

SHOW LOW CITY COUNCIL
REGULAR MEETING - TUESDAY, NOVEMBER 4, 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, November 4, 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 on the Giving Machine
- B. Presentation on Traffic Strategies by Show Low Police Department

7. **CONSENT CALENDAR:**

- A. Consideration of Acceptance of Commercial Roof Replacement of Three-Bay Hangar, City of Show Low Project No. 7502641 (Rick Austin)
- B. Consideration of Acceptance of Aquatic Center Pool Replaster and Repair, City of Show Low Project No. 7852648 (Rick Austin)
- C. Consideration of Award of Construction Contract for Manhole Replacement Job Order Contract Job Order No. 2, City of Show Low Project No. 7552680 (Chris Reid)
- D. Consideration of Minutes of Show Low City Council meetings:
 1. Regular Meeting of October 21, 2025

8. **NEW BUSINESS:**

- A. **PUBLIC HEARING** and Consideration of Ordinance No. 2025-05, Amending Title 17, Land Development, of City Code by Amending Title 17 to Allow For Plat Approvals In Accordance with HB2447, and Amending Title 17 to Allow the Public Works Director to Approve Certain Public Improvements and Adopting Resolution No. R2025-42 Declaring as Public Record that Documents Titled "Title 17 Land Development" (Justen Tregaskes)
 - B. **PUBLIC HEARING** and Consideration of Ordinance No. 2025-06, Amending Title 17, Land Development, of City Code by Adding Title 17.30, At-Risk Grading, and Renumbering Title 17.35, Modifications, Appeals, and Enforcements, and Adopting Resolution No. R2025-43 Declaring as Public Record that Documents Titled "Title 17 Land Development" (Justen Tregaskes)
 - C. Consideration of Resolution No. R2025-41 Adopting Pickleball Court Reservation Policy and Fees (Mike Mariscal)
 - D. Consideration of Award of Construction Contract for Water Storage Tank Maintenance Job Order Contract, City of Show Low Project No. 7602689 (Shane Hemesath)
 - E. Consideration of Award of Professional Services Contract for SCADA Improvements to Well 19, Well 20, and 300K Water Storage Tank, City of Show Low Project No. 76026105 and 76026104 and Authorization of Associated Budget Transfers (Shane Hemesath)
9. **EXECUTIVE SESSION:**
- A. Confidentiality Statement.
 - B. Discussion or consultation for legal advice with the attorney or attorneys of the public body or with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property pursuant to A.R.S. Sections 38-431.03(A)(3) and 38-431.03(A)(7).
 - (1) A.P. No. 210-16-100H
 - (2) A.P. No. 210-02-013F
 - (3) A.P. No. 210-02-013D
 - (4) A.P. No. 210-13-060F
 - C. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. Pursuant to A.R.S. Section 38-431.03(A)(2)
 - (1) Executive Session Minutes of March 18, 2025
 - (2) Executive Session Minutes of May 6, 2025
 - (3) Executive Session Minutes of August 5, 2025

10. POST EXECUTIVE SESSION:

- A. Consideration of any item on the Executive Session portion of this agenda which the Council may wish to take action upon in Open Session.
- B. Consideration of Approval of the Minutes of the Executive Session of the Show Low City Council held on March 18, May 6, and August 5, 2025.

11. SUMMARY OF CURRENT EVENTS:

- A. Council Members
- B. Mayor
- C. City Manager

12. SCHEDULE OF MEETINGS:

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

13. ADJOURNMENT:**SCHEDULED MEETINGS/EVENTS:**

DATE	TIME	EVENT NAME
11/04/2025	7:00 PM	CITY COUNCIL - REGULAR MEETING
12/02/2025	7:00 PM	P&Z COMMISSION - REGULAR MEETING
12/09/2025	7:00 PM	CITY COUNCIL - 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 Friday, October 31, 2025.

MTG DATE: 11/4/2025
ITEM: 7.A

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Commercial Roof Replacement of Three-Bay Hangar, City of Show Low Project No. 7502641 (Rick Austin)

RECOMMENDATION

I **MOVE** to award the contract for the Commercial Roof Replacement of the Three-Bay Hangar, City of Show Low Project No. 7502641 to Mountain Roof Repair, LLC, in an amount not to exceed \$117,585.00.

BACKGROUND

The fiscal year 2025-2026 budget included \$250,000.00 for the roof replacement of the City's three-bay hangar. On September 16, 2025, the City Council awarded the contract for the Commercial Roof Replacement of the City's Three-Bay Hangar in an amount not to exceed \$117,585.00 to Mountain Roof Repair, LLC.

On October 20, 2025, Mountain Roof Repair, LLC completed the repair of the City's Three-Bay Hangar roof by covering the entire roof, by first installing half-inch OSB between the metal roof ridges to make a flat surface and then attaching a 60 mil Mulehide grand TPO rubber membrane with a heavy-duty drip edge which was then mechanically fastened to the roof. The total project cost was \$117,585.00, which was \$132,415.00 under budget.

Staff recommends accepting the Three-Bay Hangar Repair, City of Show Low Project No. 7502641, releasing final payment, and initiating the two-year warranty period.

ATTACHMENTS

1. 7502641 Request for Final Payment

FISCAL IMPACT

Final cost: \$117,585.00

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

PAYMENT REQUEST FORM

From: Mountain Roof Repair, LLC
Address 1282 Lone Pine Dam Rd.
Show Low, AZ 85901
Phone 928-358-7525
Fax _____
Email youngkevin796@gmail.com

To: City of Show Low

Project Commercial Roof Repl. 3-Bay Hanger
Request No. 01
Period Ending 9/30/2025

Job No. 7502641
Cost Code _____
Vendor No. _____

STATEMENT OF CONTRACT AMOUNT

1. Original Subcontract Amount:	\$ 117,585
2. Approved Subcontract Supplements:	\$ -
3. Adjusted Subcontract Amount:	\$ 117,585

PROGRESS BILLING

4. Work Completed on Subcontract to Date:	100%	\$	114,007
5. Less Amount Retained:	0%	\$	-
6. Total Work Completed Less Retention:		\$	114,007
7. Less Previous Requests for Payment:		\$	60,215
8. Amount Due This Request:		\$	53,792

Discounts Offered:

% or \$	Pmt. by
% or \$	Pmt. by
% or \$	Pmt. by

NOTE: Requests are due by the 20th of the month.

CERTIFICATE OF THE SUBCONTRACTOR

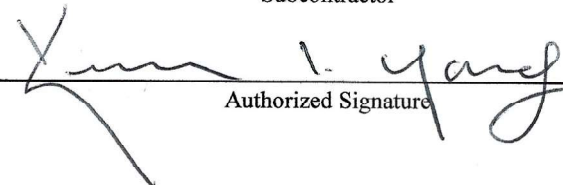
I hereby certify that the work performed and the materials supplied to date, as shown on the above, represent the actual value of accomplishment under the terms of the Subcontract Documents (and all authorized changes thereto) between City of Show Low (the "Contractor") and the undersigned, relating to the above referenced project.

I also certify that payments, less applicable retention, have been made through the period covered by the previous payments received from the Contractor, to (1) all my subcontractors and (2) for all materials and labor used in or connection with the performance of the Subcontract Documents. I further certify I have complied with Federal, State, and local tax laws, including Social Security laws and Unemployment Compensation laws in-so-far as applicable to the performance of the Contract.

In consideration of the payments received, and upon receipt of the payment of this request, the undersigned hereby waives, releases, and forever discharges the Contractor, the Contractor's surety, and the Project Owner from all actions, causes of action, claims, and demands that the undersigned, his or her heirs, legal representative, and assignees may now have or that might subsequently accrue to the undersigned arising out of or in any manner connected with, directly or indirectly, labor performed, or any other work performed on the above referenced project.

Mountain Roof Repair, LLC

Subcontractor


 Authorized Signature

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D CHANGE ORDER	E REVISED VALUE	F PREVIOUS APPLICATIONS	G WORK COMPLETED THIS APPLICATION		H STORED MTLs.	I TOTAL COMPLETED AND STORED TO DATE	J %	K BALANCE TO FINISH	L RETAINAGE 0%
						WORK IN PLACE	STORED MTLs.					
01	Materials	66,906	-	66,906	66,906	-	-	-	66,906	100%	-	-
02	Labor	45,679	-	45,679	-	45,679	-	-	45,679	100%	-	-
03	Force Account	5,000	-	5,000	-	1,422	-	-	1,422	28%	3,578	-
04		-	-	-	-	-	-	-	-	-	-	-
05		-	-	-	-	-	-	-	-	-	-	-
06		-	-	-	-	-	-	-	-	-	-	-
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17		-	-	-	-	-	-	-	-	-	-	-
18		-	-	-	-	-	-	-	-	-	-	-
19		-	-	-	-	-	-	-	-	-	-	-
20		-	-	-	-	-	-	-	-	-	-	-
TOTAL THIS PAGE		117,585	-	117,585	66,906	47,101	-	-	114,007	97%	3,578	-

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MTG DATE: 11/4/2025
ITEM: 7.B

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Aquatic Center Pool Replaster and Repair, City of Show Low Project No. 7852648 (Rick Austin)

RECOMMENDATION

I **MOVE** to accept the Aquatic Center pool replastering and repair, City of Show Low Project No. 7852648, release final payment, and initiate the two-year warranty period.

BACKGROUND

The fiscal year 2025-2026 budget included \$225,000.00 for Aquatic Center Capital Improvements to replace the plaster at the City pool. It was decided the plaster replacement could wait until the annual pool closure scheduled for September 22 through October 20, 2025, to ensure no additional closures were needed for repairs.

On August 5, 2025, Landmark Aquatic Services, LLC was awarded the contract for Pool Replastering and Repair, City of Show Low Project No. 7852648 in an amount not to exceed \$239,000. On October 22, 2025, Landmark Aquatic Services, LLC completed the Aquatic Center pool replastering and repairs with a total project cost of \$239,000.00.

Staff recommends accepting the Aquatic Center Pool Replaster and Repair, City of Show Low Project No. 7852648, releasing payment, and initiating the two-year warranty period.

ATTACHMENTS

1. 7852648 Request for Payment Landmark Aquatic Services

FISCAL IMPACT

Final cost: \$239,000.00

Funding source (account no.): Improvements (11-785-495-7310-0000)

REQUEST FOR PAYMENT

From: Landmark Aquatic Services LLC
7721 N 68th AVE
Glendale, AZ 85303

To: City of Show Low
Attn: Accounts Payable
1100 W. Deuce Clubs
Show Low, AZ 85901

Invoice: 12014107
Draw: 202510
Invoice date: 10/31/2025
Period ending date: 10/31/2025
Customer Number: 4C240062

Contract For:

Request for payment:

Original contract amount	\$239,000.00
Approved changes	\$0.00
Revised contract amount	\$239,000.00
Contract completed to date	\$239,000.00
Add-ons to date	\$0.00
Taxes to date	\$0.00
Less retainage	\$0.00
Total completed less retainage	\$239,000.00
Less previous requests	\$0.00
Current request for payment	\$239,000.00
Current billing	\$239,000.00
Current additional charges	\$0.00
Current tax	\$0.00
Less current retainage	\$0.00
Current amount due	\$239,000.00
Remaining contract to bill	\$0.00

Project: 25-04-4011
City of Show Aq. Center Replas

Scope: Project 7852648
Pool Plaster Repair 11-785-495-73100000

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Show Low relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: Landmark Aquatic Services LLC

By: Kevin Koril

Date: 10/23/2025

REQUEST FOR PAYMENT DETAIL

Project: 25-04-4011 / City of Show Aq. Center Rep

Invoice: 12014107

Draw: 202510

Period Ending Date: 10/31/2025 Detail Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1	Pool Replaster	233,650.00		233,650.00		233,650.00	100.00		
2	Contingency	5,350.00		5,350.00		5,350.00	100.00		

Totals	239,000.00		239,000.00		239,000.00	100.00		
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**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Award of Construction Contract for Manhole Replacement Job Order Contract Job Order No. 2, City of Show Low Project No. 7552680 (Chris Reid)

RECOMMENDATION

I **MOVE** to award the construction contract for the Manhole Replacement Job Order Contract No. 2, City of Show Low Project No. 7552680, to Central Arizona Civil Construction Company at a cost of \$208,904.00

BACKGROUND

The Annual Capital Improvement Project budget includes approximately \$250,000.00 each year for Wastewater Manhole Replacements citywide. Wastewater manholes deteriorate over time and require replacement to allow the city access to maintain our wastewater collection system. The scope of work includes removing the deteriorated manhole, replacing the manhole with a new concrete polymer manhole, adjustment rings and lid. The work shall take place at various locations citywide in Show Low, Arizona.

At its regular meeting on March 19, 2024, the City Council awarded the Manhole Replacement Job order Contract to Apache Underground and Excavating and Central Arizona Civil Construction Company. As discussed in the contract, each Job Order will be presented to the contractors for them to present pricing to perform the work.

