AGENDA 4:30 P.M.

CITY COUNCIL MEETING TUESDAY, APRIL 9, 2024

NOTES:

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

www.SedonaAZ.gov

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

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

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

PROCEDURES:

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
2. ROLL CALL/MOMENT OF ART
3. CONSENT ITEMS - APPROVE — LINK TO DOCUMENT =
   a. Minutes - March 26, 2024 City Council Special Meeting - Executive Session.
   b. Minutes - March 26, 2024 City Council Regular Meeting.
   c. Minutes - March 27, 2024 City Council Special Meeting.
   d. Approval of Stand With Me, Be Drug Free Proclamation, April 15-20, 2024.
   e. Approval of Fair Housing Month Proclamation, April 2024.
   f. AB 2981 Approval of a Resolution to enter into an Intergovernmental Agreement (IGA) with Coconino County Free Library District, for funding of the Sedona Public Library.
   g. AB 3044 Approval of a Resolution authorizing the execution of an Intergovernmental Agreement (IGA) with Yavapai County to allow for Yavapai County participation in household hazardous waste collection events.
   h. AB 3045 Approval of ADEQ Recycling Grant in the amount of up to $53,650.02 for the procurement of smart recycling receptacles.
   i. AB 2973 Approval of a Resolution authorizing the execution of an Intergovernmental Agreement (IGA) between the City of Sedona's Police Department and the City of Phoenix's Police Department regarding the Internet Crimes Against Children (ICAC) Task Force.
4. APPOINTMENTS - None.
5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER & COUNCIL ASSIGNMENTS
6. PUBLIC FORUM

   (This is the time for the public to comment on any issue within the jurisdiction of City Council not listed on the agenda. The City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)
7. PROCLAMATIONS, RECOGNITIONS & AWARDS
   a. Proclamation, Stand With Me, Be Drug Free , April 15-20, 2024.
   b. Proclamation, Fair Housing Month, April 2024.
8. REGULAR BUSINESS
   a. AB 3043 **Presentation/discussion** from Julie Richardson, Chief Executive Officer of the Sedona Arts Center, to report to the City Council on the economic and social impacts of the non-profit arts and culture industry on Sedona.
   b. AB 3038 **Presentation/discussion/possible direction** on the final report and recommendations from the Greater Sedona Recreation Collaborative (GSRC) regarding motorized trail and off-highway vehicle use in and around the Greater Sedona area.

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

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

Page 2, City Council Meeting Agenda Continued

c. AB 2950 **Discussion/possible action** regarding an Ordinance amending the Sedona City Code Title 10 (Vehicles and Traffic) by adding Chapter 10.30 (Improper Motor Vehicle Equipment) and a voluntary agreement with local OHV rental companies.

d. AB 2952 **Discussion/possible action** regarding the approval of a contract for services with the Sedona Chamber of Commerce in the amount of $347,093 for the operations of the Visitor Center for fiscal year 2025, subject to approval of a written contract by the City Attorney.

e. AB 3027 **Discussion/possible direction/action** regarding proposed State legislation, short-term rental legislation and State budget and their potential impact on the City of Sedona.

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

9. EXECUTIVE SESSION

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

a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).

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

10. ADJOURNMENT

Posted: 04/04/2024

By: DJ

JoAnne Cook, CMC, City Clerk

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

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

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

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

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

Action Minutes
Special City Council Meeting
Sedona City Hall, Council Chambers
102 Roadrunner Drive, Sedona, Arizona
Tuesday, March 26, 2024, 3:00 p.m.

1. Call to Order

Mayor Jablow called the meeting to order at 3:01 p.m.

2. Roll Call

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

Staff Present item: City Manager Karen Osburn, City Attorney Kurt Christianson, Deputy City Manager Andy Dickey, Director of Public Works/City Engineer Kurt Harris, and City Clerk JoAnne Cook.

3. Executive Session

Motion: Councilor Fultz moved to enter into Executive Session at 3:02 p.m. Seconded by Councilor Williamson. Motion carried with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, and Williamson) and zero (0) opposed.

Kurt Christianson gave the admonition.

a. **Discussion and consultation with the City Attorney for legal advice and with City representatives to consider its position and instruct its representatives regarding negotiations for the acquisition of right-of-way and/or easements for the Brewer/Ranger Roundabout Project. This matter is brought in executive session pursuant to A.R.S. §§ 38-431.03(A)(3) & (7).**

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

Reconvened in open session at 3:40 p.m.

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

4. Adjournment

Mayor Jablow adjourned the meeting at 3:40 p.m.

I certify that the above are the true and correct actions of the Special City Council Meeting held on March 26, 2024.

_____ _____

JoAnne Cook, CMC, City Clerk Date

Action Minutes
Regular City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, March 26, 2024, 4:30 p.m.

