, the City needed more exits out of the community for evacuation purposes.

Mayor Leech said it took the City years to get to where it was today on the sports and event center project. The City would continue to work through the design to make it as low-impact as possible, creating an appealing building. Regardless of which site was chosen, someone would be affected. This was an important project for the community, and the City had a developer who was willing to donate land to the project.

Vice Mayor Kakavas said that when Show Low Bluff was developed years ago, it was a requirement of the developer that he provide an easement and agree to partner in the development of Woolford Road. Additionally, the bridge was also a requirement of that development.

Mr. Brown said it was important to understand that the bridge on Highway 60, near Highway 260, was not designed to withstand a 100-year flood event. The Woolford Road Bridge would be designed to withstand such an event. It would also provide emergency access to Show Low Bluff. Currently, there was only

one way in and one way out of Show Low Bluff. The Woolford Road Bridge was designated as the Northern Arizona Council of Governments' number one project in the region due to the emergency benefit it provided to the community. Additionally, if an ambulance had to travel to Show Low Bluff, it would have to drive a considerable distance to reach the hospital. However, with Woolford Road, they could cut through and arrive at the hospital more efficiently.

Mr. Brown said Woolford Road had been on the City's general plan for years, and it, as well as the sports and event center, had been talked about for years. He said it should have been the real estate agent or the person who sold the property that informed the buyer about what was going in around the community. The City hoped that the Show Low Bluff community would get use and benefit from the sports and event center. The City was doing its best to create a place that the community could be proud of.

COUNCILMAN ADAMS MOVED TO SELECT SITE TWO FOR DEVELOPMENT OF THE SHOW LOW SPORTS AND EVENT CENTER PROJECT; SECONDED BY COUNCILMAN JUDD; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

C. Consideration of Seating Configuration for the Show Low Sports and Event Center (Shane Hemesath)

Mr. Hemesath said that at the September 16, 2025 Special City Council Meeting, Haydon, Architekton, and 4Line Studios presented an update to the programming and design features of the Sports and Event Center. To progress with the project design, specific design components needed to be determined. During the meeting, seating for the facility was determined to be approximately 4,500 seats. The design team did not have budgetary numbers for savings if a reduction in seats was requested, understanding that a reduction in seating also affected parking, restroom quantity, and building dimensions. Staff worked with the design team to provide additional seating layouts for the facility.

Mr. Hemesath said the goal was to minimize the telescoping seating to reduce the height of the structure and also save on the cost of fixed seating. Multiple seating arrangements were presented for discussion as the City moved forward with the design. All the proposed options assume an additional 200 seats on the upper-level walking path. Alternate One included telescoping seating from three directions, with approximately 2,800 seats and an additional 1,500 floor seats. Alternate Two included telescoping seating from two directions, with approximately 3,000 seats, with an additional 1,000 floor seats. Alternate Three included telescoping seating from one direction, with approximately 1,000 seats, with an additional 2,200 floor seats. Alternate Four included telescoping seating from one direction at approximately 1,000 seats, with an additional 2,000 floor seats. Alternate Five included no telescoping seating and 2,500 floor seats. A reduction of seats with each configuration resulted in an approximate savings shown on each layout, ranging from no cost savings with Alternate One

to \$3.1 million with Alternate Five.

Mr. Hemesath said staff recommended the Alternate One seat configuration to achieve the City Council's desire to include 4,500 seat capacity in the Show Low Sports and Event Center.

Mr. Ford said he wanted to revisit some discussion points from the last City Council meeting to gain a better understanding of how the seating would be used, as that would impact the kitchen size. He said he also wanted to go through the numbers because he now had the financial backup. Understanding the intent behind the seats was just as important as the actual numbers, as it could lead to 2,000 square feet of concession space based on point of sales.

Mr. Ford said Alternate One did not include any seats that would be upstairs around the track, consisting of loose seats. The diagram showed 4,300 seats, of which 2,800 were telescopic. This scheme, along with all the other schemes, included 780 parking spaces. Therefore, Alternative One would be deficient by 295 spaces, necessitating the need for alternative off-site parking. This option required 4,300 square feet of food and beverage space. He said Alternate One was essentially what had been presented previously.

Mr. Ford said Alternate Two reduced the seating capacity to 4,000 seats, with 3,000 of these being telescopic, and the remaining seats would be floor seats. The scheme was deficient by 220 parking spaces, and there was a rough reduction of 500 square feet of food and beverage space. There would be cost savings of roughly \$107,000.00.

Mr. Ford said for Alternate Three, the seating was reduced to 3,500 seats, of which 1,000 were telescopic. The telescopic seating would be located in the back, and the remaining seating would be on the floor. This scheme was deficient by 95 parking spaces, and the food and beverage space was reduced to 3,500 square feet. There would be a cost reduction of roughly \$1.55 million.

Mr. Ford said for Alternate Four, the seating was reduced to 3,000 seats, requiring 1,000 telescopic seats in the back. This scheme would have 700 parking spaces and would be net positive for parking. There would be 3,000 square feet of food and beverage space. The cost reduction was \$1.9 million.

Mr. Ford said for Alternate Five, the seating would be reduced to 2,500 floor seats only, with no telescopic seating. The scheme had 625 parking spaces and 3,000 square feet of food and beverage space, which was the bare minimum to service the meeting rooms as well. The cost reduction was \$3.1 million.