Job Order No. 2 consists of replacing six manholes located on the 18th hole of Bison Golf Course. These manholes have extensive hydrogen sulfide corrosion and will be replaced with polymer manholes to prevent corrosion typically seen in regular concrete manholes. The depths of the manholes range between 10 and 11 feet deep.

The Job Order No. 2 was presented to the approved contractors and the City received the following pricing to perform the work:

<u>Contractor</u>	<u>Pricing</u>
Central Arizona Civil Construction Company	\$208,904.00
Apache Underground and Excavating	\$273,695.00

Staff recommends awarding the construction contract for Manhole Replacement Job Order No. 2, City of Show Low Project No. 7552680, to Central Arizona Civil Construction Company in an amount not to exceed \$208,904.00. Staff will coordinate with the contractor to incorporate an additional manhole into the project utilizing remaining budget funds

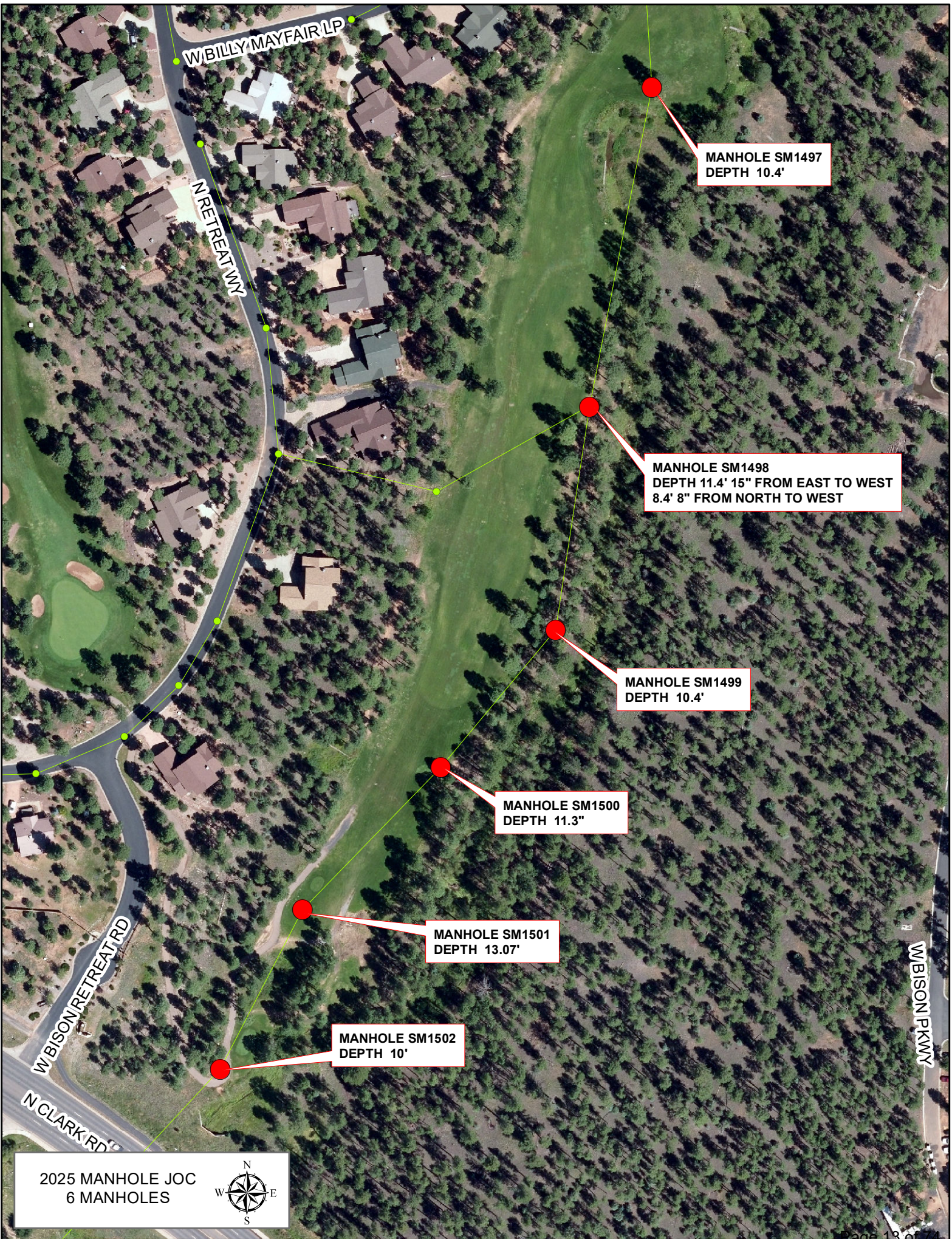
ATTACHMENTS

1. Manhole JOC 2025 Aerial Map

FISCAL IMPACT

Anticipated cost: \$208,904.00

Funding source (account no.): I & I Project (42-755-495-7300-5871)



MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, OCTOBER 21, 2025, AT 7:00 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 7:00 p.m.

2. Roll Call.

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

COUNCIL MEMBERS ABSENT: Vice Mayor Kakavas.

STAFF MEMBERS PRESENT: F. Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Greg Westover, Police Commander; Shane Hemesath, Public Works Director; Rick Austin, Public Works Operations Manager; Jacob Allen, Airport Manager; Shannon Adams, Grants Coordinator; and Rachael Hall, City Clerk.

GUESTS: John and Agnes Hannah, Cathy Huling, Dave Murray, Laura Singleton, Don Lusk, Patrick Krugh, Vicky Solomon, Thomas Brown, Jared Hall, Rick Goodman, Steve and Ann Williams, Becky Clark and others.

3. Invocation.

Councilman Clark gave the invocation.

4. Pledge of Allegiance.

Mayor Leech led the Council and audience in the 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.

None.

6. **SPECIAL EVENTS:**

A. Presentation by Nexus Coalition for Drug Prevention

Vicky Solomon, Executive Director of the Nexus Coalition for Drug Prevention (Nexus), said the organization's mission was community collaboration, striving to build a resilient, healthy, substance-free, connected environment for youth. Their vision was that all youth are free from substance use, resilient, healthy, happy, and contributing citizens in connected communities. She said Nexus' two goals were reducing substance use, increasing resiliency and connection among youth and parents/caregivers, and establishing and strengthening collaboration and connection among community organizations.

Ms. Solomon said that Nexus partnered with 12 sectors of the community, including schools, youth, news/media, law enforcement, civic and volunteer groups, religious/fraternal organizations, state/local/tribal groups, youth service groups, parents, businesses, healthcare, and others.

Ms. Solomon said this past year, 13,272 youth participated in their programs, and 13,769 adults participated in workshops on drug trends, trauma, parenting, and more. Nexus provided 6,852 activities in the County. She said that 986 naloxone dispensers were distributed with education. Nexus also distributed 69,560 educational and resource items.

Ms. Solomon said the Nexus Coalition's programmatic pillars included evidence-based and informed programs. The coalition utilized best practices including support groups, book clubs, diversion programs, naloxone/fentanyl training, and trauma/resilience training.

Ms. Solomon said Nexus also participated in Teen Court and Diversion programs, Junior Leadership Academies, Safety Village Collaborations, and Adult Resiliency Workshops.

Ms. Solomon said Nexus Coalition provided free training and free Naloxone. She said it was great to serve the community, and the Nexus Coalition appreciated the City Council's support.

Council members thanked Ms. Solomon and the Nexus Coalition for everything they did for the community.

B. Presentation by Show Low Chamber of Commerce

Sunshine Brewer, Executive Director of the Show Low Chamber of Commerce, introduced Erika Welker, a University of Arizona student who worked with the Show Low Chamber of Commerce for the last three years. Ms. Welker presented an update on the Show Low Chamber of Commerce. She said that in 2025, 2,100 visitors came through the Tourist Information Center thus far. With the help of the new website and social media, digital visitor counts were up and over 49,000 website visitors. She said there were 1.6 million social

media views.

Ms. Welker said the Show Low Chamber of Commerce had 392 members. Year over year, member retention was at 97%.

Ms. Welker said the Executive Board consisted of: Cathy Huling, President; Kyle Beecroft, Vice President; Shylia Revier, Secretary; and Cassie Hernandez, Treasurer. She said the Chamber Ambassadors were Pam Arlaud from Washington Federal Bank, Veronica Trauthwein from Waste Management, Rick Iacomacci from Legal Shield, and Suzanne Hudspeth from Central AZ Supply.

Ms. Welker reviewed the Chamber's financials which included a balance of \$8,007.46 in Arizona Credit Union and \$27,538.01 in National Bank of Arizona.

Ms. Welker reviewed the upcoming Chamber events, including the no-cost business classes in partnership with the Arizona Small Business Development Center and Northland Pioneer College, monthly Business First Luncheon at Arts Alliance, 2025 Chamber Gala and awards dinner at Torreon, monthly ribbon cutting and mixers, and the 2025 Visitor's Guide with Maverick Magazine. She thanked the City Council and staff for continued support for the Chamber.

Mayor Leech thanked Ms. Welker, Ms. Brewer and the Chamber Board members for all their great work.

C. Presentation from Show Low Aviation Advisory Committee

Gary Winslow, Show Low Aviation Advisory Committee Chairman, reviewed the annual update on Show Low Airport Advisory Committee (Committee) for 2025. Mr. Winslow said the Committee consisted of himself, Vice Chairman David Murray, and Members John Hannah, Patrick Krugh, and Don Lusk.

Mr. Winslow reviewed activity highlights from 2025 which included the election of new Board Members, the adoption of a Resolution to reduce the frequency of Committee meetings, commercial leases and operating agreement amendments on rent deposits, security deposits, holdover rates and other associated rates, commercial insurance matrix for commercial operators, and the approval of proposed changes on current rates and charges for Show Low Regional Airport (Airport). He said Committee members had received open meeting law training, discussed noise abatement, and held discussion for clarification regarding automobile insurance requirements.

Mr. Winslow reviewed Contour Airlines passenger numbers, which were a total of 9,751 passengers from October 2024 through September 2025. He recognized that enplanements had grown from 684 in October 2024 to over 1,100 last month, with a rolling annual total approaching 10,000 enplanements.

Mr. Hemesath said the City's normal yearly allocated funds from the federal

government used to be \$150,000 because the City was under 10,000 enplanements but FAA adjusted this funding slightly on a sliding scale and the City received about \$300,000 last year. He said once the City tops the 10,000 enplanement mark, then the City would be eligible for \$1 million allocated funds a year. Mr. Allen said as some Councilmembers would recall when the City was talking about bringing Contour to Show Low, it was discussed that it was massively impossible to reach that level of enplanements with the previous carriers. He said now with Contour providing triple the seats per flight, the City could get into those enplanement numbers that would really increase the level of federal funding on an annual basis.

Mr. Winslow said the Airport passed the annual FAA Part 139 Certification Inspection. He reviewed Airport Capital Improvement Projects which included Crosswind Runway Focused Planning Study, Crosswind Runway Environmental Assessment, two large helicopter parking pads, and two airfield lighting projects.

Mr. Winslow reviewed hangar development at the Airport. He said private hangar developments had been erected, non-commercial ground leases for hangar development were received and approved by the City Council, Phase I Hangar Infrastructure Project was completed, and Phase II Hangar Development Project was currently being prepared. He said the Airport Parking Lot Expansion Project would begin next week and the City's Hangar Roof Replacement Project was underway. He said the Bureau of Indian Affairs Roof Replacement Project had been completed and new windows and doors were expected to be replaced this year. Exterior paint was completed at the Airport Terminal and the bathroom remodel and new flooring would be worked on next.

Councilman Judd asked about clarification regarding the federal funding if the City were to hit 10,000 passengers in the year. Mr. Allen said with the sliding-scale change, the Airport's annual entitlement increased from \$150,000 to \$300,000 based on 2023-2024 enplanement numbers. He said hitting 10,000 enplanements was the target for higher entitlement; however, due to the latest FAA reauthorization adjustments, the jump to \$1 million funding would not be realized until two years after crossing the threshold.

Mayor Leech thanked the Committee members for all their events held at the Airport and their hard work on the Committee.

D. Presentation of Snow Management Plan (Rick Austin/Ryan Hall)

Mr. Austin presented the 2025-26 snow management plan to the City Council. Many Council members thanked staff for their hard work and management of the snow and storms that the City received during the winter months.

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

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

Ms. Hall read the Community Fast proclamation aloud, and Mayor Leech presented it to Chairman Steve Williams. Chairman Williams introduced the members of the Community Fast Committee and said every penny was given to local organizations that were able to identify people needing help over the holidays. Many community members, churches, businesses, and schools participated in the fast. He said one of the highlights that he hoped the Council members and citizens could attend was the community celebration. He thanked the City Council for their support of the Community Fast. Pastor Thomas Brown thanked the City for the continued support of the Community Fast.

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)

Ms. Adams said approximately \$280,000.00 was being offered to the City of

Show Low by the Arizona Department of Housing through the Community Development Block Grant (CDBG) program. This program funded 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.