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

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

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

Staff Present: City Manager Karen Osburn, City Attorney Kurt Christianson, Police Chief Stephanie Foley, Deputy Police Chief Ryan Kwitkin, Director of Public Works/City Engineer Kurt Harris, Engineering Supervisor John Hall, Planning Manager Cari Meyer, Community Development Director Steve Mertes, Housing Manager Shannon Boone, Housing Coordinator Jeanne Frieder, Assistant Engineer Hanako Ueda, Principal Planner Cynthia Lovely, Deputy City Clerk Marcy Garner, and City Clerk JoAnne Cook.

2. Roll Call

3. Consent Items

a. Minutes - March 12, 2024 City Council Special Meeting - Executive Session.
b. Minutes - March 12 & 13, 2024 City Council Regular Meeting.
c. 3040 Approval of 5-Year Lease Agreement with Xerox for the lease of 14 multifunction copiers.
d. 3041 Approval of the addition of nine (9) "timed pay parking" spaces along Jordan Road pursuant to Sedona City Code Section 10-20-030.G.

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

Item 3d was pulled from the consent item by Councilor Kinsella.
Presentation by John Hall.

Comments and questions from Council.

Opened to public at 4:41 p.m.

Mark TenBroek, Sedona, spoke regarding this item.

Brought back to Council at 4:42 p.m.

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

4. Appointments - None.

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

Councilor.

6. Public Forum

Opened to the public at 4:44 p.m.

Alexis Parker, Sedona, spoke regarding vandalism in abandoned homes, Mark TenBroek, Sedona, spoke regarding Citizens Unite's petition against the Oak Creek Heritage Hotel project that will be going forward to the Planning and Zoning Commission.

Brought back to Council at 4:48 p.m.

7. Proclamations, Recognitions & Awards - None.

Mayor Jablow pulled item 8c AB 2952 first.

Mayor Jablow pulled item 8d AB 3042 second.

8. Regular Business

a. AB 3035 Public Hearing/discussion/possible action regarding a request for approval of a Zone Change (ZC) to allow for development of a 110-room hotel and 40-unit multifamily housing project (Village at Saddlerock Crossing) at 1259 & 1335 W State Route 89A; 82 & 86 Saddlerock Circle; and 105 Elk Road. The property is within the Soldiers Pass Community Focus Area, is ±6.3 acres, and is located south of the intersection of W State Route 89A and Soldiers Pass Road between Saddlerock Circle and Elk Road. APN: 408-26-004B, 408-26-004C, 408-26-009C, 408-26-009C, 408-26-010, 408-26-011, 408-26-012, 408-26-013, 408-26-014, 408-26-086A, 408-26-088. The requested Zone Change is from CO (Commercial) and RM-2 (Medium-High Density Multifamily) to L (Lodging). Case Number: PZ19-00005 (ZC, DEV) Owner/Applicant: The Baney Corporation (Curt Baney) Authorized Representative: Withey Morris Baugh, PLC (Jason Morris and Benjamin Tate).

Presentation by Cari Meyer.

Ben Tate of Withey Morris Baugh presented on behalf of the applicants, the Baney family. Abby Michael, Client and Community Relations Director for Arizona Municipal Strategies and Rana Lashgari, President of Arizona Municipal Strategies, spoke regarding the project and community outreach in the neighborhood. Curt Baney, Hayden Baney, and Robin Baney were available to answer questions from Council.

Comments and questions from Council.

Opened the public hearing at 7:19 p.m.

The following spoke against the item:

Allan Sirotkin, Sedona, Kristen Brock, Sedona, Jackie Cruickshanks, Sedona, Katherine Todd, Sedona, Nick Parsons, Sedona, Michael Vitek, Sedona, Susan Rutter, Sedona, Sheryll Straight, Sedona, Sylvia Thorpson, Sedona, Ken Diller, Sedona, Karen Yoder, Sedona, Susan Long, Sedona, Cheryl Bailey, Sedona, Sean Smith, Sedona, Brigitte

Laurica, Sedona, Mark TenBroek, Sedona, Ann Kelley, Sedona, Julie Fress, Sedona, Alexis Parker, Sedona.

The following spoke in favor of the item:

Larry Jackson, Sedona, Bobby Woods, Cottonwood, Curt Baney, Oregon, Kathy Howe, Sedona, Doreen Slevins, Sedona, Roger Eastman, Sedona, Carol Rizzi, Sedona, Leslie Lundberg, Village of Oak Creek, Ernie Straugh, Sedona, Art Beckwith, Sedona, Sarah Wiehl, Sedona.

Ellyn McLeod, Sedona, Daniel Todd, Sedona, Mitch Laurica, Sedona, and Brigitte Laurica, Sedona, completed cards in opposition to the zone change but did not speak.

John Griffin, Sedona, Daniel Slevins, Sedona, Donal Segall, Sedona, Tina Allegrezza, Sedona, and John Griffin, Sedona, filled out a card in support of the zone change but did not speak.