Mr. Ford said that, going back to the base scheme, Alternate One, which had 4,500 seats, the team was able to reduce the number of telescopic seats. This enabled the building to be lowered by approximately four feet, resulting in a price reduction per seat. The overall cost savings would be approximately \$250,000.00.

Mayor Leech said it appeared that as the options progressed, they got worse. Mr. Ford said in Alternate One, 2,800 telescopic seating for a championship game was probably not necessary. In Alternate Two, 3,000 telescopic seats were more than required for a championship game. In Alternate Three, all the seating would be floor seats.

Mayor Leech confirmed that the building was lowered in Alternate One. Mr. Ford said yes, the height was lowered by four feet. This was accomplished by pushing the stage forward, which allowed for more floor seating and a reduction in the use of telescopic seating.

Mayor Leech said he liked Alternate One.

Councilman Adams said he liked Alternate One.

Mr. Ford asked the City Council to speak to the use of the seats and how much the City wanted to emphasize concerts for food concessions versus graduation and community-type events.

Mayor Leech said that, without prior experience with a sports and event center, the City Council had no references to draw upon to provide a satisfactory answer. He said he would like to see the facility used for a wide range of events.

COUNCILMAN ADAMS MOVED TO SELECT THE ALTERNATE ONE SEAT CONFIGURATION FOR DEVELOPMENT OF THE SHOW LOW SPORTS AND EVENT CENTER PROJECT; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, VICE MAYOR KAKAVAS, COUNCILMAN ADAMS, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

6. **ADJOURNMENT:**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE SPECIAL MEETING OF THE SHOW LOW CITY COUNCIL OF OCTOBER 1, 2025, AT 2:25 P.M.**

ATTEST:

APPROVED:

Rachael Hall, City Clerk

John Leech, Jr., Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the City Council of Show Low held on October 1, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

(SEAL)

Rachael Hall, City Clerk

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: PUBLIC HEARING and Consideration of Prioritization of Projects for Community Development Block Grant Funding and Consideration of Resolution No. R2025-40 Authorizing Submitting Application for Community Development Block Grant Funds and Rescinding Resolution No. R2025-13 (Shannon Adams)

RECOMMENDATION

I **MOVE** to apply for Community Development Block Grant funding and approve the proposed project as the acquisition and rehabilitation of the rear room at the Senior Center, and further, I **MOVE** and adopt Resolution No. R2025-40 authorizing the submission of an application for fiscal year 2025 Community Development Block Grant funds, certifying that at least fifty-one percent of project beneficiaries are elderly persons, and rescind Resolution No. R2025-13.

BACKGROUND

Approximately \$280,000.00 is being offered to the City of Show Low by the Arizona Department of Housing through the Community Development Block Grant (CDBG) program. This program funds projects to assist persons of low-to-moderate income, to prevent or eliminate slums or blight, or to solve an urgent need or health hazard.

The first public hearing on this matter was held on December 5, 2024, to obtain community input on the use of CDBG funds. No public input was received at the public hearing. The City Council selected a project at a Public Hearing on April 15, 2025, and adopted Resolution No. R2025-13 for a sidewalk project along 9th Street, but the Arizona Department of Housing determined the project did not meet Slum/Blight Area eligibility despite having approved these types of projects for the City in the past.

Tonight's public hearing is to solicit additional public input on possible projects for CDBG funds. Following the hearing, the City Council may select the final Community Development Block Grant project to be submitted for application and to adopt an applicable resolution. Staff recommends using the funds to purchase and renovate the dining room of the Senior Center, which meets the criteria for the grant.

Should the Council, after hearing public input, accept the staff's recommendation and determine that the City's priority use of the 2025 CDBG funds is the purchase and rehabilitation of the dining room of the Senior Center, staff will submit an application to the Northern Arizona Council of Governments.

ATTACHMENTS

1. Resolution No. R2025-40

FISCAL IMPACT

N/A

CITY OF SHOW LOW RESOLUTION NO. R2025-40

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, RESCINDING RESOLUTION NO. R2025-13 AND AUTHORIZING SUBMITTING AN APPLICATION FOR FISCAL YEAR 2025 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT THE APPLICATION MEETS THE COMMUNITY'S CRITERIA FOR A DOWNTOWN REDEVELOPMENT PROJECT AND THE REQUIREMENTS OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN THE APPLICATION

RECITALS:

WHEREAS, the City of Show Low is eligible to apply for the State of Arizona's Community Development Block Grant program funds administered by the Arizona Department of Housing and Northern Arizona Council of Governments for community development and enhancement projects; and

WHEREAS, the program requires that requested Community Development Block Grant Funds address one of the three Congressionally mandated national objectives that address the community's identified housing and community development needs, including the needs of low- and moderate-income persons; and

WHEREAS, the application for State Community Development Block Grant Funds must comply with the program guidelines and federal statutes and regulations; and

WHEREAS, Resolution No. R2025-13, adopted April 15, 2025, authorized submission of an application for fiscal year 2025 State Community Development Block Grant Funds; and

WHEREAS, the project submitted through Resolution No. R2025-13 did not meet the criteria through slum and blight; and

WHEREAS, Resolution No. R2025-40 meets the grant criteria.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Show Low, Arizona, authorize submitting an application to the State of Arizona Department of Housing for fiscal year 2025 Community Development Block Grant funds.