Ms. Adams said 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.

Ms. Adams said tonight's public hearing was to solicit additional public input on possible projects for CDBG funds. Following the hearing, the City Council could select the final Community Development Block Grant project to be submitted for application and to adopt an applicable resolution. She said staff recommended using the funds to purchase the dining room of the Senior Center, which met the criteria for the grant.

Ms. Adams said should the City Council, after hearing public input, accept the staff's recommendation and determine that the City's priority use of the 2025 CDBG funds was the purchase of the dining room of the Senior Center, staff would submit an application to the Northern Arizona Council of Governments.

Mayor Leech opened the matter for a public hearing. There being no input, Mayor Leech closed the public hearing.

Councilman Clark asked what the benefit was for the City to purchase the dining room of the Senior Center. Ms. Adams said it was the City's hope that in the future the City would be able to apply for additional CDBG funds to renovate the building. She said the City could not apply for grant funds to renovate a building that the City did not own.

Councilman Clark asked how this project met the criteria for CDBG funding. Ms. Adams said this project would benefit people with low-to-moderate income. She said the Senior Center served seniors, anyone over the age of 63, who automatically qualified for low-to-moderate income.

Councilman Clark asked if this funding could be used for a different project such as the Huning House. Ms. Adams said the Department of Housing required the application submission by the end of the week, so staff was presenting a project that was already presented during the first public hearing to meet the deadline. She said staff could look for other CDBG funding opportunities when they became available for other eligible projects in the future.

COUNCILMAN ADAMS MOVED TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AND APPROVE THE

PROPOSED PROJECT AS THE ACQUISITION OF THE REAR ROOM AT THE SENIOR CENTER, AND FURTHER, MOVED TO 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 REMOVING THE "RENOVATE" WORDING FROM RESOLUTION NO. R2025-40, AND RESCIND RESOLUTION NO. R2025-13; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

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

Mr. Austin said each fiscal year, the Water Department went out to bid to replenish its water stock parts. The Water Department conducted an inventory of existing water stock parts before going out to bid and then created a list of needed stock parts for the next fiscal year. Historically, the annual bid for water stock parts had 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.

Mr. Austin said these were parts that the Water Department kept 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 could keep water flowing to all our citizens.

Mr. Austin said 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

Mr. Austin said staff recommended 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.

COUNCILMAN JUDD MOVED TO AWARD THE PURCHASE OF WATER STOCK PARTS TO CORE & MAIN FOR AN AMOUNT NOT TO EXCEED \$74,378.38; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD, AND COUNCILMAN WHIPPLE VOTING IN FAVOR.

9. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Adams invited the community to walk the Meadow for the Scarecrow Walk contest.

B. Mayor

Mayor Leech thanked those who were in attendance tonight at the City Council meeting. He invited the community to attend future City Council meetings.

C. City Manager

Mr. Brown said there were a number of upcoming Halloween-related events to report which included the Trick or Treat Trail for kids on October 22, at the City Park, Show Low Mainstreet's Halloween Trunk or Treat, on October 25, at Hatch Toyota, and the Turn of the Card Community Center Family Friendly Halloween event on October 31, at the Community Center.

Mr. Brown said in public works projects, the city's contractor was finishing up on the Fools Hollow waterline phase 2 project and crews continued to work on paving in Sierra Pines. He thanked the citizens for their patience as these important projects were completed.

10. **SCHEDULE OF MEETINGS:**

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

Mr. Brown said due to the upcoming holiday schedule and per Council's request, the City Council would hold only one council meeting in the months of November, December and January. The meetings were scheduled to be on November 4, 2025, December 9, 2025 and January 20, 2026. He reminded citizens to view the City's website for any changes.

11. **ADJOURNMENT:**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF OCTOBER 21, 2025, AT 8:18 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 Regular Meeting of the City Council of Show Low held on October 21, 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 Ordinance No. 2025-05, Amending Title 17, Land Development, of City Code by Amending Title 17 to Allow For Plat Approvals In Accordance with HB2447, and Amending Title 17 to Allow the Public Works Director to Approve Certain Public Improvements and Adopting Resolution No. R2025-42 Declaring as Public Record that Documents Titled "Title 17 Land Development" (Justen Tregaskes)

RECOMMENDATION

By unanimous consent, read Ordinance No. 2025-05 by title only, as all Council members have a copy.

I **MOVE** to adopt Ordinance No. 2025-05, amending Title 17 of the Show Low City Code, and Resolution No. R2025-42, declaring as a public record the document titled "Title 17 Land Development".

BACKGROUND

During the recent Arizona State Legislative session, the Legislature passed House Bill 2447 (HB2447). This bill requires cities and towns to amend their codes to allow for certain at-risk grading projects. This bill also requires cities and towns to approve preliminary and final plats without a public hearing. In response to these new requirements, staff has prepared amendments to Title, 17, Land Development, to address these requirements.

As outlined, Ordinance No. 2025-05 would amend Title 17, Land Development, to address new statutory requirements for plat approval. Statutory requirements for at-risk grading will be addressed through another agenda time and adoption of Ordinance No. 2025-06. The proposed revisions clarify the wording for approval of preliminary and final plats by council without a public hearing. Preliminary plats would no longer be reviewed by the Planning and Zoning Commission.

Any requirements for the development of the property must either be included in existing City Code, or be stipulated to by the developer. Also included in the proposed Title 17 revisions is the ability for the Public Works Director to approve certain public infrastructure.

HB2447 requires that these changes be made and be in effect for 2026. Staff recommends adopting Ordinance No. 2025-05 and Resolution No. R2025-42 with an effective date of December 31, 2025.

ATTACHMENTS

1. Ordinance No. 2025-05

2. Resolution No. R2025-42

FISCAL IMPACT

N/A

CITY OF SHOW LOW ORDINANCE NO. 2025-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, AMENDING THE CODE OF THE CITY OF SHOW LOW, ARIZONA, BY AMENDING TITLE 17, CHAPTER 17.05, GENERAL PROVISIONS, SECTION 17.05.010, ADMINISTRATION; CHAPTER 17.10, DEFINITIONS, SECTION 17.10.020, DESIGN PRINCIPLES- DEVELOPMENT STANDARDS; CHAPTER 17.15, APPLICATION PROCEDURES, SECTIONS 17.15.010, GENERAL PROVISIONS, 17.15.020, STAGE I- PRE-APPLICATION CONFERENCE, 17.15.030, STAGE II- PRELIMINARY PLAT, 17.15.050, STAGE IV- FINAL PLAT; CHAPTER 17.20, DESIGN PRINCIPLES- DEVELOPMENT STANDARDS, SECTIONS 17.20.020, STREET DESIGN, 17.20.070, LOT PLANNING; CHAPTER 17.25, IMPROVEMENT REQUIREMENTS AND SPECIFICATIONS, SECTION 17.25.070, WATER

RECITALS:

WHEREAS, the legislature has required municipalities to adopt an ordinance implementing the requirements of A.R.S. 9-500.49, including allowing administrative review and approval of site plans, development plans, land divisions without a public hearing, administrative review and approval of design plans with objective standards without a public hearing, at-risk submittals of certain on-site preliminary grading work, and expedited permit review for applicant with a history of compliance; and

WHEREAS, Title 17 needs additional minor and conforming updates; and

WHEREAS, the City deems it necessary to amend Title 17 of the Show Low City Code to be in compliance with the requirements of A.R.S. 9-500.49 and additional conforming updates.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Show Low, Navajo County, Arizona:

Section 1

The Code of the City of Show Low, Arizona, hereby amends Title 17 to read as set forth in Exhibit A, attached hereto and incorporated herein.

Section 2

The effective date of this Ordinance shall be December 31, 2025.

Section 3

That certain document titled "Revisions to Title 17, Chapter 17.05, General Provisions, Section 17.05.010, Administration; Chapter 17.10 Definitions, Section 17.10.020 Design Principles- Development Standards; Chapter 17.15, Application Procedures, Sections 17.15.010 General Provisions, 17.15.020 Stage I- Pre-Application Conference, 17.15.030 Stage II- Preliminary Plat, 17.15.050 Stage IV- Final Plat; Chapter 17.20, Design Principles- Development Standards, Sections 17.20.020 Street Design, 17.20.070 Lot Planning; Chapter 17.25 Improvement Requirements and Specifications, Section 17.25.070 Water, of the Show Low City Code", three copies of which are on file in the office of the City Clerk of the City of Show Low, Arizona, which document was made a public record by Resolution No. R2025-42 of the City of Show Low, Arizona, is hereby referred to, adopted, and made a part hereof as if fully set out in this ordinance.

Section 4

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Council of the City of Show Low, Arizona, this 4th day of November, 2025.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

Exhibit A

Title 17 Land Development

...

Chapter 17.05 General Provisions

...

17.05.010 Administration.

...

(D) *Administration.* The planning and zoning director is hereby authorized to receive, process, and otherwise act upon preliminary and final subdivision plats in accordance with these regulations. ~~The city planning and zoning commission and city~~ **City** staff are hereby designated as advisory agents to the director and to the city council and are charged with the duty of investigating and reporting upon matters referred to them in accordance with these regulations.

...

Chapter 17.10 Definitions

...

17.10.020 Definitions.

...

Final plat: A final plat of a subdivision, including supporting data, in substantial conformance to an approved preliminary plat ~~and all stipulations or conditions placed upon it by the commission or city council~~, prepared by a registered land surveyor, in accordance with this title and the A.R.S.

...

Chapter 17.15 Application Procedures

...

17.15.010 General provisions.

(B) *Reservation of Public Land.* Where a tract to be subdivided contains all or any part of a park, school, flood control facility or other area shown on the general plan **or any other adopted** plan as a public area, ~~or required by city council as a public area~~, such site shall be dedicated to the public or reserved for acquisition by the public within a specified time period. The developer and the appropriate public agency shall reach an agreement regarding such acquisition prior to consideration of the final plat by city council.

...

(E) *Representations of Applicant Binding.* All representations by the applicant, or by the applicant's authorized representative, made in writing, or during any city public meeting or public hearing or by any submitted plan, plat, drawing, or other graphic depiction in support of the application, and designated in the record by the ~~planning and zoning commission and/or city council~~, shall be deemed to be conditions of approval.

...

(G) *Outline of the Review Process.* The preparation, review and approval of most subdivisions within the city limits shall proceed through the following progressive stages:

(1) Pre-application conference;

(2) Preliminary plat submittal: ~~considered by planning and zoning commission and city council~~ **reviewed by the director and other staff and/or affected entities approved by the city council;**

(3) Subdivision technical review: considered and reviewed by city staff and pertinent outside public service and utility agencies;

(4) Final plat submittal: ~~considered by city council~~ **reviewed by the director and other staff and/or affected entities, approved by the city council.**

...

17.15.020 Stage I – Pre-application conference

...

(D) *Subdivision Referral and Approval Process.* Within five (5) days of the review of the sketch plat by the development review committee, the director will issue the appropriate Notice to Proceed.

(1) *Subdivisions.* If the sketch plat involves a subdivision only, the director will advise the developer to proceed with the preparation of a preliminary plat to be considered by ~~the planning and zoning commission and the city council~~ **the director and other staff and/or affected entities.**

(2) *Development Master Plan.* A development master plan may be required prior to the preparation of a preliminary plat if the tract is sufficiently large to comprise an entire neighborhood, if the tract is to be developed in multiple phases or if the tract is only a portion of a larger landholding of the developer, or the tract is part of a larger land area the development of which is complicated by unusual topographic, utility, land use, land ownership, or other conditions. The director may issue a Notice to Proceed to prepare a development master plan (DMP). The entire land area covered by the DMP need not be under the developer's control. In many cases the DMP will be the comprehensive conceptual master plan needed in a zone change application that may be necessary to permit development of the tract.

(a) *Preparation.* Development master plans must be prepared to a scale and accuracy commensurate with their purposes, and must include:

(i) General street pattern with particular attention to collector streets and future circulation throughout the development.

(ii) General location and size of existing and proposed school sites, parks, and other public areas.

(iii) Location of shopping centers, multifamily residential or other nonresidential land uses.

(iv) Methods proposed for sewage disposal, water supply and storm drainage.

(v) Approximate densities and intensities of various land uses.

(b) *Phasing Plan and Schedule Approval.* Upon acceptance of the general design approach by the ~~planning and zoning commission and city council~~ **director and other staff and/or affected entities**, the DMP shall be followed by the preparation of a preliminary plat. If development is to take place in several stages, the DMP must be submitted as a supporting document for each stage. The DMP must be kept up to date by the developer as modifications take place.

...

17.15.030 Stage II – Preliminary plat.

...

(C) *Preliminary Plat Review and Approval.*

(1) Upon acceptance of an application for approval of a preliminary plat, the director will have ten (10) working days to advise the applicant if the submittal is complete.

Copies of complete applications will be forwarded to the city departments and utility and public safety agencies that serve the area for their review and comment.