Closed the public hearing at 8:37 p.m.

Break at 8:37 p.m. Brought back to Council at 9:01 p.m.

Comments and questions from Councilors.

Motion: Councilor Ploog moved to defer case number PZ19-00005 (ZC), Village at Saddlerock Crossing for up to six months. Seconded by Councilor Fultz. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

b. AB 2719 Discussion/possible action for the approval of a Resolution approving the Final Draft 2024 Sedona Community Plan.

Presentation by Cynthia Lovely.

Comments and questions from Council.

Opened to the public at 11:09 p.m.

Ernie Strauch, Sedona, spoke regarding this item.

Brought back to Council at 11:10 p.m.

Comments and questions from Council.

Motion: Councilor Williamson moved to approve Resolution No. 2024-04 adopting the 2024 Sedona Community Plan. Seconded by Councilor Vice Mayor Ploog. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

c. AB 2952 Discussion/possible action regarding the approval of a contract for services with the Sedona Chamber of Commerce in the amount of $347,093 for the operations of the Visitor Center for fiscal year 2025, subject to approval of a written contract by the City Attorney.

Mayor Jablow requested this item be deferred to the April 9, 2024 Council meeting.

Motion: Councilor Kinsella moved to table item 8c AB 2952 until April 9, 2024. Seconded by Vice Mayor Ploog. Vote: Motion passed with seven (7) in favor

(Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

d. AB 3042 Discussion/possible action regarding approval of a 25-year Franchise Agreement with Arizona Water Company to be referred to the voters at the July 30, 2024 Primary Election.

Presentation by Kurt Christianson. John Snickers, Division Manager for Arizona Water Company was available for questions.

Comments and questions from Council.

By majority consensus, Council directed staff to pursue a standardized agreement for data sharing, similar to agreements AZ Water Co. has with other municipalities.

Motion: Councilor Fultz moved to the Franchise Agreement with the Arizona Water Company to be submitted to the voters at the July 30, 2024 Primary Election. Seconded by Councilor Furman. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Williamson) and zero (0) opposed.

e. AB 3027 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation and State budget and their potential impact on the City of Sedona.

Presentation by Kurt Christianson.

Comments and questions from Council.

f. Discussion/possible action regarding future meeting/agenda items - None.

9. Executive Session

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

a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).

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

No Executive Session was held.

10. Adjournment

Mayor Jablow adjourned the meeting at 11:15 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on March 26, 2024.

_____ _____

JoAnne Cook, CMC, City Clerk Date

Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall
102 Roadrunner Drive, Sedona, Arizona
Wednesday, March 27, 2024, 2:00 p.m.

1. Call to Order

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

2. Roll Call

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

Staff in attendance: City Manager Karen Osburn, Deputy City Manager Andy Dickey, City Attorney Kurt Christianson, Web Content Manager Robert MacMullan, Special Initiatives Coordinator Kegan Moorcroft, City Clerk JoAnne Cook, and Deputy City Clerk Marcy Garner.

3. Special Business

a. AB 3037 Presentation/discussion/possible direction on the Tourism Program's research results, draft brand description, results of the winter destination marketing campaign, concepts for the summer destination marketing campaign and media plan.

Presentation by Robert MacMullan and marketing firm DVA Advertising & Public Relations, Mary Angelo, Principal and Christian Folk, Principal.

Owner of Front Burner Media, Heather Hermen, spoke on the potential of increased international travel to Sedona with the addition of more non-stop international flights to and from Phoenix. She spoke on the importance of having an extensive and strategic marketing plan and data driven decision making.

Questions and Comments from Council.

Break at 3:57 p.m. Reconvened at 4:10 p.m.

Presentation continued.

Questions and Comments from Council.

Open to public comment at 5:47 pm

Alexis Parker, Sedona, spoke about her experiences visiting and living in Sedona and offered her insight on the item.

Closed public comment at 5:50 p.m.

Mayor Jablow thanked everyone for their hard work.

By majority consensus, Council directed staff to:

-Remove the word "ethos" and consider changing the phrase or paragraph on the brand description.

-Move forward with concept two using “embrace the moment” for out-of-market messaging and “be in the moment” for in-market messaging.

-Council approved staff’s full recommendation on the media plan.

Discussion/possible action regarding ideas for future meetings/agenda items – None.

4. Executive Session

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

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

5. **Adjournment**

Mayor Jablow adjourned the meeting at 5:54 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on March 27, 2024.