BE IT FURTHER RESOLVED authorizing the Mayor to sign the application and contracts or grant documents for receipt and use of these funds for the following project: Purchase

and renovate the Senior Center Dining Room, and authorizing the Mayor to take all actions necessary to implement and complete the activities submitted in the application.

BE IT FURTHER RESOLVED that the application for state Community Development Block Grant funds meets the requirements of low- and moderate-income benefit activities justified as benefiting low- and moderate-income persons, aid in the prevention or elimination of slum and blight, or address an urgent need which poses a threat to health.

BE IT FURTHER RESOLVED that the City of Show Low will comply with all state Community Development Block Grant program guidelines, federal statutes, and regulations applicable to the state Community Development Block Grant program and the certifications contained in this application.

BE IT FURTHER RESOLVED that Resolution No. R2025-13 is rescinded.

PASSED AND ADOPTED this 21st Day of October 2025, by the Mayor and Council of the City of Show, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM

Anna Atencio, City Attorney

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Purchase of Water Stock Parts, City of Show Low Project No. 7502686 (Rick Austin)

RECOMMENDATION

I **MOVE** to award the purchase of Water Stock Parts to Core & Main for an amount not to exceed \$74,378.38.

BACKGROUND

Each fiscal year, the Water Department goes out to bid to replenish its water stock parts. The Water Department conducts an inventory of existing water stock parts before going out to bid and then creates a list of needed stock parts for the next fiscal year. Historically, the annual bid for water stock parts has been under the \$50,000.00 City Council approval limit. However, this fiscal year, due to inflation and supply chain issues, the bid exceeded \$50,000.00.

These are parts that the Water Department keeps on hand for emergency repairs and that local suppliers, like Core & Main and Fortiline Waterworks, do not keep in stock. Not having these parts in stock may cause long-term shutdowns of the City's water system. By keeping these parts on hand, staff can keep water flowing to all our citizens.

On August 29, 2025 and September 2, 2025, a Request for Sealed Quotes was advertised in the White Mountain Independent and was posted to the City's website. Three companies submitted bids with the following results:

<u>Contractor</u>	<u>Total Bid</u>
Core & Main of Show Low	\$74,378.38
Ferguson Waterworks of Chandler	\$75,023.41
Fortiline Waterworks of Lakeside	\$86,739.47

Staff recommends awarding the purchase of water stock parts, City of Show Low Project No. 7502686, to Core & Main in an amount not to exceed \$74,378.38.

ATTACHMENTS

1. Bid Tabulation
2. Core & Main Bid 1
3. Core & Main Bid 2

FISCAL IMPACT

Anticipated cost: \$74,378.38

Funding source (account no.): Water Maintenance (43-760-490-4120-0000/7602686)

	BID SCHEDULE A			CORE & MAIN	1	FERGUSON WATERWORKS	2	FORTILINE	3
Item	Description	Unit	No. of Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Water Stock Parts as listed on Bid Schedule	LS	1						
				\$74,378.38	\$74,378.38	\$75,023.41	\$75,023.41	\$86,739.47	\$86,739.47
	GRAND TOTAL				\$74,378.38		\$75,023.41		\$86,739.47



REQUEST FOR SEALED QUOTES

**Water Stock Parts
(Materials Only)
City of Show Low Project No. 7602686**

The City of Show Low is extending a request for sealed quotes for **Water Stock Parts (MATERIAL ONLY)**, City of Show Low Project No. 7602686, in the City of Show Low. This quote is for materials only.

Questions shall be submitted in writing to the Public Works Administrative Assistant via mail to: 1281 E Thornton, Show Low, AZ 85901, fax (928) 532-4109, or e-mail bhines@showlowaz.gov by 10:00 a.m. on Thursday, September 4, 2025. An Addendum will be issued by Friday, September 5, 2025 if required.

Sealed quotes will be received by the Public Works Administrative Assistant, City of Show Low, 1281 E Thornton, Show Low, AZ 85901 until Thursday, September 11, 2025 by 10:00 a.m. The City of Show Low reserves the right to reject any and all quotes not deemed in the best interest of the City.

Quotes shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

"Sealed quote of Core and Main
SUPPLIER NAME

**For: Water Stock Parts (Material Only)
City of Show Low Project No. 7602686**

Advertise White Mountain Independent: August 29, 2025 and September 2, 2025

Dated: August 29, 2025

Notes:

^A The Supplier's Total Quote is based upon unit prices. If there is an error in the Total Quote or other computed totals by the supplier it shall be changed and the unit price amounts shall govern. The written word amounts shall take precedence over the figure amounts. **Bid amounts shall include furnishing materials, and incidentals. Provide shipping cost and taxes and tax rate on the material schedule on the lines provided.** ^B Quantities are not guaranteed. Final payment will be based on actual quantities.

^C All materials shall comply with the most recent MAG specifications and City of Show Low supplemental specifications. **Only DOMESTIC fittings will be accepted.**

Supplier: Core and Main

Supplier address: 1500 East Thornton Road
Show Low, AZ 85901

Supplier phone #: 928-537-4076

Approximate delivery date: 8 weeks after assignment of PO

"Sealed quote of Core and Main
SUPPLIER NAME

For: Water Stock Parts (Material Only) City of Show Low Project No. 7602686

ADDENDUM NUMBER 1

Water Stock Parts City of Show Low Project 7602686 September 4, 2025

Prospective bidders and interested parties are hereby directed to make the following changes or clarifications to the Request for Bids for the above-referenced project. This Addendum shall be affixed to the Contract Documents, and the bidder shall acknowledge receipt of same on the Bid Form page BF-1.