(2) The reviewing agencies and departments shall transmit their comments and recommendations to the planning department. The planning department will then summarize the received comments and recommendations, ~~prepare a staff report and present it to the planning and zoning commission.~~

(3) The ~~planning and zoning commission~~ director shall consider the proposed preliminary plat **in accordance with all adopted codes and documents** at its ~~next regularly scheduled meeting~~ no sooner than twenty-one (21) days after an application has been determined to be complete. Upon ~~action of a preliminary plat, or approval with conditions by the commission, the city council shall consider the proposed preliminary plat no sooner than thirty (30) days after the commission decision.~~ **Following review by the director and other staff and/or affected entities, the city council shall consider the preliminary plat after a preliminary plat application has been deemed**

complete by the director. Notice of approval or denial shall be provided by the director. If denied, reasons for such denial shall be provided within five (5) business days of denial.

...

17.15.050 Stage IV – Final plat.

(4) If not already completed in Stage III, an Infrastructure Improvement Agreement (IIA) shall be consummated between the developer and the city. During this process, an IIA payment shall be presented to the planning and zoning director prior to scheduling the items for review by the ~~city council~~ **director**.

...

(6) A final plat, in recordable form, ~~on-disk~~ in digital format compatible with the City of Show Low computer database to facilitate the inclusion of the final plat into the city parcel database. Typically, the form of these files will be in DXF, DWG or other similar industry standards digital file developed in AutoCAD R13 or greater.

...

(12) *Assurances.* In order to ensure proper installation of subdivision improvements, the developer shall designate the type of assurance in a form and method acceptable to the city attorney and approved by ~~city council~~ **the director** in conjunction with review of the final plat. ~~Approved forms of assurance are available from the planning and zoning department.~~ A final copy of said assurance shall be submitted to staff within ninety (90) days of ~~council~~ **director** approval, and prior to the recordation of any final subdivision plat approved by the city council. The amount of said assurance shall be based on a cost estimate prepared by a registered civil engineer in an amount to cover one hundred twenty (120) percent of the complete installation of the improvements. Failure to provide approved assurances of construction within said ninety (90) days shall be grounds for revocation of the final plat. Continued failure to provide approved assurances of construction following fourteen (14) days' written notice to the applicant as indicated on the subdivision final plat application form shall cause the final plat to be deemed revoked. This assurance shall provide for its forfeiture to the city in the event the improvements are not accepted by the city by the declared completion date due to the default of the developer or the appropriate real part in interest. Any portion of the forfeiture in excess of the expenses incurred by the city in connection with the installation of the improvements shall be returned to the developer or the appropriate real party in interest. The developer must provide the city with one (1) of the following

types of financial assurances for the completion of the construction of the improvements required for the development of the subdivision:

...

14) *Final Plat Review*. Upon acceptance of an application for approval of a final plat, the director will have ten (10) working days to advise the applicant if the submittal is complete. Copies of complete applications will be sent to the city departments and utility and public safety agencies that serve the area. When an application has been determined to be complete, the ~~city council~~ **director** shall consider the proposed final plat no sooner than twenty-one (21) days. **Following review by the director and other staff and/or affected entities, the final plat shall be submitted to the city council for approval.**

(a) *Recordation*. Upon receipt of the required assurances, and proof of adequate water supply, the applicant will provide the city with ~~three (3) copies~~ **one (1) copy** of the approved final plat drawn in permanent black ink on Mylar approximately four (4) mil in thickness. ~~The director will have the final plat recorded and provide a recorded copy of the plat to the applicant.~~ **Once signed and approved, the director will return the approved final plat to the applicant for recordation.**

...

Chapter 17.20

Design Principles – Development Standards

17.20.020 Street design.

(3) Local streets as indicated by current city standards but, in any event, no less than fifty (50) feet, unless otherwise specified in this Code.

(a) Cul-de-sac streets shall terminate in a circular right-of-way fifty (50) feet in radius with a minimum improved traffic turning circle forty (40) feet in radius. ~~The planning and zoning~~ **public works** director may approve an equally convenient form of space where extreme conditions justify.

(b) Dead-end streets will not be approved except in locations designated by the ~~planning and zoning~~ **public works** director as necessary to future extension in development of adjacent lands. A dead-end street serving more than four (4) lots shall provide a temporary turning circle with a forty (40) foot radius or other acceptable design to accomplish adequate access.

...

Street Design Notes:

...

6 Maximum longitudinal slopes of up to eighteen (18) percent may be used for a distance not to exceed three hundred (300) feet if existing terrain dictates and if approved by the ~~planning and zoning director~~ and public works director.

...

9 The actual length of a vertical curve shall be determined using AASHTO standards but shall not be less than one hundred (100) feet. For residential streets, the length of the vertical curve may be reduced to fifty (50) feet if existing terrain dictates and if approved by the ~~planning and zoning director~~ and public works director.

...

17.20.070 Lot planning.

...

~~F) Where gross densities of four (4) units to the acre or greater are provided, front yard setback lines should be staggered within a ten (10) foot range to create a diversified streetscape. No front yard should be less than twenty (20) feet.~~

...

Chapter 17.25 Improvement Requirements and Specifications

...

17.25.070 Water.

...

(F) The water system for the subdivision must be capable of supplying and sustaining the required flows for fire protection throughout all subdivided properties as approved by the city. For residential areas, the minimum required fire flow capability is one thousand (1,000) gallons per minute for a duration of two (2) hours with a minimum system pressure of twenty (20) pounds per square inch while the required fire hydrant flow rate is being met. For all multifamily, industrial and commercial areas the chief building code official, in consultation with the ~~Show Low fire district~~ **Timber Mesa Fire District**, shall determine minimum fire flow capability and that flow will be provided with a minimum system pressure of twenty (20) pounds per square inch.

CITY OF SHOW LOW RESOLUTION NO. R2025-42

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND TITLED “REVISIONS TO TITLE 17, AMENDING CHAPTER 17.05, GENERAL PROVISIONS, SECTION 17.05.010, ADMINISTRATION; CHAPTER 17.10, DEFINITIONS, SECTION 17.10.020, DESIGN PRINCIPLES- DEVELOPMENT STANDARDS; CHAPTER 17.15, APPLICATION PROCEDURES, SECTIONS 17.15.010, GENERAL PROVISIONS, 17.15.020, STAGE I- PRE-APPLICATION CONFERENCE, 17.15.030, STAGE II- PRELIMINARY PLAT, 17.15.050, STAGE IV- FINAL PLAT; CHAPTER 17.20, DESIGN PRINCIPLES- DEVELOPMENT STANDARDS, SECTIONS 17.20.020, STREET DESIGN, 17.20.070, LOT PLANNING; CHAPTER 17.25, IMPROVEMENT REQUIREMENTS AND SPECIFICATIONS, SECTION 17.25.070, WATER, OF THE SHOW LOW CITY CODE”

RECITALS:

WHEREAS, the Arizona Revised Statutes §9-802 provides for the adoption of a code or public record by reference; and

WHEREAS, it is the purpose of this Resolution to declare the document titled “Revisions to Title 17, Amending Chapter 17.05, General Provisions, Section 17.05.010, Administration; Chapter 17.10, Definitions, Section 17.10.020, Design Principles- Development Standards; Chapter 17.15, Application Procedures, Sections 17.15.010, General Provisions, 17.15.020, Stage I- Pre-Application Conference, 17.15.030, Stage II- Preliminary Plat, 17.15.050, Stage IV- Final Plat; Chapter 17.20, Design Principles- Development Standards, Sections 17.20.020, Street Design, 17.20.070, Lot Planning; Chapter 17.25, Improvement Requirements and Specifications, Section 17.25.070, Water, of the Show Low City Code” to be a public record for adoption by reference.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Show Low, Arizona, as follows:

THAT certain document titled

“Revisions to Title 17, Amending Chapter 17.05, General Provisions, Section 17.05.010, Administration; Chapter 17.10, Definitions, Section 17.10.020 Design Principles- Development Standards; Chapter 17.15, Application Procedures, Sections 17.15.010, General Provisions, 17.15.020, Stage I- Pre-Application Conference, 17.15.030, Stage II- Preliminary Plat, 17.15.050, Stage IV- Final Plat; Chapter 17.20, Design Principles- Development Standards, Sections 17.20.020, Street Design, 17.20.070, Lot Planning;

Chapter 17.25, Improvement Requirements and Specifications, Section 17.25.070, Water, of the Show Low City Code” three copies which are on file in the office of the City Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

PASSED AND ADOPTED this 4th day of November 2025, by the Mayor and Council of the City of Show Low, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

Revisions to Title 17, Amending Chapter 17.05, General Provisions, Section 17.05.010, Administration; Chapter 17.10 Definitions, Section 17.10.020 Design Principles- Development Standards; Chapter 17.15, Application Procedures, Sections 17.15.010, General Provisions, 17.15.020, Stage I- Pre-Application Conference, 17.15.030, Stage II- Preliminary Plat, 17.15.050, Stage IV- Final Plat; Chapter 17.20, Design Principles- Development Standards, Sections 17.20.020, Street Design, 17.20.070, Lot Planning; Chapter 17.25, Improvement Requirements and Specifications, Section 17.25.070 Water, of the Show Low City Code

Title 17 Land Development

...

Chapter 17.05 General Provisions

...

17.05.010 Administration.

...

(D) *Administration.* The planning and zoning director is hereby authorized to receive, process, and otherwise act upon preliminary and final subdivision plats in accordance with these regulations. ~~The city planning and zoning commission and city~~ City staff are hereby designated as advisory agents to the director and to the city council and are charged with the duty of investigating and reporting upon matters referred to them in accordance with these regulations.

...

Chapter 17.10 Definitions

...

17.10.020 Definitions.

...

Final plat: A final plat of a subdivision, including supporting data, in substantial conformance to an approved preliminary plat ~~and all stipulations or conditions placed upon it by the commission or city council~~, prepared by a registered land surveyor, in accordance with this title and the A.R.S.

...

Chapter 17.15 Application Procedures

...

17.15.010 General provisions.

(B) *Reservation of Public Land.* Where a tract to be subdivided contains all or any part of a park, school, flood control facility or other area shown on the general plan or any

other adopted plan as a public area, ~~or required by city council as a public area~~, such site shall be dedicated to the public or reserved for acquisition by the public within a specified time period. The developer and the appropriate public agency shall reach an agreement regarding such acquisition prior to consideration of the final plat by city council.

...

(E) *Representations of Applicant Binding*. All representations by the applicant, or by the applicant's authorized representative, made in writing, or during any city public meeting or public hearing or by any submitted plan, plat, drawing, or other graphic depiction in support of the application, and designated in the record by the ~~planning and zoning commission and/or city council~~, shall be deemed to be conditions of approval.

...

(G) *Outline of the Review Process*. The preparation, review and approval of most subdivisions within the city limits shall proceed through the following progressive stages:

- (1) Pre-application conference;
- (2) Preliminary plat submittal: ~~considered by planning and zoning commission and city council~~ **reviewed by the director and other staff and/or affected entities approved by the city council;**
- (3) Subdivision technical review: considered and reviewed by city staff and pertinent outside public service and utility agencies;
- (4) Final plat submittal: ~~considered by city council~~ **reviewed by the director and other staff and/or affected entities, approved by the city council.**

...

17.15.020 Stage I – Pre-application conference

...

(D) *Subdivision Referral and Approval Process*. Within five (5) days of the review of the sketch plat by the development review committee, the director will issue the appropriate Notice to Proceed.

- (1) *Subdivisions*. If the sketch plat involves a subdivision only, the director will advise the developer to proceed with the preparation of a preliminary plat to be considered by ~~the planning and zoning commission and the city council~~ **the director and other staff and/or affected entities.**
- (2) *Development Master Plan*. A development master plan may be required prior to the preparation of a preliminary plat if the tract is sufficiently large to comprise an entire neighborhood, if the tract is to be developed in multiple phases or if the tract is only a portion of a larger landholding of the developer, or the tract is part of a larger land area

the development of which is complicated by unusual topographic, utility, land use, land ownership, or other conditions. The director may issue a Notice to Proceed to prepare a development master plan (DMP). The entire land area covered by the DMP need not be under the developer's control. In many cases the DMP will be the comprehensive conceptual master plan needed in a zone change application that may be necessary to permit development of the tract.

(a) *Preparation.* Development master plans must be prepared to a scale and accuracy commensurate with their purposes, and must include:

- (i) General street pattern with particular attention to collector streets and future circulation throughout the development.
- (ii) General location and size of existing and proposed school sites, parks, and other public areas.
- (iii) Location of shopping centers, multifamily residential or other nonresidential land uses.
- (iv) Methods proposed for sewage disposal, water supply and storm drainage.
- (v) Approximate densities and intensities of various land uses.

(b) *Phasing Plan and Schedule Approval.* Upon acceptance of the general design approach by the ~~planning and zoning commission and city council~~ **director and other staff and/or affected entities**, the DMP shall be followed by the preparation of a preliminary plat. If development is to take place in several stages, the DMP must be submitted as a supporting document for each stage. The DMP must be kept up to date by the developer as modifications take place.