_____ _____

Marcy Garner, Deputy City Clerk Date

City of Sedona Proclamation Request Form

Full Name of Contact Person	Kelly Lee
Contact Phone Number	928-708-0100
Contact Mailing Address	8056 East Valley Road, Prescott Valley, A
Contact Email Address	klee@matforceaz.org
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	MATFORCE the Yavapai County Substance Prevention Coalition is celebrating Stand with Me, Be Drug Free week. This is an annual event in our communities to celebrate the fact that a majority of people do not use illegal drugs and live a healthy and productive life.
Website Address (if applicable)	matforceaz.org
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Karen Osburn
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	April 15-20, 2024
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	☑ Presentation at Meeting ☐ Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Kelly Lee Program Manager MATFORCE 928-708-0100 klee@matforceaz.org

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

MATFORCE is the Yavapai County Substance Abuse Coalition. Our mission states "With integrity and determination we, the citizens of Yavapai County, commit to working in partnership to build healthier communities by striving to eliminate substance abuse and its effects."

MATFORCE was founded in 2005 as a call for action against the methamphetamine crisis taking place in Yavapai County. Then County Attorney Sheila Polk and other concerned citizens created a coalition to combat substance abuse issues in our communities. This coalition consists of town government, law enforcement, treatment providers, school administration, parents and youth. Through the years MATFORCE has tackled many other dangerous substances such as prescription drug abuse as well as illicit fentanyl. We provide drug prevention education in K-12 classrooms, adult prevention education and we work with over 300 coalition volunteers to educate our community on substance use disorders, success in recovery and the importance of building partnerships for healthier communities.

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

With the support of our town governments we hope to raise awareness that the majority of people choose to not use drugs. We want to encourage parents and trusted adults to talk to our youngest and most vulnerable children about making health choices for themselves and for their futures. The MATFORCE Walk with Me, Be Drug Free 1 mile walk will take place on April 20th at 10am at Mortimer Farms in Dewey, AZ as a way to celebrate those who choose to live healthy lives. This event is free for families to attend where there will be hot cocoa and activities for kids of all ages.

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

Office of the Mayor

Proclamation
Stand With Me, Be Drug Free Week
April 15-20, 2024

WHEREAS, MATFORCE has proclaimed April 15 – 20, 2024 to be Stand with Me, Be Drug Free Week; and

WHEREAS, the City of Sedona: embraces a vision of a healthy, vibrant, and strong community for children, youth, families and people of all ages; and celebrates the fact that a majority of people do not abuse drugs and alcohol.

WHEREAS, the City of Sedona: recognizes that youth prevention is essential based on the fact that 9 of 10 people who struggle with substance use disorders began using substances as a teenager.

WHEREAS, knowing that families are adversely affected by illegal drug use, including work problems, legal problems, mental health problems, physical illness, addiction, accidents, accidental death, economic loss, child abuse, destruction of families, driving while impaired, and crimes against persons and property; and

WHEREAS, the City of Sedona: would like to commend and pay tribute to all of its citizens who choose to be free of illegal drug use.

NOW, THEREFORE, I, SCOTT JABLOW, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, hereby proclaim the week of April 15 – 20, 2024 to be Stand with Me, Be Drug Free Week, and encourages its citizens to participate in the celebration of a drug-free, healthy community by participating in the planned events, activities and displays.

Issued this 9th day of April, 2024.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

City of Sedona Proclamation Request Form

Full Name of Contact Person	Jeanne Frieder
Contact Phone Number	928-203-5138
Contact Mailing Address	City of Sedona
Contact Email Address	jfrieder@sedonaaz.gov
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	Fair Housing Month
Website Address (if applicable)	n/a
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Melissa Dunn Jessica Williamson Kathy Kinsella
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	April 2024
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	Presentation at Meeting Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Roxana De Niz, Northern Arizona Interfaith Council 928-214-7164 naic.iaf@gmail.com

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

The City of Sedona is required to annually declare April as Fair Housing Month as part of the Community Development Block Grant (CDBG) program. Beyond that, the City is engaging in civic activities with Northern Arizona Interfaith Council, the Latino communities and other populations to educate about and promote fair housing.

Northern Arizona Interfaith Council (NAIC) works to build leadership for civic participation across lines of race, class, age, and religion and organize for issues that advance the common good.

NAIC is a coalition of congregations and organizations in Flagstaff, Sedona, and Prescott, with three basic goals:

To build relationships across our community based on trust and a willingness to listen to each other.
To equip our members and leadership with skills and practices to get results.
To achieve change on concrete issues, as part of our common call to justice.
NAIC is funded by its member institutions, private donations, and foundation support and accepts no funding from governmental or partisan political sources. NAIC is, and always will

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

This Proclamation demonstrates an awareness of the need for social equity and diversity within our community, to aid in its vitality and to promote the sustainabilty of our community. City support of Fair Housing in Sedona is consistent with the Community Plan goals of encouraging a diverse, prosperous and healthy community and nurturing connections between people who collaborate and support each other.

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

Office of the Mayor

Proclamation
Fair Housing Month
April 2024

WHEREAS, the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS, the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS, the City of Sedona is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS, in honor of Fair Housing Month, we present this proclamation to the Northern Arizona Interfaith Council for their work promoting community engagement, civic leadership, inclusivity and housing equity in Sedona.