This addendum consists of four (4) pages. The Addendum provides answers to questions received during the Question period ending September 4, 2025, at 10:00 a.m.

Question 1: On Line 1, were you needing a ¾ thread/or compression with a 5/8 ball valve, or a true 5/8 all around?

Answer: ¾" thread x ¾" meter coupling

Question 2: On Line 8, were you needing 1 or 2 bolt repair clamps, a preferred length of 3", 6" or 12", all stainless steel?

Answer: 1 bolt 3"

Question 3: On Line 16, Female x Female or Female x compression connections?

Answer: 1" thread x 1" meter coupler

Question 4: On Line 19, please verify for IPS poly (DR11) or PEP (SIDR7)?

Answer: PEP

Question 5: On Line 20, please verify for IPS poly (DR11) or PEP (SIDR7)?

Answer: PEP

Question 6: On Line 28, Length verification: 1.5", 2", 2.25", 2.625", 3.5", or 8.5" long.

Answer: 2.625"

Question 7: On Line 31, were you needing 1 or 2 bolt repair clamps, and a preferred length of 3", 6" or 12"?

Answer: 1 bolt 3"

Question 8: On Line 33, type of valve box riser requested or reference City of Show Low water detail for reference?

Answer: 1" tall water can valve riser (see Photo 1)

Question 9: On Line 44, specify 1" and ¾" connection style type.

Answer: 1" meter coupler by ¾" female thread

Question 10: On Line 48, please verify what brand valve these are needed for?

Answer: Threaded 2" gate valve not just the nut AWWA valve Mueller valve

Question 11: On Line 49, confirm SIDR7/ 250 PSI, and roll length. (100 or 300 ft)

Answer: 100 ft

Question 12: On Line 50, please verify is PEP (for SIDR7), CTS (SIDR9), or IPS (DR11)

Answer: PEP (SIDR7)

Question 13: On Line 51, type of valve box riser requested or reference City of Show Low water detail for reference?

Answer: 2" tall valve can riser (see Photo 1)

Question 14: On Line 56, type of valve box riser requested or reference City of Show Low water detail for reference?

Answer: 3" tall valve can riser (see Photo 1)

Question 15: On Line 57, please specify Alpha or Macro couplings.

Answer: Alpha

Question 16: On Line 60, type of valve box riser requested or reference City of Show Low water detail for reference?

Answer: 4" tall valve can riser (see Photo 1)

Question 17: On Line 61, Ford does not make gate valves. Are others accepted than Mueller, like AFC or Clow?

Answer: Yes, as long as they are made domestically.

Question 18: On Line 65, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 19: On Line 66, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 20: On Line 67, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 21: On Line 72, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 22: On Line 73, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 23: On Line 74, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 24: On Line 75, please specify all stainless steel, and bolts one sided or both sides.

Answer: All stainless steel, one-sided bolts

Question 25: On Line 77, all other DR18 is unlabeled, are other brands accepted other than JM Eagle?

Answer: Yes, we need 12" C900 pipe

ADDENDUM NUMBER 1
Water Stock Parts
City of Show Low Project 7602686
September 4, 2025
Photo 1





Bid Proposal for BID 7602686 - CITY OF SHOW LOW

CUSTOMER	CONTACT	NOTES
CITY OF SHOWLOW 1281 E THORNTON SHOW LOW, AZ 85901 Contact: Jeremiah Johnson jejohnson@showlowaz.gov	Job BID 7602686 - CITY OF SHOW LOW Show Low, AZ Bid Date: 09/08/2025 Bid #: 4436191	
Sales Representative Trey Solaiza (T) 928-445-1433 Trey.Solaiza@coreandmain.com	Core & Main 1500 East Thornton Road Show Low, AZ 85901 (T) 9285374076	