...

17.15.030 Stage II – Preliminary plat.

...

(C) *Preliminary Plat Review and Approval.*

(1) Upon acceptance of an application for approval of a preliminary plat, the director will have ten (10) working days to advise the applicant if the submittal is complete. Copies of complete applications will be forwarded to the city departments and utility and public safety agencies that serve the area for their review and comment.

(2) The reviewing agencies and departments shall transmit their comments and recommendations to the planning department. The planning department will then summarize the received comments and recommendations, ~~prepare a staff report and present it to the planning and zoning commission.~~

(3) The ~~planning and zoning commission~~ director shall consider the proposed preliminary plat **in accordance with all adopted codes and documents** at its next

~~regularly scheduled meeting no sooner than twenty-one (21) days after an application has been determined to be complete. Upon action of a preliminary plat, or approval with conditions by the commission, the city council shall consider the proposed preliminary plat no sooner than thirty (30) days after the commission decision.~~ **Following review by the director and other staff and/or affected entities, the city council shall consider the preliminary plat after a preliminary plat application has been deemed complete by the director. Notice of approval or denial shall be provided by the director. If denied, reasons for such denial shall be provided within five (5) business days of denial.**

...

17.15.050 Stage IV – Final plat.

(4) If not already completed in Stage III, an Infrastructure Improvement Agreement (IIA) shall be consummated between the developer and the city. During this process, an IIA payment shall be presented to the planning and zoning director prior to scheduling the items for review by the ~~city council~~ **director**.

...

(6) A final plat, in recordable form, ~~on disk~~ in digital format compatible with the City of Show Low computer database to facilitate the inclusion of the final plat into the city parcel database. Typically, the form of these files will be in DXF, DWG or other similar industry standards digital file developed in AutoCAD R13 or greater.

...

(12) *Assurances.* In order to ensure proper installation of subdivision improvements, the developer shall designate the type of assurance in a form and method acceptable to the city attorney and approved by ~~city council~~ **the director** in conjunction with review of the final plat. ~~Approved forms of assurance are available from the planning and zoning department.~~ A final copy of said assurance shall be submitted to staff within ninety (90) days of ~~council~~ **director** approval, and prior to the recordation of any final subdivision plat approved by the city council. The amount of said assurance shall be based on a cost estimate prepared by a registered civil engineer in an amount to cover one hundred twenty (120) percent of the complete installation of the improvements. Failure to provide approved assurances of construction within said ninety (90) days shall be grounds for revocation of the final plat. Continued failure to provide approved assurances of construction following fourteen (14) days' written notice to the applicant as indicated on the subdivision final plat application form shall cause the final plat to be deemed revoked. This assurance shall provide for its forfeiture to the city in the event the

improvements are not accepted by the city by the declared completion date due to the default of the developer or the appropriate real part in interest. Any portion of the forfeiture in excess of the expenses incurred by the city in connection with the installation of the improvements shall be returned to the developer or the appropriate real party in interest. The developer must provide the city with one (1) of the following types of financial assurances for the completion of the construction of the improvements required for the development of the subdivision:

...

14) *Final Plat Review*. Upon acceptance of an application for approval of a final plat, the director will have ten (10) working days to advise the applicant if the submittal is complete. Copies of complete applications will be sent to the city departments and utility and public safety agencies that serve the area. When an application has been determined to be complete, the ~~city council~~ **director** shall consider the proposed final plat no sooner than twenty-one (21) days. **Following review by the director and other staff and/or affected entities, the final plat shall be submitted to the city council for approval.**

(a) *Recordation*. Upon receipt of the required assurances, and proof of adequate water supply, the applicant will provide the city with ~~three (3) copies~~ **one (1) copy** of the approved final plat drawn in permanent black ink on Mylar approximately four (4) mil in thickness. ~~The director will have the final plat recorded and provide a recorded copy of the plat to the applicant.~~ **Once signed and approved, the director will return the approved final plat to the applicant for recordation.**

...

Chapter 17.20

Design Principles – Development Standards

17.20.020 Street design.

(3) Local streets as indicated by current city standards but, in any event, no less than fifty (50) feet, unless otherwise specified in this Code.

(a) Cul-de-sac streets shall terminate in a circular right-of-way fifty (50) feet in radius with a minimum improved traffic turning circle forty (40) feet in radius. ~~The planning and zoning~~ **public works** director may approve an equally convenient form of space where extreme conditions justify.

(b) Dead-end streets will not be approved except in locations designated by the ~~planning and zoning~~ **public works** director as necessary to future extension in

development of adjacent lands. A dead-end street serving more than four (4) lots shall provide a temporary turning circle with a forty (40) foot radius or other acceptable design to accomplish adequate access.

...

Street Design Notes:

...

6 Maximum longitudinal slopes of up to eighteen (18) percent may be used for a distance not to exceed three hundred (300) feet if existing terrain dictates and if approved by the ~~planning and zoning director~~ and public works director.

...

9 The actual length of a vertical curve shall be determined using AASHTO standards but shall not be less than one hundred (100) feet. For residential streets, the length of the vertical curve may be reduced to fifty (50) feet if existing terrain dictates and if approved by the ~~planning and zoning director~~ and public works director.

...

17.20.070 Lot planning.

...

~~F) Where gross densities of four (4) units to the acre or greater are provided, front yard setback lines should be staggered within a ten (10) foot range to create a diversified streetscape. No front yard should be less than twenty (20) feet.~~

...

Chapter 17.25 Improvement Requirements and Specifications

...

17.25.070 Water.

...

(F) The water system for the subdivision must be capable of supplying and sustaining the required flows for fire protection throughout all subdivided properties as approved by the city. For residential areas, the minimum required fire flow capability is one thousand (1,000) gallons per minute for a duration of two (2) hours with a minimum system pressure of twenty (20) pounds per square inch while the required fire hydrant flow rate is being met. For all multifamily, industrial and commercial areas the chief building code official, in consultation with the ~~Show Low fire district~~ **Timber Mesa Fire District**, shall

determine minimum fire flow capability and that flow will be provided with a minimum system pressure of twenty (20) pounds per square inch.

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: **PUBLIC HEARING** and Consideration of Ordinance No. 2025-06, Amending Title 17, Land Development, of City Code by Adding Title 17.30, At-Risk Grading, and Renumbering Title 17.35, Modifications, Appeals, and Enforcements, and Adopting Resolution No. R2025-43 Declaring as Public Record that Documents Titled "Title 17 Land Development" (Justen Tregaskes)

RECOMMENDATION

By unanimous consent, read Ordinance No. 2025-06 by title only, as all Council members have a copy.

I **MOVE** to adopt Ordinance No. 2025-06, amending Title 17 of the Show Low City Code, and Resolution No. R2025-43, declaring as a public record the document titled "Title 17 Land Development".

BACKGROUND

During the recent legislative session, the legislature passed HB2447. This bill requires cities and towns to amend their codes to allow for certain at-risk grading projects. This bill also requires cities and towns to approve preliminary and final plats without a public hearing. In response to these new requirements, staff has prepared amendments to Title, 17, Land Development, to address these requirements.

As outlined, the proposed revisions would rename Title 17.30 from "Modifications, Appeals, and Enforcement" to "At-Risk Grading". "Modifications, Appeals and Enforcement" would be renumbered from 17.30 to 17.35. This new section would allow for at-risk grading to take place under specific circumstances. Included in these requirements is a six-month timeframe to obtain a building permit, a requirement that building plans for the site be submitted, and a bond for restoring the site back to the original condition if a building permit is not obtained within the six month timeframe. Changes to the wording required for approval of preliminary and final plats has been addressed through Ordinance No. 2025-05.

HB2447 requires that these changes be made and be in effect for 2026. Staff recommends adopting Ordinance No. 2025-06 and Resolution No. R2025-43 with an effective date of December 31, 2025.

ATTACHMENTS

1. Ordinance No. 2025-06
2. Resolution No. R2025-43

FISCAL IMPACT

N/A

CITY OF SHOW LOW ORDINANCE NO. 2025-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, AMENDING THE CODE OF THE CITY OF SHOW LOW, ARIZONA, BY AMENDING TITLE 17, ADDING RENUMBERED 17.30 AT- RISK GRADING, RELATING TO THE ADOPTION OF AN AT-RISK PERMIT PROGRAM, ADDING RENUMBERED CHAPTER 17.35, MODIFICATIONS, APPEALS AND ENFORCEMENTS; INCORPORATING THE RECITALS BY REFERENCE; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; ADOPTING APPLICATION FEES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, A.R.S. 9-500.49 requires local governments to enact an ordinance that allows for at-risk submittals of certain on-site preliminary grading work; and

WHEREAS, at-risk permits for on-site preliminary grading work can help shorten the overall time it takes to complete a project; and

WHEREAS, the City recognizes the need to assist legitimate construction activities due to potential delays related to inclement weather, supply chain issues, and other issues which may delay construction which are out of the control of the property owner; and

WHEREAS, the City deems it necessary to adopt certain regulations to authorize at-risk submittals for certain on-site preliminary grading work.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Show Low, Navajo County, Arizona, as follows:

Section 1.

The Code of Show Low, Arizona, is hereby amending Title 17, adding and renumbering Chapter 17.30 At-Risk Grading and adding renumbered Chapter 17.35 Modifications, Appeals and Enforcements and to read as follows:

Chapter 17.30 AT-RISK GRADING

17.30.010 Purpose.

This section is adopted to enact reasonable regulations regarding at-risk permits for certain on-site preliminary grading work. These regulations are in addition to other codes of the City of Show Low.

17.30.020 Definitions.

In this section, unless the context indicates otherwise, the following terms or phrases are defined as follows:

“Applicant” means the person or entity applying for an at-risk permit under this section.

“At-risk permit” means a permit issued by the City of Show Low to commence certain on-site preliminary grading work.

“Days” shall mean calendar days unless stated otherwise.

“Owner” means any person who, alone or with others, has title or interest in a property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and includes any person who as agent, executor, administrator, trustee, or guardian has charge, care, or control of any property, dwelling unit, or portion thereof.

“Person” means an individual, public entity, firm, corporation, partnership, limited liability company, trust, association, or any other business entity or juridical person, whether operating on a for-profit or nonprofit basis.

17.30.030 Exemptions from this Section.

This section does not apply to any of the following:

- (1) Land in an area that is designated as a district of historical significance pursuant to A.R.S. 9–462.01, subsection A, paragraph 10.
- (2) Land in an area that is designated as historic on the national register of historic places.
- (3) Land in an area that is designated historic by the City of Show Low.

- (4) Land located completely or partially within a FEMA mapped floodplain or floodway.

17.30.040 At-Risk Grading Program; Fees.

- (A) *Scope.* An at-risk permit granted under this Article shall only authorize a permittee to begin moving dirt and begin preliminary onsite grading work prior to the actual permits for the improvement plans being issued.
- (B) *At Risk.* Early work that occurs prior to final approval of the plans is done entirely at the risk and expense of the permittee. If changes are required to obtain final approval, the permittee shall make such changes in accordance with the approved final plans at the permittee's sole expense. The City will not be responsible for subsequent changes to the plans or project and an explicit commitment to bring the project into compliance with the final approved plans is required.
- (C) *Fees.* The City may charge fees in accordance with adopted fee schedules for the review and processing of the at-risk permit submission.
- (D) *Authority.* Upon approval by the Public Works Director or designee, the City of Show Low is authorized to issue at-risk grading permits under this section. The Public Works Director or designee may promulgate additional policies, procedures, requirements, and documents for the implementation of this Article.

17.30.050 At-Risk Permits; Eligibility; Application.

- (A) *Eligibility.* An at-risk permit may be issued in special circumstances at the discretion of the Public Works Director during the review of grading plans, provided:
- (1) A complete and signed application is submitted to the City with the payment of all applicable fees;
 - (2) The application includes design plans that meet at least one of the following thresholds:
 - (a) First review comments have been completed on a grading plan and the project has an approved preliminary plat; or
 - (b) First review comments have been completed on a building permit application.
 - (3) The grading is onsite and does not include paving, utilities, trenching, or any structures, either on-site or off-site.

(4) The grading plan shall be approved by the Public Works Director or designee in accordance with adopted codes.

(5) The applicant provides a re-vegetation plan and an assurance meeting the requirements as outlined in Title 17.15.050(B)(12) in the amount of 120% of an engineer's estimate to restore the property to its pre-graded state, including topography and vegetation, should the permit expire at the end of the six (6) month period or be revoked. This assurance shall provide for its forfeiture to the City in the event that a building permit is not issued, has not been unreasonably withheld, and construction is not commenced within the six (6) month timeframe in which the grading permit is valid.

(B) The at-risk permit shall terminate six (6) months from the date of grading permit issuance.

17. 30.060 At-Risk Permit Revocation.