NOW, THEREFORE, I, SCOTT JABLOW, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, hereby proclaim the month of April, 2024 as Fair Housing Month in Sedona as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Sedona.

Issued this 9th day of April, 2024.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

Agenda Item: 3f
Proposed Action & Subject: Approval of a Resolution to enter into an Intergovernmental Agreement (IGA) with Coconino County Free Library District, for funding of the Sedona Public Library.

Department	City Manager's Office
Time to Present	N/A
Total Time for Item	N/A
Other Council Meetings	N/A
Exhibits	A. IGA - Administration and Funding of Branch and Affiliate Libraries of the Coconino County Free Library District B. Resolution

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	Approve Resolution to renew the IGA with Coconino County Free Library District for the partial county funding of Sedona Public Library.

Expenditure Required
$ 0
Amount Budgeted
$ 0
Account No. (Description)

SUMMARY STATEMENT

Background:

In 2018, the City entered into a five-year intergovernmental agreement (IGA) with the Coconino County Free Library District for the administration and funding of branch and affiliate libraries of the Coconino County Free Library District. The City's participation in this IGA is necessary for the Sedona Public Library, a 501(c)(3) non-profit, to continue to receive Library District funding.

The term of the IGA ended June 20, 2023. The Sedona Public Library cannot receive funds from the County Free Library District unless the City of Sedona acts on their behalf. This IGA will allow the tax receipts from the County Free Library District to be received by Sedona Public Library.

Based on A.R.S. § 11-903, only incorporated cities or towns may join a County Free Library District. To receive the benefits of the District, a City or Town must first join the District. The "incorporated city or town" verbiage is used throughout the related statutes. Since the Sedona

Public Library is not a city or town, the Library cannot enter into an IGA with the Library District and therefore cannot receive District funds. By the City of Sedona entering into the IGA, it can authorize Sedona's portion of the library tax funds to be distributed directly to the Sedona Public Library.

This renewal IGA is for the term of July 1, 2023 to June 30, 2025. The full IGA and attachments are included as Exhibit A.

Community Plan Consistent: ☒**Yes -** ☐**No -** ☐**Not Applicable**

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

Alternative(s): N/A

MOTION

I move to: approve Resolution No. 2024-__ authorizing the execution of an IGA between the City of Sedona and the Coconino County Free Library District, for the funding of the Sedona Public Library.

INTERGOVERNMENTAL AGREEMENT

Administration and Funding of Branch and Affiliate Libraries of the Coconino County Free Library District

This Intergovernmental Agreement (IGA) is entered into this 20th day of February, 2024, by and among **Coconino County** (the "**County**"), a political subdivision of the State of Arizona, with offices at 219 East Cherry Street, Flagstaff, Arizona 86001; the **City of Flagstaff** ("**Flagstaff**"), an Arizona municipal corporation with offices at 211 West Aspen Avenue, Flagstaff, Arizona 86001; the **City of Williams**, an Arizona municipal corporation with offices at 113 South First Street, Williams, Arizona 86046; the **City of Page**, an Arizona municipal corporation with offices at 697 Vista Avenue, Page, Arizona 86040; the **Town of Fredonia**, an Arizona municipal corporation with offices at 25 North Main Street, Fredonia, Arizona 86022; the **City of Sedona**, an Arizona municipal corporation with offices at 102 Roadrunner Drive, Sedona, Arizona 86336; (all of the foregoing collectively referred to as the "**Operating Parties**"); and the **Coconino County Free Library District** (the "**District**"), a county free library district, special taxing district, and political subdivision of the State of Arizona duly formed and existing under the provisions of Title 11, Chapter 7, Article 1, and Title 48, Chapter 24, of the Arizona Revised Statutes, governed by the Coconino Board of Supervisors and acting through the District Board of Directors.

RECITALS

A. Each of the Operating Parties wishes to remain a member of the District and sponsors or operates one or more public libraries funded by the District;

B. The District and the Operating Parties are funded by a county free library district tax levied by the District and collected on the District's behalf by the County;

C. The parties wish to set forth their agreement regarding the allocation of such tax receipts and the administration of the Operating Party libraries;

D. The Operating Parties have most recently been operating under an Intergovernmental Agreement dated January 23, 2018, which expired on its own terms as of June 30, 2023 ("the 2018 IGA"); and

E. This IGA is modeled after the 2018 IGA, but revisions are included throughout the document.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Operating Parties and District agree as follows:

1. Definitions

1.1 Affiliate Library: Libraries that are members of the District and receive funding through the District, but whose local governments retain responsibility for library staffing, facilities, operations, and maintenance. As set forth in Appendix A, the current Affiliate Libraries are: (1) City of Flagstaff Main Library (Downtown), (2) City of Flagstaff East Branch, (3) Fredonia Public Library, (4) Page Public Library, (5) Sedona Public Library, and (6) Williams Public Library.