Bid Proposal for BID 7602686 - CITY OF SHOW LOW

CITY OF SHOWLOW

Job Location: Show Low, AZ

Bid Date: 09/08/2025

Core & Main Bid #: 4436191

Core & Main

1500 East Thornton Road

Show Low, AZ 85901

Phone: 9285374076

Seq#	Qty	Description	Units	Price	Ext Price
10	50	BA13-232W-NL 3/4 ANG BALL MTR VLV FIPTXMNUT LW 5/8" REDUCED PORT NO LEAD	EA	46.25	2,312.50
20	30	3/4XCL BRASS NIPPLE USA NL NO LEAD	EA	3.65	109.50
30	5	C66-33-NL 3/4 BRS CPLG PJ PEPXPJ PEP NO LEAD	EA	27.86	139.30
40	10	3/4 BRASS COUPLING NO LEAD USA	EA	13.23	132.30
50	10	3/4 BRASS 90 NO LEAD USA	EA	15.06	150.60
60	20	3/4 PVC SCH40 MALE ADPT HXMIPT 436-007	EA	0.25	5.00
70	100	INSERT-71 3/4 SS INSERT FOR 3/4 IPS PE PIPE .824 ID	EA	2.06	206.00
80	15	FSC-105-3R 3/4X3 WRAP REP CLP 1.05 OD	EA	15.37	230.55
90	20	3/4 BRASS TEE NO LEAD USA NO LEAD	EA	18.80	376.00
100	5	3/4X12 BRASS NIPPLE USA NL NO LEAD	EA	20.56	102.80
110	15	VBB42-12W-NL 5/8X3/4X12 COPPER SETTER 3/4X3/4 MMTHDXMMTHD ANG BALL VLVXANG BALL VLV NO LEAD	EA	169.44	2,541.60
120	10	3/4X3 BRASS NIPPLE USA NO LEAD	EA	6.14	61.40
130	10	3/4X4 BRASS NIPPLE USA NO LEAD	EA	7.88	78.80
140	10	3/4X7 BRASS NIPPLE USA NO LEAD	EA	12.97	129.70
150	15	VBB42-9W-NL 5/8X3/4X9 COPPER SETTER 3/4X3/4 MMTHDXMMTHD ANG BALL VLVXANG BALL VLV NO LEAD	EA	165.54	2,483.10
160	10	BA13-444W-NL 1 ANG BALL MTR VLV FIPTXMNUT LW NO LEAD	EA	127.20	1,272.00
170	30	1XCL BRASS NIPPLE USA NO LEAD	EA	5.38	161.40
180	30	C66-44-NL 1 BRS CPLG PJ PEPXPJ PEP NO LEAD	EA	55.70	1,671.00
190	30	C16-44-NL 1 BRS FEM ADPT FIPTXPJ PEP NO LEAD	EA	30.37	911.10
200	30	C86-44-NL 1 BRS MALE ADPT MIPTXPJ PEP NO LEAD	EA	35.28	1,058.40
210	20	FB500-4-NL 1 BALLCORP STOP MIPTXMIPT NO LEAD	EA	67.66	1,353.20
220	50	1 BRASS COUPLING NO LEAD USA	EA	22.57	1,128.50
230	20	B11-444-NL 1 BALL CURB STOP FIPTXFPT NO LEAD	EA	110.43	2,208.60
240	20	1 PVC40 CP EXT CPG S110-10 EXT COUPLING	EA	7.80	156.00
250	10	1 BRASS 45 NO LEAD USA	EA	33.53	335.30
260	10	1 BRASS 90 NO LEAD USA	EA	24.50	245.00
270	20	1 SCH40 M ADP HXMIPT 436-010	EA	0.43	8.60
280	20	C38-44-2.625-NL 1" METER CPLG NO LEAD	EA	18.33	366.60
290	600	1X300 IPS SIDR7 PE TUBE BLK 250 PSI	FT	0.89	534.00
300	5	2 BRASS CORED PLUG NO LEAD USA	EA	43.29	216.45
310	20	FSC-132-3R 1X3 WRAP REP CLP 1.32 OD	EA	15.96	319.20
320	10	1 BRASS TEE NO LEAD USA	EA	39.13	391.30
330	5	1 VLV BOX RISER-D USA 367-5030	EA	27.91	139.55
340	20	1X3 BRASS NIPPLE USA NO LEAD	EA	8.76	175.20
350	20	1X3/4 BRASS REDUCER NL USA NO LEAD	EA	30.83	616.60
360	20	1X3/4 BRASS BUSHING NL USA NO LEAD	EA	13.80	276.00
370	10	1X4 BRASS NIPPLE USA NO LEAD	EA	11.40	114.00
380	10	1X6 BRASS NIPPLE USA NO LEAD	EA	16.79	167.90
390	5	1-1/2XCL BRASS NIPPLE USA NL NO LEAD	EA	10.36	51.80
400	10	FB500-6-NL 1-1/2 BALL CORP STOP MIPTXMIPT NO LEAD	EA	159.99	1,599.90
410	10	B11-666W-NL 1-1/2 BALL CURB STOP FIPTXFPT LW NO LEAD	EA	202.83	2,028.30
420	200	1-1/2X100 IPS SIDR7 PE BLK 250 PSI NSF	FT	1.26	252.00