The at-risk permit may be revoked by the City with the assurance being forfeited to the City for any of the following reasons:

- (1) failure to comply with the terms and conditions of the permit;
- (2) failure to disclose a material fact required by the application form, of which the applicant had or should have had knowledge at the time the application was submitted;
- (3) failure to make timely progress toward final grading plan approval;
- (4) there is reason to believe the permit was obtained by fraud or misrepresentation;
- (5) conditions at the site vary from those shown and stated in the application or development plans;
- (6) failure to comply with reasonable requirements to safeguard workers, the public, or others during grading or construction operations;
- (7) failure to obtain a building permit and commence construction within the six (6) month timeframe in which the grading permit is valid.

Chapter 17.35 MODIFICATIONS, APPEALS AND ENFORCEMENT

...

17.35.010 Modifications

...

17.35.020 **Appeals**

...

17.35.030 **Enforcement**

...

17.30.040 **Severability**

...

Section 2.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section 3.

The recitals above are fully incorporated in this Ordinance by reference.

Section 4.

The effective date of this Ordinance shall be December 31, 2025.

Section 5.

This Ordinance does not affect the rights and duties that matured, penalties that were incurred, or proceedings that were begun before the effective date of this Ordinance.

Section 6.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 7

That certain document titled "Revisions to Title 17, Land Development, of the Show Low City Code," three copies of which are on file in the office of the City Clerk of the City of Show Low, Arizona, which document was made a public record by Resolution R2025-43 of the City of Show Low, Arizona, is hereby referred to, adopted, and made a part hereof as if fully set out in this Ordinance.

PASSED AND ADOPTED by the Mayor and Council of the City of Show Low, Arizona,
this 4th day of November 2025.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

CITY OF SHOW LOW RESOLUTION NO. R2025-43

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND TITLED “REVISIONS TO TITLE 17, ADDING RENUMBERED CHAPTER 17.30 AT- RISK GRADING AND ADDING RENUMBERED CHAPTER 17.35, MODIFICATIONS, APPEALS AND ENFORCEMENTS”, OF THE SHOW LOW CITY CODE”

RECITALS:

WHEREAS, the Arizona Revised Statutes §9-802 provides for the adoption of a code or public record by reference; and

WHEREAS, it is the purpose of this Resolution to declare the document titled “Revisions to Title 17, Adding Renumbered Chapter 17.30 At- Risk Grading and Adding Renumbered Chapter 17.35, Modifications, Appeals and Enforcements, of the Show Low City Code” to be a public record for adoption by reference.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Show Low, Arizona, as follows:

THAT certain document titled “Revisions to Title 17, Adding Renumbered Chapter 17.30 At- Risk Grading and Adding Renumbered Chapter 17.35, Modifications, Appeals and Enforcements, of the Show Low City Code,” three copies which are on file in the office of the City Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

PASSED AND ADOPTED this 4th day of November 2025, by the Mayor and Council of the City of Show Low, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

**Revisions to Title 17, Adding Renumbered Chapter 17.30 At- Risk Grading and
Adding Renumbered Chapter 17.35, Modifications, Appeals and Enforcements, of
the Show Low City Code**

Chapter 17.30 AT-RISK GRADING

17.30.010 Purpose.

This section is adopted to enact reasonable regulations regarding at-risk permits for certain on-site preliminary grading work. These regulations are in addition to other codes of the City of Show Low.

17.30.020 Definitions.

In this section, unless the context indicates otherwise, the following terms or phrases are defined as follows:

“Applicant” means the person or entity applying for an at-risk permit under this section.

“At-risk permit” means a permit issued by the City of Show Low to commence certain on-site preliminary grading work.

“Days” shall mean calendar days unless stated otherwise.

“Owner” means any person who, alone or with others, has title or interest in a property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and includes any person who as agent, executor, administrator, trustee, or guardian has charge, care, or control of any property, dwelling unit, or portion thereof.

“Person” means an individual, public entity, firm, corporation, partnership, limited liability company, trust, association, or any other business entity or juridical person, whether operating on a for-profit or nonprofit basis.

17.30.030 Exemptions from this Section.

This section does not apply to any of the following:

(1) Land in an area that is designated as a district of historical significance pursuant to A.R.S. 9-462.01, subsection A, paragraph 10.

(2) Land in an area that is designated as historic on the national register of historic places.

(3) Land in an area that is designated historic by the City of Show Low.

(4) Land located completely or partially within a FEMA mapped floodplain or floodway.

17.30.040 At-Risk Grading Program; Fees.

(A) Scope. An at-risk permit granted under this Article shall only authorize a permittee to begin moving dirt and begin preliminary onsite grading work prior to the actual permits for the improvement plans being issued.

(B) At Risk. Early work that occurs prior to final approval of the plans is done entirely at the risk and expense of the permittee. If changes are required to obtain final approval, the permittee shall make such changes in accordance with the approved final plans at the permittee's sole expense. The City will not be responsible for subsequent changes to the plans or project and an explicit commitment to bring the project into compliance with the final approved plans is required.

(C) Fees. The City may charge fees in accordance with adopted fee schedules for the review and processing of the at-risk permit submission.

(D) Authority. Upon approval by the Public Works Director or designee, the City of Show Low is authorized to issue at-risk grading permits under this section. The Public Works Director or designee may promulgate additional policies, procedures, requirements, and documents for the implementation of this Article.

17.30.050 At-Risk Permits; Eligibility; Application.

(A) Eligibility. An at-risk permit may be issued in special circumstances at the discretion of the Public Works Director during the review of grading plans, provided:

(1) A complete and signed application is submitted to the City with the payment of all applicable fees;

(2) The application includes design plans that meet at least one of the following thresholds:

(a) First review comments have been completed on a grading plan and the project has an approved preliminary plat; or

(b) First review comments have been completed on a building permit application.

(3) The grading is onsite and does not include paving, utilities, trenching, or any structures, either on-site or off-site.

(4) The grading plan shall be approved by the Public Works Director or designee in accordance with adopted codes.

(5) The applicant provides a re-vegetation plan and an assurance meeting the requirements as outlined in Title 17.15.050(B)(12) in the amount of 120% of an engineer's estimate to restore the property to its pre-graded state, including topography and vegetation, should the permit expire at the end of the six (6) month period or be revoked. This assurance shall provide for its forfeiture to the City in the event that a building permit is not issued, has not been unreasonably withheld, and construction is not commenced within the six (6) month timeframe in which the grading permit is valid.

(B) The at-risk permit shall terminate six (6) months from the date of grading permit issuance.

17.30.060 At-Risk Permit Revocation.

The at-risk permit may be revoked by the City with the assurance being forfeited to the City for any of the following reasons:

(1) failure to comply with the terms and conditions of the permit;

(2) failure to disclose a material fact required by the application form, of which the applicant had or should have had knowledge at the time the application was submitted;

(3) failure to make timely progress toward final grading plan approval;

(4) there is reason to believe the permit was obtained by fraud or misrepresentation;

(5) conditions at the site vary from those shown and stated in the application or development plans;

(6) failure to comply with reasonable requirements to safeguard workers, the public, or others during grading or construction operations;

(7) failure to obtain a building permit and commence construction within the six (6) month timeframe in which the grading permit is valid.

Chapter 17.35 MODIFICATIONS, APPEALS AND ENFORCEMENT

...

~~17.30.010~~ **17.35.010** Modifications

...

~~17.30.020~~ **17.35.020** Appeals

...

~~17.30.030~~ **17.35.030** Enforcement

...

~~17.30.040~~ **17.35.040** Severability

...

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Resolution No. R2025-41 Adopting Pickleball Court Reservation Policy and Fees (Mike Mariscal)

RECOMMENDATION

I **MOVE** to adopt Resolution No. R2025-41 adopting a Pickleball Court Reservation Policy and Fees

BACKGROUND

In 2019, the City had four pickleball courts built and made improvements to other recreational facilities within the Show Low City Campus. As the popularity of pickleball continued to increase, in 2023, the City had another eight more pickleball courts constructed.

The City continues to see an increase in pickleball play and receives many requests to reserve court space for private and tournament play. City staff proposes adopting a Pickleball Court Reservation Policy and Fee Schedule. The purpose of the policy is to enhance the playing experience for the City's community pickleball players. Implementing a structured court reservation system will provide opportunities for organized private matches and tournaments, ensuring fair access and better enjoyment of the sport. Creating a fair and transparent reservation process will benefit both organized groups and individual players, allowing everyone to enjoy the game in a more organized and inclusive manner.

Staff recommends adopting Resolution No. R2025-41, approving Pickleball Court Reservation Policy and Fees.

ATTACHMENTS

1. Resolution No. R2025-41
2. Pickleball Reservation Policy and Fees

FISCAL IMPACT

N/A

CITY OF SHOW LOW RESOLUTION NO. R2025-41

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY
OF SHOW LOW, ARIZONA, ADOPTING PICKLEBALL COURT
RESERVATION POLICY AND FEES, IN THE CITY OF SHOW
LOW**

RECITALS:

WHEREAS, Section 11.35.010 of the Show Low City Code authorizes the City Council to establish and set by resolution the amount of charges for all activities sponsored by the Parks and Recreation Department or for use of park property or facilities of the City of Show Low; and

WHEREAS, the City of Show Low provides and maintains pickleball courts for the benefit and enjoyment of residents and visitors; and

WHEREAS, the City's Parks and Recreation Department desires to set forth a Pickleball Court Reservation Policy which includes fees for court reservations to manage pickleball court use efficiently, ensuring equitable access while providing an option for organized or private reservations; and

WHEREAS, the Show Low City Council finds it in the public interest to establish reasonable reservation fees to ensure fair access for the enjoyment of all seeking to utilize the pickleball courts.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Show Low, Arizona as follows:

Section 1

As authorized by Section 11.35.010 of the Show Low City Code, the following fees are hereby adopted:

Private Court Reservation:

- \$10 per **court per hour**
- \$20 per **pod per hour**

Tournament Reservations:

- \$100 per **pod per day**
- \$100 **refundable deposit**
- \$250 **special event permit** (includes mandatory meeting)

PASSED AND ADOPTED this 4th day of November 2025, by the Mayor and Council of the City of Show Low, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney



PICKLEBALL COURT RESERVATION POLICY AND FEE SCHEDULE

CITY OF SHOW LOW, ARIZONA

PURPOSE OF POLICY

The City of Show Low periodically receives requests from community members and organizations to reserve the City's Pickleball Courts. This policy sets forth guidelines to manage requests from organizations and individuals who wish to reserve the City's Pickleball Courts. The policy is to enhance the playing experience for the City's community pickleball players. Implementing a structured court reservation system will provide opportunities for organized private matches and tournaments, ensuring fair access and better enjoyment of the sport. Creating a fair and transparent reservation process will benefit both organized groups and individual players, allowing everyone to enjoy the game in a more organized and inclusive manner.

INTRODUCTION

Pickleball continues to grow in popularity in our community, with more residents participating in both recreational and competitive play. Currently, players must use the paddle-up system.

The paddle-up system is a method used during open play to manage a queue of waiting players. Players place their paddle in a rack to reserve their spot in line. The paddles at the front of the rack get the next available court, which limits options for those who wish to play in pre-arranged groups. A reservation system would enable these players to secure specific courts in advance while still preserving public access for casual play.

Creating a fair and transparent reservation process will benefit both organized groups and individual players, allowing everyone to enjoy the game in a more organized and inclusive manner.

Reservation Guidelines and Structure

COURT STRUCTURE

- A **pod** consists of **two courts**
- The facility contains 6 pods (12 courts), with only the **back two pods** (North side) available for reservations (except for large tournament events)

PRIVATE RESERVATIONS (NON-TOURNAMENT USE)

- **Purpose:** For private group play (not tournaments or events)

- **Advance Booking:** Must be made at least **48 hours** in advance; no more than **2 weeks** ahead
- **Time Restrictions:** Only available during **non-peak hours (after 12:00 PM)**
- **Cost:**
 - \$10 per **court per hour**
 - \$20 per **pod per hour**
 - Two hour **maximum rental per day**
- **Availability:** April 1 – November 1
- **Booking Window:** Reservations begin 2 weeks before the seasonal opening date

TOURNAMENT RESERVATIONS

- **Cost:**
 - \$100 per **pod per day**
 - \$100 **refundable deposit**
 - \$250 **special event permit** (includes mandatory meeting)
- **Requirements:**
 - **Certificate of Insurance**
- **Communication:** Tournament dates and court closures will be communicated in advance to the public
- **Court Use:** Tournament play may use additional pods beyond the back two, with prior approval

PUBLIC ACCESS

- All **non-reserved pods** will continue to follow the **paddle-up system**
- The goal is to maintain open access for the general public while providing fair options for private use

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Award of Construction Contract for Water Storage Tank Maintenance Job Order Contract, City of Show Low Project No. 7602689 (Shane Hemesath)

RECOMMENDATION

I **MOVE** to award the construction contract for the Water Storage Tank Job Order Contract, City of Show Low Project No. 7602689, to L & M Painting, Riley Industrial Services, Inc. and Professional Piping Systems.