1.2 Base Amount: For purposes of this Agreement, the Base Amount is Four Million, Two Hundred Thirteen Thousand, Six Hundred Forty-Five Dollars ($4,213,645.00).

1.3 Branch Library: Libraries that are members of the District and receive funding through the District, but whose staffing and library operations are the responsibility of the City of Flagstaff. As set forth in Appendix A, Branch Libraries are: (1) East Flagstaff Community Library, (2) Coconino County Bookmobile, (3) Coconino County Correctional Facility Library, (4) Forest Lakes Community Library, (5) Tuba City Public Library, and (6) Grand Canyon Community Library.

1.4 Coconino County Library District Board (or "District Board"): The Coconino County Board of Supervisors serves as the Coconino County Library District Board. The District Board:

1.4.1. Governs the Coconino County Free Library District pursuant to A.R.S. § 48-3901 et seq.

1.4.2. May do the following in furtherance of the objectives of the District: (1) Make information, technology, and resources available to every library patron; (2) Provide a place for studying, researching, reading, and learning; (3) Provide educational and informational programs for all age groups; (4) Provide literacy promotion programs for all age groups, with special emphasis on early literacy, school readiness, adult literacy, digital literacy, and workforce development.

1.4.3. May exercise all such other powers provided by law.

1.5 County Librarian: Per A.R.S. § 11-908, the County Librarian is appointed by Board of Supervisors, and serves at the pleasure of the Board. Eligibility requirement includes the possession of a certification of qualifications issued by the Board of Library Examiners. If the County Librarian is an employee of Flagstaff or another party to this agreement, he or she may perform other job duties in addition to serving as the County Librarian, and will be subject to all personnel rules and regulations of their employing agency, including terms of employment. In the event the Board relieves such employee from serving as County Librarian, this action will not automatically result in termination of employment. The County Librarian:

1.5.1. Manages the supervisors, facilities, and operations for the Branch Libraries.

1.5.2. Oversees Library District budgets, narratives, reporting, and speaking before the County Budget Team and Coconino County Library District Board.

1.5.3. May serve as a non-voting member of the Flagstaff City-Coconino County Public Library Board.

1.6 District: The Coconino County Free Library District, a county free library district, special taxing district, and political subdivision of the State of Arizona, duly formed and existing under the provisions of Title 11, Chapter 7, Article 1, and Title 48, Chapter 24, of the Arizona Revised Statutes (A.R.S. § 48-3901 et seq), governed by the Coconino County Board of Supervisors acting as the District Board.

1.7 District Libraries: All Affiliate, Branch, Other Libraries, and the Main Library. These libraries may be members of the District or may contract with the District.

1.8 Excess or Deficit: These terms refer to the difference between the amount of the Total Library District Tax and the Base Amount.

1.9 Facility Maintenance: Maintenance of a facility, including minor repair and daily upkeep of buildings, as set forth more fully in Appendix A.

1.10 Flagstaff City-Coconino County Public Library Board: The Flagstaff City-Coconino County Public Library Board (the "Library Board'), whose formation is provided for in a separate Intergovernmental Agreement by and between Coconino County and the City of Flagstaff dated June 28, 2022, is comprised of one (1) Flagstaff City Council Member or designee, four (4) Flagstaff City residents, three (3) members appointed by the Coconino County Board of Supervisors with one (1) appointee being a Coconino County Supervisor or designee, and two (2) being County residents. The City Council Member and County Supervisor are ex officio, non-voting members of the Board. The Library Director may also be a non-voting member. The Library Board:

1.10.1. Advises and makes recommendations to the Library Director, the City Manager, the City Council, and the Coconino County Library District Board.

1.11 Fund Balance: Any amount of money that was approved for distribution but not spent in the fiscal year in which it was approved. These funds are held in separate accounts. Per State law (A.R.S. § 35-190), all appropriations expire at the end of a fiscal year. Therefore, the allocation and expenditure of such funds require approval by the appropriate Board or Council or their designee(s) prior to being spent.

1.12 Growth or Decline: These terms refer to either an increase or decrease in the funding that is available from the tax levy from the previous year.

1.13 Library Services: These services include but are not limited to: facilities for reading and study; purchase and maintenance of materials; access to online services and databases, including the internet; reference service, both in person and by telephone; request and interlibrary loan service; community programming; employment support services; and

facility operation and maintenance. Library services are those that are in support of literacy. Any other services are categorized as Other Services. See definition 1.18.

1.14 Main Library: The Library located in Flagstaff that is the central library.

1.15 Operational Management: The control of the activities involved in providing Library Services, including but not limited to setting hours of operation, staffing, budget oversight, safety, programming, and collections.