Bid Proposal for BID 7602686 - CITY OF SHOW LOW

Bid #: 4436191

Seq#	Qty	Description	Units	Price	Ext Price
430	5	1-1/2X1 BRASS BUSHING NL USA NO LEAD	EA	33.43	167.15
440	30	BA13-342W-NL 1X3/4 ANG BALL MTR VLV FIPTXMNUT LW NO LEAD	EA	87.87	2,636.10
450	30	2 BRASS COUPLING NO LEAD USA	EA	87.91	2,637.30
460	5	B11-777W-NL 2 BALL CURB STOP FIPTXFIPT LW NO LEAD	EA	295.46	1,477.30
470	20	2 BRASS ST 90 NO LEAD USA	EA	114.89	2,297.80
480	4	2 AFC 2502SS THRD RW GV OL NDZ STEM ON 304SS B&N L/ACC	EA	438.08	1,752.32
490	200	2X100 IPS SIDR7 PE TUBE BLK 250 PSI	FT	3.57	714.00
500	10	INSERT-75 2 SS INSERT FOR 2 IPS PE PIPE 2.067 ID	EA	4.59	45.90
510	5	TRUMBULL 2" VLV BOX RISER 367-5032 USA	EA	34.89	174.45
520	5	2X12 BRASS NIPPLE USA NO LEAD	EA	69.81	349.05
530	5	2X2 BRASS NIPPLE USA NO LEAD	EA	15.78	78.90
540	10	2X4 BRASS NIPPLE USA NO LEAD NO LEAD	EA	24.00	240.00
550	10	2X6 BRASS NIPPLE USA NO LEAD	EA	35.43	354.30
560	10	3 VALVE BOX RISER DOMESTIC	EA	50.00	500.00
570	2	ALPHA-A-4.90 4 CPLG 4.50-4.90 OD	EA	446.36	892.72
580	40	4 PVC SDR21 PR200 PIPE 20' GSKT	FT	3.57	142.80
590	20	4 MJXIPS PVC TRANS GASKET	EA	10.16	203.20
600	5	4 VLV BOX RISER-D USA 367-5036	EA	70.94	354.70
610	2	6 AFC 2506MM MJ RW GV OL "NDZ" (WITH "NDZ" BRASS STEM)	EA	916.32	1,832.64
620	20	4 RM ROMAGRIP RG-PVCAP ACC	EA	64.20	1,284.00
630	60	6 PVC C900 DR18 PIPE 20' GSKT PC235	FT	10.24	614.40
640	60	6 PVC SDR21 PR200 PIPE 20' GSKT	FT	6.67	400.20
650	9	FS1-696-12.5 6X12-1/2 REP CLP 6.56-6.96 OD	EA	100.54	904.86
660	5	FS1-696-7.5 6X7-1/2 REP CLP 6.56-6.96 OD	EA	69.51	347.55
670	7	FS1-724-7.5 6X7-1/2 REP CLP 6.84-7.24 OD	EA	69.51	486.57
680	20	6 MJXIPS PVC TRANS GASKET	EA	10.89	217.80
690	50	CARSON 1220-6X EXTENSION GREEN	EA	81.39	4,069.50
700	10	8" RG-PVC-D PVC ROMAGRIP ONLY PVC PIPE RESTRAINT FITS IPS AND C900 OD	EA	80.12	801.20
710	40	8 PVC C900 DR18 PIPE 20' GSKT PC235	FT	19.50	780.00
720	5	FS1-894-12.5 8X12-1/2 REP CLP 8.54-8.94 OD	EA	114.07	570.35
730	1	FS1-939-7.5 8X7-1/2 REP CLP 8.99-9.39 OD	EA	85.38	85.38
740	2	FS1-967-12.5 8X12-1/2 REP CLP 9.27-9.67 OD	EA	114.07	228.14
750	2	FS1-967-7.5 8X7-1/2 REP CLP 9.27-9.67 OD	EA	85.38	170.76
760	30	CARSON 1730-12 GREEN BODY ONLY	EA	181.52	5,445.60
770	20	12 PVC C900 DR18 PIPE 20' BLUE GSKT PC235	FT	38.48	769.60
780	20	1220-12 GRN PLAS MTR BOX ONLY W/2 MSHL CARSON #12202004	EA	107.97	2,159.40
790	20	CARSON 12204002 T-COVER GREEN MK:WATER	EA	49.94	998.80
800	15	CARSON 1730-12 GREEN BODY ONLY	EA	181.52	2,722.80



Bid Proposal for BID 7602686 - CITY OF SHOW LOW

Bid #: 4436191

Seq#	Qty	Description	Units	Price	Ext Price
810	15	CARSON 17304164 FLUSH CVR GRN MK:WATER METER	EA	180.37	2,705.55
				Sub Total	69,430.14
				Tax	4,948.24
				Total	74,378.38

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

BID SCHEDULE

MATERIALS SCHEDULE A, H, I
WATER STOCK PARTS (Materials Only) City of Show Low Project No. 7602686