BACKGROUND

The Annual Capital Improvement Project budget includes approximately \$250,000 each year for Water Tank Maintenance citywide. The City currently owns and operates 11 water storage tanks with approximately 8.4 Million Gallons of storage. These tanks routinely require maintenance to the steel structure, interior and exterior paint, venting, ladder access, and manway ports. Multiple projects a year are sometimes required. The work shall take place at various locations citywide in Show Low, Arizona.

Due to the yearly nature of the work, a Job Order Contract was developed to manage the projects. A three-year Job Order Contract (with two additional one-year extensions possible) was advertised to request a submittal of qualifications to select contractors that are qualified to bid on the yearly job orders.

Five contractors submitted statements of qualifications to highlight their capabilities to perform the requested work. A review panel meeting the qualifications outlined in the Arizona State Statutes was assembled to review the statement of qualifications.

Contractors that submitted Statements of Qualifications:

L & M Painting
L D & B, LLC
Professional Piping Systems
Riley Industrial Services, Inc.
Viking Painting, LLC

Similar with the City's Well JOC contracts, it was determined the selection of contractors who could participate in the JOC contract would be those who received the top three highest ranked Statement of Qualifications.

The top three ranking companies are as follows:

L & M Painting
Riley Industrial Services, Inc.
Professional Piping Systems

Staff recommends awarding the construction contract for Water Storage Tank Job Order Contract, City of Show Low Project No. 7602689, to L & M Painting, Riley Industrial Services, Inc. and Professional Piping Systems. Job Order #1 will be released in the upcoming months allowing the selected contractors to bid on the water tank maintenance work.

ATTACHMENTS

None

FISCAL IMPACT

Anticipated cost: \$250,000.00

Funding source (account no.): Water Storage Tank Maintenance (43-760-180-1620-1827)

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Award of Professional Services Contract for SCADA Improvements to Well 19, Well 20, and 300K Water Storage Tank, City of Show Low Project No. 76026105 and 76026104 and Authorization of Associated Budget Transfers (Shane Hemesath)

RECOMMENDATION

I **MOVE** to approve the Professional Services Contract for Supervisory Control and Data Acquisition (SCADA) Control System improvements for Well 19, Well 20, and 300K water storage tank to PACE Advanced Water Engineering in an amount not to exceed \$90,700.

BACKGROUND

The approved fiscal year 2026 budget included funding for the rehabilitation of the 300K water storage and water production site. Well 19 and well 20 are the production components of the 300K storage tank, and during the tank rehabilitation, staff has been working with our Well JOC contractors to bring the wells back online. The wells have been installed and are ready to begin production.

The wells are not currently included in our Supervisory Control and Data Acquisition (SCADA) Control System. This system allows staff to monitor and fully control the facilities on the computer vs manual operation.

PACE Advanced Water Engineering is the design firm that has recently completed SCADA upgrades within our current system. Staff contacted PACE for a proposal to make the necessary modifications on the SCADA system to include well 19 and well 20.

The scope includes installing necessary hardware and software modifications to the system to include the wells as they come back on-line. A detailed scope of work is also included in the Council packet.

Staff recommends approving the Professional Services Contract for Supervisory Control and Data Acquisition (SCADA) Control System improvements for Well 19 and Well 20 to PACE Advanced Water Engineering in an amount not to exceed \$90,700.

ATTACHMENTS

1. 2025-10-10_C358 Show Low Well & Tank Booster Control & SCADA Integration

FISCAL IMPACT

Anticipated cost: \$90,700

Funding source (account no.): Improvements (43-760-180-1620-0000)

Description	Account	Approved	Transfer	Amended
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		Budget		Budget
300K Tank Site Improvements	43-760-180-1620-0000/7602036	\$175,194	(\$90,700)	\$84,494
Improvements	43-760-180-1620-0000/76026104	\$0	\$45,350	\$45,350
Improvements	43-760-180-1620-0000/76026105	\$0	\$45,350	\$45,350
Total		\$175,194	\$0	\$174,194



October 10, 2025

Shane Hemesath, P.E CFM
Public Works Director
City of Show Low
180 N 9th Street
Show Low, AZ, 85901
Phone (928) 532-4009

**Re: City of Show Low Well and Tank Booster Control and SCADA Integration
Professional Engineering Design Services Proposal**

C358

Dear Mr. Hemesath,

PACE is pleased to provide our proposal for engineering design for the City of Show Low Well and Tank Booster Control and SCADA Integration project. Our Scope of Services, Compensation, Hourly Rates Schedule and Provisions are attached.

We appreciate the opportunity to be of service to the City of Show Low and look forward to the successful completion of this project. Please contact me if there are any questions or if we may provide any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ernesto Camarena", is written over a light blue wavy line.

Ernesto Camarena
Instrumentation & Controls Manager

PM Initials /Admin Initials

Enclosures: Scope of Services, Compensation, Hourly Rate Schedule and Provisions.

cc: _____

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

CITY OF SHOW LOW – WELL AND TANK BOOSTER CONTROL AND SCADA INTEGRATION #C358

OBJECTIVE:

Provide SCADA integration and PLC control of pumps located at Well 19, Well 20, and the 300K Tank Booster Pump Station. Each location will have a new enclosure containing a PLC, an InHand cellular modem, and any necessary terminals, circuit protection devices, and wiring. Each control panel will be designed so as to equal existing control panels of similar use. Controls systems for each location will also be integrated into existing SCADA architecture. The City of Show Low will be responsible for physical install and wiring termination. Commissioning of control panels and SCADA integration to be performed remotely with the local physical presence of an operator/representative on site.

SECTION A - SCOPE OF SERVICES:

A. Consultant agrees to perform the following services:

Task 26.1 – Well 19 PLC and SCADA Integration

- 1) Consultant shall provide a NEW control panel consisting of the following:
 - a. 36"x24"x12" NEMA 4 enclosure
 - b. Schneider Unity M1E PLC with Analog and Digital I/O
 - c. Ethernet Switch
 - d. Redundant 24VDC Power Supply
 - e. APC 750VA Uninterruptable Power Supply Unit
 - f. InHand Cellular Modem
- 2) Consultant shall configure and program:
 - a. New PLC for operation and control of local system and capturing any existing instrumentation
 - b. InHand Cellular Modem for network communication
 - c. Integration of new PLC into existing SCADA system
- 3) Panel shall be physically installed by the City of Show Low
- 4) Via remote commissioning with local assistance, consultant shall confirm:
 - a. Operation and Control of local system via new PLC
 - b. Network connectivity of new PLC to existing system
 - c. SCADA integration of new PLC and existing instrumentation into existing SCADA system

Task 26.2 – Well 20 PLC and SCADA Integration

- 1) 1) Consultant shall provide a NEW control panel consisting of the following:
 - a. 36"x24"x12" NEMA 4 enclosure
 - b. Schneider Unity M1E PLC with Analog and Digital I/O
 - c. Ethernet Switch
 - d. Redundant 24VDC Power Supply

- e. APC 750VA Uninterruptable Power Supply Unit
 - f. InHand Cellular Modem
- 2) Consultant shall configure and program:
- a. New PLC for operation and control of local system and capturing any existing instrumentation
 - b. InHand Cellular Modem for network communication
 - c. Integration of new PLC into existing SCADA system
- 3) Panel shall be physically installed by the City of Show Low
- 4) Via remote commissioning with local assistance, consultant shall confirm:
- a. Operation and Control of local system via new PLC
 - b. Network connectivity of new PLC to existing system
 - c. SCADA integration of new PLC and existing instrumentation into existing SCADA system

Task 26.3 – 300K Tank Booster Pump PLC and SCADA Integration

- 1) Consultant shall provide a NEW control panel consisting of the following:
- a. 36"x24"x12" NEMA 4 enclosure
 - b. Schneider Unity M1E PLC with Analog and Digital I/O
 - c. Ethernet Switch
 - d. Redundant 24VDC Power Supply
 - e. APC 750VA Uninterruptable Power Supply Unit
 - f. InHand Cellular Modem
- 2) Consultant shall configure and program:
- a. New PLC for operation and control of local system and capturing any existing instrumentation
 - b. InHand Cellular Modem for network communication
 - c. Integration of new PLC into existing SCADA system
- 3) Panel shall be physically installed by the City of Show Low
- 4) Via remote commissioning with local assistance, consultant shall confirm:
- a. Operation and Control of local system via new PLC
 - b. Network connectivity of new PLC to existing system
 - c. SCADA integration of new PLC and existing instrumentation into existing SCADA system

SECTION B - COMPENSATION:

PACE will complete the work outlined herein and invoice Client monthly on a percentage of completion basis, a fixed fee of **\$85,044** in accordance with the attached "Hourly Labor and Expenses Rates Schedule".

<u>Task Description</u>	<u>Professional Fee</u>
26.1 Well 10 PLC and SCADA Integration	\$ 27,567
26.2 Well 20 PLC and SCADA Integration	\$ 27,567
26.3 300K Tank Booster PLC and SCADA Integration	\$ 27,566
— Shipping and other Expense	\$ 3,000
Subtotal Engineering Fee:	\$ 85,700
TOTAL FIXED FEE:	\$ 85,700

ASSUMPTIONS AND EXCLUSIONS:

1. The Client's responsibilities shall include providing PACE with the base data and project information in a timely manner, coordination and management of other team consultants to assure that the project schedule can be met, and prompt payment of invoices in accordance with the terms and conditions included herein. The specific items that are to be provided by the Client or other consultants include the following:
 - a. Client input pertaining to project design issues and requirements including scheduling.
 - b. Site land-use base plans with existing and proposed elevation contours in transferable computer format.
 - c. Geologic and soils investigation reports.
 - d. Existing and proposed hydrologic and drainage data, maps, and reports.
 - e. Any other data that directly impacts PACE ability to perform the design in an efficient and economic manner.
2. Any proposed project changes which affect work in progress or previously completed will be justification for additional compensation.
3. All required aerial topography and base mapping will be paid for and supplied by Client, or others. Base topo and site information will be provided in digital (electronic) format compatible with AUTOCAD or C3D version 2023 or earlier.
4. No environmental documentation or support, including no environmental permitting.
5. No surveying or construction staking is included.
6. Local government approval meetings, hearings, etc., and preparation of presentation graphics will be under separate work authorization, if required.
7. Existing utility information research and mapping is not included and will be provided by Client.
8. For all the data delivered to PACE for the purpose of digital mapping, including but not limited to GIS and AutoCAD, PACE requires said data be delivered in one of the recognized standard coordinate systems such as the Stateplane Coordinate System or the Universe Transverse Mercator (UTM). In addition, PACE requires all datums, vertical

and horizontal, be documented in a metadata sheet and be included along with the delivered data. If the coordinate system is in what is often referred to as a “Local Coordinate System,” and the deliverer does not have the capability to convert data into one of the recognized standard coordinate systems, PACE requires a Control Conversion document (CCD) be included in the deliverable. The CCD will include all the necessary coordinate transformation information and scale factors needed to make an accurate translation of the data to PACE’s acceptable coordinate systems. If this information is not available, PACE will require an addendum to this proposal to include Time and Materials used to translate the delivered data into the appropriate standard coordinate system.

9. The fees proposed herein shall apply until one year from date of proposal. Due to ever-changing costs, Consultant will increase those portions of the contract fee for which work must still be completed after one year from date of proposal, as negotiated with the Client up to a maximum of ten-percent (10%).



2025 HOURLY LABOR RATES

Principal	\$312
Sr. Project Manager / Sr. Consulting Engineer	\$270
Project Manager / Consulting Engineer / Sr. I&C Specialist	\$260
Sr. GIS Analyst/Manager	\$265
Sr. Electrical Engineer	\$255
Sr. Project Engineer / Sr. Design Engineer	\$220
Project Engineer / Design Engineer II / Electrical Engineer	\$198
Instrumentation & Controls Specialist	\$192
Sr. CAD Designer	\$182
Design Engineer	\$156
CAD Designer / GIS Analyst	\$151
Technical Editor	\$130
Graphic Designer	\$130
Project Coordinator	\$109
Administrative Support	\$104
Assistant Designer	\$88
G.P.S. Survey Unit (w/ Operator)	\$302
Expert Witness / Legal Consultation	\$400 + Exp.