1.16 Other Libraries: All Libraries that are members of the District, excluding Affiliate and Branch Libraries, including the Coconino County Law Library and the Havasupai Library. The jurisdictions/communities in which Other Libraries are located are responsible for library facilities, operations, and staffing.

1.17 Other Services: Services offered that are non-traditional library services. These may include: food service and programs such as beading or walking field trips. District funds are to be prioritized for Library Services, as defined in 1.14.

1.18 Ownership: Statement of legal owner of the building and land. When a lease exists, owner and lessee are identified.

1.19 Total Library District Tax ("total tax"): For purposes of this Agreement, the Total Library District Tax is the gross amount collected annually from the Library District tax levy.

2. Allocation of Total Tax Receipts

Base Amounts were determined by the original amounts set forth in the Library Tax Allocation Study of 1996 (Appendix B) plus all subsequent Growth/Decline allocations. Amounts were revised to be effective FY2018/FY2019. Adjusted Base Amounts will be reviewed at the time of IGA renewal.

Upon receipt of total tax funds, District will first allocate to Flagstaff the amount of One Hundred Thousand Dollars ($100,000.00) to provide for District oversight of Branch, Affiliate, and Other Libraries, as set forth in Appendix C. This allocation will be adjusted annually to reflect the percentage of Flagstaff personnel pay increases, through market and merit increases or other pay/benefit increases, at the sole discretion of Flagstaff.

The Base Amount shall then be allocated for Library Services and Other Services (with funds prioritized for Library Services) as follows, and as provided in Section 3.5:

2.1 Sixty-Nine Thousand, Eight Hundred Eighteen Dollars ($69,818.00) to the Town of Fredonia for the Fredonia Public Library; and

2.2 Three Hundred Thirty-Six Thousand, Eight Hundred Forty-Six Dollars ($336,846.00) to the City of Page for the Page Public Library; and

2.3 Two million, Two Hundred Twenty-Four Thousand, Two Hundred Seventy-Two Dollars ($2,224,272.00) to Flagstaff for the Main and Branch Libraries in the City of Flagstaff; and

2.4 Seventy-Eight Thousand, One Hundred Eighty-Seven Dollars ($78,187.00) to Flagstaff for the County Bookmobile; and

2.5 Seventy-Two Thousand, Nine Hundred Eighteen Dollars ($72,918.00) to County for the Coconino County Correctional Facility Library; and

2.6 Ninety-Four Thousand, Four Hundred Sixty-Four Dollars ($94,464.00) to Flagstaff for the Grand Canyon Community Library; and

2.7 Two Hundred Nine Thousand, Six Hundred Fifty-Eight Dollars ($209,658.00) to Flagstaff for the Tuba City Public Library; and

2.8 Eighty Thousand, Five Hundred Forty Dollars ($80,540.00) to Flagstaff for the Forest Lakes Public Library; and

2.9 Five Thousand, Three Hundred Sixty-Seven Dollars ($5,367.00) to Flagstaff for the Havasupai Public Library; and

2.10 Three Hundred Eighteen Thousand, Two Hundred One Dollars ($318,201.00) to Flagstaff to provide information technology support to Branch, Affiliate, and Other Libraries, divided into these portions:

a. One Hundred Forty-Six Thousand, Two Hundred Forty Dollars ($146,240.00) to Automation Replacement; and
b. One Hundred Seventy-One Thousand, Nine Hundred Sixty-One Dollars ($171,961.00) to District IT personnel; and

2.11 Three Hundred Ninety-One Thousand, Two Hundred Sixty-Seven Dollars ($391,267.00) to the Sedona Public Library 501(c)(3) as directed by the City of Sedona for the Sedona Public Library; and

2.12 Ninety-Five Thousand, Forty-Seven Dollars ($95,047.00) to the City of Williams for the Williams Public Library; and

2.13 Ninety-Six Thousand, Five Hundred Forty-One Dollars ($96,541.00) to County for the County Law Library; and

2.14 Forty Thousand, Five Hundred Twenty Dollars ($40,520.00) to Flagstaff for District Shared Digital Services.

3. Administration of Funds; Amounts Collected Over or Under the Base Amount

3.1 All funds for the Branch Libraries, as set forth in Section 2, shall be administered by Flagstaff; Flagstaff will administer funds for the District as outlined in this IGA; funds for the Affiliate Sedona Public Library shall be administered by Sedona Public Library; funds for the County Law Library shall be administered by the County; and funds for each of the other Affiliate Libraries shall be administered by the incorporated city or town in whose jurisdiction such library situated.

3.2 In the event that the District, in any fiscal year during the term of this Agreement, collects less total tax than the Base Amount (Decline), any tax collections shall be allocated first to the District oversight as provided in Section 2, above. Remaining funds will then be allocated to the District libraries at a rate that is proportionate to the Base Amount. The Base Amount shall not drop below $5,000 for any library.