City of Show Low 1281 E Thornton
Show Low, Arizona 85901

	Description	Manufacturer	CORE & MAIN PART #	Material	Size	ITEM TAXED Y OR N	Unit of Measurement	Number of Units	Price Per Unit	Total Price
1	ANGLE STOP	FORD METER BOX	3707BA13232 WNL	BRASS	5/8"	Y	Each	50	\$46.25	\$2,312.50
2	CLOSE NIPPLE	MERIT BRASS - USA	3007NCLD	BRASS	3/4"	Y	Each	30	\$3.65	\$109.50
3	PEP COMPRESS. X COMPRESSION FITTING	FORD METER BOX	3907C6633NL	BRASS	3/4"	Y	Each	5	\$27.86	\$139.30
4	COUPLINGS	MERIT BRASS - USA	3007SNLD	BRASS	3/4"	Y	Each	10	\$13.23	\$132.30
5	ELBOW 90 DEGREE	MERIT BRASS - USA	30079NLD	BRASS	3/4"	Y	Each	10	\$15.06	\$150.60
6	MALE ADAPTERS		2900740AHM	PVC	3/4"	Y	Each	20	\$0.25	\$5.00
7	PEP STIFFNERS	FORD METER BOX	3907I71	STAINLESS STEEL	3/4"	Y	Each	100	\$2.06	\$206.00
8	REPAIR CLAMP	FORD METER BOX	72FSC1053R	STAINLESS STEEL	3/4"	Y	Each	15	\$15.37	\$230.55
9	TEE	MERIT BRASS - USA	3007T07NLD	BRASS	3/4"	Y	Each	20	\$18.80	\$376.00
10	NIPPLE	MERIT BRASS - USA	3007N120D	BRASS	3/4" X 12"	Y	Each	5	\$20.56	\$102.80
11	DOUBLE ANGLE STOPS RESETTER	FORD METER BOX	46VBB4212WNL	BRASS	3/4" X 12"	Y	Each	15	\$169.44	\$2,541.60
12	NIPPLE	MERIT BRASS - USA	3007N030D	BRASS	3/4" X 3"	Y	Each	10	\$6.14	\$61.40
13	NIPPLE	MERIT BRASS - USA	3007N040D	BRASS	3/4" X 4"	Y	Each	10	\$7.88	\$78.80
14	NIPPLE	MERIT BRASS - USA	3007N070D	BRASS	3/4" X 7"	Y	Each	10	\$12.97	\$129.70
15	DOUBLE ANGLE STOPS RESETTER	FORD METER BOX	46VBB429WNL	BRASS	3/4" X 9"	Y	Each	15	\$165.54	\$2,483.10
16	ANGLE STOP	FORD METER BOX	3710BA13444W	BRASS	1"	Y	Each	10	\$127.20	\$1,272.00
17	CLOSE NIPPLE	MERIT BRASS - USA	3010NCLD	BRASS	1"	Y	Each	30	\$5.38	\$161.40
18	COMPRESS X COMPRESSION FITTING PEP	FORD METER BOX	3910C6644NL	BRASS	1"	Y	Each	30	\$55.70	\$1,671.00
19	COMPRESSION BY FEMALE IPS POLLY	FORD METER BOX	3910C1644NL	BRASS	1"	Y	Each	30	\$30.37	\$911.10
20	COMPRESSION BY MALE IPS POLLY	FORD METER BOX	3910C8644NL	BRASS	1"	Y	Each	30	\$35.28	\$1,058.40
21	CORP STOP MXM	FORD METER BOX	3610FB500NL	BRASS	1"	Y	Each	20	\$67.66	\$1,353.20
22	COUPLINGS	MERIT BRASS - USA	3010SNLD	BRASS	1"	Y	Each	50	\$22.57	\$1,128.50
23	CURB STOP FXF (LOCKABLE)	FORD METER BOX		BRASS	1"	Y	Each	20	\$110.43	\$2,208.60
24	DRESSER		2901040S1101	PVC	1"	Y	Each	20	\$7.80	\$156.00
25	ELBOW 45 DEGREE	MERIT BRASS - USA	30104NLD	BRASS	1"	Y	Each	10	\$33.53	\$335.30
26	ELBOW 90 DEGREE	MERIT BRASS - USA	30109NLD	BRASS	1"	Y	Each	10	\$24.50	\$245.00
27	MALE ADPTERS		2901040AHM	PVC	1"	Y	Each	20	\$0.43	\$8.60
28	METER COUPLING		NL	BRASS	1"	Y	Each	20	\$18.33	\$366.60
29	PEP PIPE-1"X300' IPS 250 PSI POLYETHYLENE		0910E250I3	PEP	1"	Y	Roll	2	\$267.00	\$534.00
30	CORED PLUG, THREADED, NO LEAD BRASS		3020PNLD	BRASS	2"	Y	Each	5	\$43.29	\$216.45
31	REPAIR CLAMP		72FSC1323R	STAINLESS STEEL	1"	Y	Each	20	\$15.96	\$319.20
32	TEE		3010T10NLD	BRASS	1"	Y	Each	10	\$39.13	\$391.30
33	VALVE BOX RISER	TYLER	59VR010D	CAST IRON	1"	Y	Each	5	\$27.91	\$139.55
34	NIPPLE		3010N030D	BRASS	1" X 3"	Y	Each	20	\$8.76	\$175.20
35	BELL REDUCER		3010R07NLD	BRASS	1" X 3/4"	Y	Each	20	\$30.83	\$616.60
36	BUSHINGS		3010B07NLD	BRASS	1" X 3/4"	Y	Each	20	\$13.80	\$276.00
37	NIPPLE		3010N040D	BRASS	1" X 4"	Y	Each	10	\$11.40	\$114.00
38	NIPPLE		3010N040D	BRASS	1" X 6"	Y	Each	10	\$16.79	\$167.90
39	CLOSE NIPPLE		3010N060D	BRASS	1-1/2"	Y	Each	5	\$10.36	\$51.80
40	CORP STOP MXM		3015NCLD	BRASS	1-1/2"	Y	Each	10	\$159.99	\$1,599.90
41	CURB STOP FXF (LOCKABLE)		3615FB500NL	BRASS	1-1/2"	Y	Each	10	\$202.83	\$2,028.30
42	PEP PIPE 1-1/2"X100' 250 PSI POLYETHYLENE		3715B1166GW	PEP	1-1/2"	Y	Roll	2	\$126.00	\$252.00
43	BUSHING REDUCER		0915E200H17	BRASS	1-1/2" X 1"	Y	Each	5	\$33.43	\$167.15
44	ANGLE STOP		3015B10NLD	BRASS	1" X 3/4"	Y	Each	30	\$87.87	\$2,636.10