REIMBURSABLE EXPENSE RATES*

	Units	Cost
<u>Travel</u>		
Mileage (Per Mile)	Mile	\$0.70
Airfare, Auto Rental, Hotel		At Cost
Misc. Travel (Parking, tax, tolls, meals, etc.)		At Cost
Per Diem (Contract Rate)	DAY	Contract Rate
<u>Outside Reproduction</u>		At Cost
<u>Shipping (FedEx, UPS, Courier, etc.)</u>		At Cost
<u>Misc. (Review Fees, Specific Charges)</u>		At Cost
<u>Reproduction (In-House)</u>		
Sheet Bond - B/W Prints and Copies – All sizes (8 ½ x 11 to 12 x18)	SF	\$0.16
Sheet - Color Prints and Copies – All sizes	SF	\$1.20
Sheet - Glossy Color Print/Photo – All sizes	SF	\$2.60
Roll - Plots and Copies (Roll Paper)		
- Bond (B/W)	SF	\$0.88
- Bond (Color)	SF	\$1.56
Roll - Vellum or Mylar Plots	SF	\$2.60
Roll - Glossy Color Plot Exhibits (Roll Paper)	SF	\$3.12
Report 3-Ring Binders		
≤ 1.5"	EA	\$10.40
1.5" to 3"	EA	\$15.60
> 3"	EA	\$26.00
Coil or GBC Punch Binding	EA	\$1.04

*Note: All reimbursable expenses will be invoiced at the above rates + 10%



AGREEMENT BETWEEN CLIENT AND CONSULTANT

AGREEMENT ENTERED INTO AT Fountain Valley, CA made this 10th day of October 2025, by and between **City of Show Low**, hereinafter called "Client," and **Pacific Advanced Civil Engineering, Inc. (PACE)**, a California corporation, herein called "Consultant."

Client and Consultant agree as follows:

- A. Client retains Consultant to perform services for:

Well and Tank Booster Control and SCADA Integration

hereinafter called "Project."

- B. Consultant agrees to perform the following scope of services:

(See attached Scope of Services – Section "A" for a detailed description)

- C. Client agrees to compensate Consultant for such services as follows:

Fee

(See attached Compensation Page – Section "B" for a detailed description)

- D. This Agreement is subject to Provisions of Agreement 1 through 28 attached herewith, and the terms and conditions attached and made a part hereof.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and on the day and year indicated above.

Pacific Advanced Civil Engineering, Inc. (PACE)

CLIENT: Client Name Here

By: 

By: _____

Name: Ernesto Camarena

Name: _____

Title: Instrumentation & Controls Manager

Title: _____

Job #: C358

Date: 10/10/2025

GENERAL PROVISIONS ATTACHED TO THAT CERTAIN

AGREEMENT BETWEEN CLIENT AND CONSULTANT

DATED October 10, 2025 (collectively, the "Agreement")

Pacific Advanced Civil Engineering, Inc. (PACE) shall be hereinafter referred to as "CONSULTANT" and The City of Show Low will be hereinafter referred to as "CLIENT" with respect to the "PROJECT" known as "Well and Tank Booster Controls and SCADA Integration".

GENERAL

1. In the performance of the services under the Agreement, CONSULTANT shall at all times be an independent contractor, contracting services to CLIENT solely pursuant to the Agreement, and CONSULTANT is not, nor shall CONSULTANT represent CONSULTANT to be at any time, an agent or employee of CLIENT except as expressly set forth in the Agreement.
2. CLIENT agrees to cooperate in any and every way or manner with CONSULTANT on the PROJECT.
3. In addition to the printed provisions, the drawings and specifications shall become the property of CLIENT at completion of construction of the PROJECT. The CLIENT shall not reuse project design, drawings, and specifications without written consent of CONSULTANT. CONSULTANT will provide reproducible transparencies of the final PROJECT plans to CLIENT at completion of construction of the PROJECT. CONSULTANT, however, does not assume any professional responsibility or liability for use of the final plans and/or the drawings or specifications at any location other than this particular PROJECT site. CLIENT will defend, indemnify and hold CONSULTANT harmless from any errors and/or omissions arising out of the use of the final plans and/or the drawings and specifications at any other location.
4. All agreements on CONSULTANT'S part are contingent upon and subject to, the fact that CONSULTANT shall not be responsible for damages, or be in default or be deemed to be in default, by reason of delays in performance by reason of strike, lockouts, accidents, acts of God and other delays unavoidable or beyond CONSULTANT'S reasonable control or due to shortages or unavailability of labor at established area wage rates or delays caused by failure of CLIENT or CLIENT'S agents to furnish information or to approve or disapprove CONSULTANT'S work promptly, or due to late or slow, or faulty performance by CLIENT or Client's consultants or contractors, or by governmental agencies. In the case of the happening of any such cause of delay, the time of completion of CLIENT'S work under the Agreement shall be extended accordingly.
5. In the event that all of the obligations of CONSULTANT or CLIENT, respectively, required to be performed under the Agreement have not been performed as agreed for any reason other than a default by other party hereto, the non-defaulting party shall have the right, upon giving 30 calendar days prior written notice to the other party hereto, to terminate the Agreement and CONSULTANT shall be paid to the date of termination for all services rendered and cost incurred hereunder.
6. CONSULTANT makes no warranty, either expressed or implied, as to CONSULTANT'S findings, recommendations, specifications or professional advice except that these were promulgated after being prepared in accordance with generally accepted Civil Engineer practices and under the direction of a Civil Engineer and/or a professional staff.
7. CONSULTANT makes no representations concerning soil conditions unless specifically included in writing in the Agreement and CLIENT is not responsible for any liability that may arise out of the making, or any failure to make, soil surveys or subsurface soil tests or general soil testing.
8. CONSULTANT makes no representation concerning construction cost figures estimated in connection with maps, plans, specifications or drawings other than that all cost figures are estimates only.
9. In consideration of CONSULTANT'S fee for services, CLIENT agrees that, unless otherwise specified, CONSULTANT will perform no on site construction review for this PROJECT, unless specifically included in writing in this Agreement, that such services will be provided by others and that CLIENT shall defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, that might be occasioned by others performing construction review for this PROJECT.
10. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for the PROJECT site, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours and CLIENT further agrees to defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, in connection with the performance of work of this PROJECT, except liability arising from the sole negligence of CONSULTANT.
11. Notwithstanding anything else to the contrary contained herein or in the Agreement, CLIENT agrees to limit CONSULTANT'S exposure to liability and damages to CLIENT and to all contractors and subcontractors on the PROJECT, due to professional negligent acts, errors or omissions of CONSULTANT, to the lesser of the limits of CONSULTANT'S errors and omissions and general liability insurance policies, or the fee paid to CONSULTANT for the performance of the services under the Agreement. IN NO EVENT WILL CONSULTANT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, OR OTHER DAMAGES ARISING OUT OF THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES UNDER THE AGREEMENT, EVEN IF CONSULTANT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THIS SECTION WILL SURVIVE THE TERMINATION OF THE AGREEMENT.
12. Upon written request, each of the parties hereto shall execute and deliver, or cause to be executed and delivered, such additional instruments and documents which may be necessary and proper to carry out the terms of the Agreement.
13. The terms and provisions of the Agreement shall not be construed to alter, waive or affect any lien or stop notice rights, which CONSULTANT may have for the performance of services under the Agreement.
14. No conditions or representations, altering, detracting from or adding to the terms of the Agreement or hereof shall be valid unless printed or written hereon or evidenced in writing by either party to the Agreement and accepted in writing by the other party hereto.
15. One or more waivers of any term, condition or covenant by CONSULTANT shall only be effective if in writing and shall not be construed as a waiver of any subsequent breach of the same or any other term, condition or covenant.
16. In the event any provision of the Agreement shall be held to be invalid and unenforceable, the other provisions of the Agreement shall be valid and binding on the parties hereto.
17. Should litigation be necessary to enforce any term or provision of the Agreement, or to collect any portion of the amount payable under the Agreement, then all litigation and collection expenses, witness fees and court costs and attorneys' fees shall be paid to the prevailing party.

18. The Agreement binds CONSULTANT and CLIENT and their successors and permitted assigns. Neither party hereto shall assign or transfer, whether by operation of law or otherwise, all or any portion of such party's interest, rights or obligations in the Agreement without the prior written consent of the other party hereto.
19. The Agreement and the documents, drawings, plans and specifications referred to therein, and these General Provisions, constitute the entire agreement of the parties hereto with respect to the matters set forth therein and herein and are the final, complete and exclusive expression of the terms and conditions thereof. All prior or contemporaneous agreements, representations, negotiations and understandings of the parties hereto, oral or written, express or implied, are hereby superseded and merged herein.
20. The Agreement shall be construed and enforced in accordance with the laws of the State of California. Each Party hereby irrevocably consents that all proceedings arising in connection with the Agreement shall be tried and litigated exclusively in the State and Federal courts located in the County of Orange, State of California. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to, or arising out of, the Agreement in any jurisdiction other than that specified in this Section.
21. All notices, demands or other communications given hereunder shall be in writing and shall be delivered personally, by facsimile or electronic mail transmission, or by United States certified or registered mail, return receipt requested, postage prepaid, addressed to the address for such party set forth in the Agreement. All notices shall be deemed given upon the earliest of receipt, confirmed facsimile or electronic mail transmission, or three 3 calendar days after deposit in the United States mail.
22. In the event of any conflict or inconsistency between the provisions of these General Provisions and the provisions of the Agreement, the provisions of these General Provisions shall control.

PAYMENT

23. CONSULTANT shall present all invoices to CLIENT prior to the last day of each calendar month based upon percentage of completion, per the fee set forth in the Agreement. Invoices shall be due and payable when delivered. Payment is to be made at 17520 Newhope Street, Suite 200, Fountain Valley, CA 92708.
24. CLIENT shall promptly review invoices and notify CONSULTANT of any objection thereto; absent such objection in writing within 10 calendar days of the date of the invoice, the invoice shall be deemed proper and acceptable and immediately payable in full.
25. If the undisputed amount of any invoice is not paid within 30 calendar days of the date of the invoice, such undisputed amount shall commence bearing interest from the date of the invoice at the rate of 1.5% per month or the maximum rate allowed by law, whichever is greater, and CLIENT agrees to pay all accrued interest thereon, together with the undisputed amounts set forth in such invoice.
26. In the event that any undisputed amount of any invoice is not paid in full within 60 calendar days following the date of the invoice, such failure shall constitute a material breach of the Agreement and CONSULTANT may exercise all rights and remedies CONSULTANT may have at law, in equity or under the Agreement with respect to such material breach including, without limitation, termination of the Agreement following 10 calendar days' written notice of such material breach to CLIENT and CLIENT'S failure to cure such breach within such 10-day period.
27. CLIENT shall pay, in addition to the stated fee, the cost of all reimbursable items such as fees, permits, bond premiums, title company charges, delivery charges, blueprints, and reproductions and all other charges and expenses not specifically covered by the terms of the Agreement. In the event such reimbursable items are paid directly by CONSULTANT, then such charges and expenses shall be invoiced at CONSULTANT'S direct cost **plus** 10% for handling.
28. Any additional services not covered in the Scope of Work of the Agreement, which CLIENT requests CONSULTANT to perform, such as site reconnaissance and inspections during construction, additional visits out of town or to other places of business, will be requested in writing and will be invoiced on a time and material basis based on CONSULTANT'S then current schedule of fees and costs.



ENGINEERING FEE ESTIMATE
PROJECT WORKSHEET

Project Data
Project Name: Well and Tank Booster Control and SCADA Integration
Client: City of Show Low
PACE Job Number: C358
Estimate Date: October 10, 2025

2025 PACE Hourly Rate Schedule	
Description	Hourly Rate
Principal	\$312
Sr. Proj. Mgr./Sr. Consulting Engr.	\$270
Project Manager /Consulting Engr./Sr. I&C Specialist	\$260
Sr. GIS Analyst / Manager	\$265
Sr. Electrical Engineer	\$255
Sr. Proj. Engr./Sr. Design Engr.	\$220
Proj. Engr/Design Engineer II/Electrical Engineer	\$198
Instrumentation & Controls Specialist	\$192
Sr. CAD Designer	\$182
Design Engineer	\$156
CAD Designer/GIS Analyst	\$151
Graphic Designer / Technical editor	\$130
Project Coordinator	\$109
Administrative Support	\$104
Assistant Designer	\$88
G.P.S. Survey Unit (w/Operator)	\$302
Expert Witness/Legal Consultation	\$400 + Exp.

Total Fee Amount	\$85,700
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Item No.	Work Item Description	Estimated Manhours							Man-Power Subtotal	Panel Manufacturer	Shipping	Total Task Costs
		Principal	Sr. Project Manager/Sr. Consulting Engr.	Project Mgr./Consulting Engr./Sr. I&C Specialist	Instrumentation & Controls Specialist	Project Engineer /Design Engr. II	Project Coordinator	Admin Support				
		312	270	260	192	198	109	104				
26	Well and Tank Booster Control and SCADA Integration								\$42,248	\$40,452	\$3,000	\$85,700
26.1	Well 19 PLC and SCADA Integration	3		30	24			10	\$14,384	\$13,484	\$1,000	\$28,868
26.2	Well 20 PLC and SCADA Integration	3		30	24			10	\$14,384	\$13,484	\$1,000	\$28,868
26.3	300K Tank Booster Pump PLC and SCADA Integration	2		30	22			8	\$13,480	\$13,484	\$1,000	\$27,964
TOTALS		8	0	90	70	0	0	28	\$42,248	\$40,452	\$3,000	\$85,700