45	COUPLINGS		WNL	BRASS	2"	Y	Each	30	\$87.91	\$2,637.30
46	CURB STOP FXF (LOCKABLE)		3020SNLD	BRASS	2"	Y	Each	5	\$295.46	\$1,477.30
47	ELBOW 90 DEGREE		NL	BRASS	2"	Y	Each	20	\$114.89	\$2,297.80
48	GATE VALVE 2" NUT IPS THREADS		30209ENLD	CAST IRON	2"	Y	Each	4	\$438.08	\$1,752.32
49	PEP PIPE		210222025NND	PEP	2"	Y	Roll	2	\$357.00	\$714.00
50	POLY STIFFNER		0920E25011	STAINLESS STEEL	2"	Y	Each	10	\$4.59	\$45.90
51	VALVE BOX RISER		59VR020D	CAST IRON	2"	Y	Each	5	\$34.89	\$174.45
52	NIPPLE		3020N120D	BRASS	2" X 12"	Y	Each	5	\$69.81	\$349.05
53	NIPPLE		3020N020D	BRASS	2" X3"	Y	Each	5	\$15.78	\$78.90
54	NIPPLE		3020N040D	BRASS	2" X4"	Y	Each	10	\$24.00	\$240.00
55	NIPPLE		3020N060D	BRASS	2" X 6"	Y	Each	10	\$35.43	\$354.30
56	VALVE BOX RISER		59VR030D	CAST IRON	3"	Y	Each	10	\$50.00	\$500.00
57	ALPHA MACROS	ROMAC	74ALPHIAA490	CAST IRON	4"	N	Each	2	\$446.36	\$892.72
58	PIPE IPS GASKETED		0304021	IPS	4"	N	Sticks	2	\$71.40	\$142.80
59	TRANS GASKET IPS		21AMG504	RUBBER	4"	N	Each	20	\$10.16	\$203.20
60	VALVE BOX RISER	TYLER	59VR040D	CAST IRON	4"	N	Each	5	\$70.94	\$354.70
61	GATE VALVE		Z	CAST IRON	6"	N	Each	2	\$916.32	\$1,832.64
62	MEGA LUG IPS		21AMF704RG	CAST IRON	6"	N	Each	20	\$64.20	\$1,284.00
63	PIPE C-900 DR-18		020418W	PLASTIC	6"	N	Sticks	3	\$204.80	\$614.40
64	PIPE IPS GASKETED		0306021	IPS	6"	N	Sticks	3	\$133.40	\$400.20
65	REPAIR CLAMP (6.63-12.50 OD)		72FS1696125	STAINLESS STEEL	6"	N	Each	9	\$100.54	\$904.86
66	REPAIR CLAMP (6.63-7.50 OD)		72FS169675	STAINLESS STEEL	6"	N	Each	5	\$69.51	\$347.55
67	REPAIR CLAMP (6.90-7.56 OD)		72FS172475	STAINLESS STEEL	6"	N	Each	7	\$69.51	\$486.57
68	TRANS GASKET IPS		21AMG506	RUBBER	6"	N	Each	20	\$10.89	\$217.80
69	METER BOX EXTENSION	CARSON BROOKS	4512203001	PLASTIC	7"	Y	Each	50	\$81.39	\$4,069.50
70	MEGA LUG IPS		21AMF808RG	CAST IRON	8"	N	Each	10	\$80.12	\$801.20
71	PIPE C-900 DR-18		020818W	PLASTIC	8"	N	Sticks	2	\$390.00	\$780.00
72	REPAIR CLAMP (8.63-12.50 OD)		72FS1894125	STAINLESS STEEL	8"	N	Each	5	\$114.07	\$570.35
73	REPAIR CLAMP (8.63-7.50 OD)		72FS193975	STAINLESS STEEL	8"	N	Each	1	\$85.38	\$85.38
74	REPAIR CLAMP (9.05-9.74-12.50 OD)		72FS1967125	STAINLESS STEEL	8"	N	Each	2	\$114.07	\$228.14
75	REPAIR CLAMP (9.05-9.74-7.50 OD)		72FS196775	STAINLESS STEEL	8"	N	Each	2	\$85.38	\$170.76
76	METER BOX EXTENSION	CARSON BROOKS		PLASTIC	12"	Y	Each	30	\$181.52	\$5,445.60
77	PIPE C-900 DR-18			PLASTIC	12"	N	Sticks	1	\$769.60	\$769.60
78	METER BOX W/LID	CARSON BROOKS		PLASTIC	13"	Y	Each	20	\$157.91	\$3,158.20
79	METER BOX W/LID	CARSON BROOKS		PLASTIC	18"	Y	Each	15	\$361.89	\$5,428.35
	Sub Total				Sub Total					\$69,430.14
	Sales Tax@ 8.43 %				Sales Tax				\$4,948.24	
	Freight				Freight				\$0.00	
	GRAND TOTAL								\$74,378.38	

Notes:

A The Supplier's Total Quote is based upon unit prices. If there is an error in the Total Quote or other computed totals by the supplier it shall be changed and the unit price amounts shall govern. The written word amounts shall take precedence over the figure amounts. Bid amounts shall include furnishing materials, and incidentals. Provide shipping cost and taxes and tax rate on the material schedule on the lines provided. B Quantities are not guaranteed. Final payment will be based on actual quantities. cAll materials shall comply with the most recent MAG specifications and City of Show Low supplemental specifications. Only DOMESTIC fittings will be accepted.

Suppli _____ Core and Main
Supplier _____ 1500 East Thornton Road
address _____

Supplier phone Show Low, AZ 85901
"Sealed quote 928-537-4076
of Approximate delivery date; 8 weeks after assignment of PO
Core and Main
SUPPLIER NAME

For: Water Stock Parts (Material Only) City of Show Low Project No. 7602686