3.3 In the event that the District, in any fiscal year during the term of this Agreement, collects more total tax than the Base Amount (Excess), then such tax collections shall be allocated first as follows:

a. Oversight funding and Base Amount allocations shall be made as set forth in Section 2;

b. Excess tax revenues derived from an increase in Assessed Valuation of property within the District as measured from the 2018 Tax Year through the most recent tax year (AV Growth) shall be forwarded to Flagstaff or Affiliate Libraries to be expended, with the advice of the Coconino County Library District Council for: District-wide automation and growth projects; allocation to libraries based on criteria set forth by the Coconino County Library District Council; and expansion of existing library facilities and services. Criteria for Allocation to Libraries is attached as Appendix D;

c. Any excess revenues derived from a District property tax rate increase approved for the current tax year (Rate Growth) shall be forwarded to Flagstaff or Affiliate Libraries to be expended as determined by the District Board, with the advice of the Library Council. Allocations may be made on a District-wide basis, or made for special needs of individual libraries, such as capital improvement or repairs, automation upgrades, or replacement of the Bookmobile. Any party administering the facility for which such special need occurs shall provide sufficient matching funds as determined by the Library Council.

3.4 Any funds of the District not expended in any fiscal year shall be held by Flagstaff or by Affiliate Libraries. These funds may be used in subsequent years for the uses described in Section 3.3, provided that the appropriate Board or Council allocates such funds through a budget appropriation. Branch Library base funds that are unused will be held by Flagstaff in a Fund Balance account specific to the branch. All funds disbursed to Affiliate Libraries remain with the Affiliate Library and will be allocated according to the procedures of the municipality or organization under which they operated.

3.5 Base funding for Affiliate Libraries shall be dispersed directly to the responsible cities, except the Base funding for the Sedona Public Library shall be disbursed to the Sedona Public Library 501(c)(3). Base funding for the Coconino County Law Library shall be disbursed directly to the County. Base funding for Branch Libraries and the Havasupai Library shall be disbursed to Flagstaff. The District Board shall disburse the base funds allocated as follows: one-half (50%) of each amount allocated shall be distributed by November 30th of each fiscal year covered by this Agreement, and the balance of each such allocation no later than the following May 31st.

3.6 All funds allocated and disbursed under this Agreement shall be used solely for the purposes set forth in this Agreement and as approved by the Board or Council .

3.7 The District Board shall provide to all parties a full accounting and reconciliation of collections and disbursements no later than 60 days following the end of each fiscal year.

3.8 District tax collections will be reconciled by the District Board following the close of the fiscal year and held by Coconino County Free Library District. These funds will be distributed as set forth in 3.5 above.

3.9 In 2024/2025, the Coconino County Free Library District will conduct a new library study to review library operational models and formulas for tax funding allocations. The study will be funded by the District. The scope of work for the study will be drafted by the Library Director in consultation with the District Board and the Parties to this Agreement. The procurement and contract for these services will follow Coconino County procurement procedures. The District Board shall have sole authority to enter into any resulting contract on behalf of the District.

4. Effective Date and Term

4.1 The effective date of this Agreement will be July 1, 2023 (the "Effective Date"), regardless of when it is finally approved by all Parties.

4.2 The initial term of this Agreement shall commence on the Effective Date and continue in full force and effect until midnight on June 30, 2025, unless sooner terminated as indicated in this Agreement. Upon expiration of this initial term, this Agreement may be renewed by mutual agreement of the Parties for an additional two (2) year period, with the opportunity for additional renewals every two (2) years thereafter, up to a total term of ten (10) consecutive years.

4.3 This Agreement may be terminated for conflict of interest pursuant to A.R.S. § 38-511.

4.4 Any party may withdraw from this Agreement for convenience by providing at least 90 days written notice to all other parties. Any party who withdraws from the Agreement is no longer entitled to any benefits set forth in the Agreement, but the Agreement shall otherwise remain in full force and effect with respect to the remaining parties.

4.5 Upon termination of this Agreement for any reason, any property purchased by a party using funds already paid to it shall remain the property of such party.

5. Assignment of Library Grants

In addition to those funds allocated to Flagstaff under Section 2 of this Agreement, the County and the District hereby assign to Flagstaff their rights to library grant funds distributed by the State of Arizona during the term of this Agreement, and agree that Flagstaff may receive such grant funds directly from the State, provided that any and all such grant funds are expended solely for purposes of operation and development of this county-wide free public library service.

6. Operations and Reporting

6.1 During the term of this Agreement, each of the Operating Parties shall, with respect to all District public libraries sponsored and/or operated by it:

6.1.1 Ensure that all such libraries (other than the Coconino County Correctional Library) provide full use of their facilities and services to the general public or to a reasonably acceptable level of services to the general public under the circumstances;

6.1.2 Cooperate in the planning and implementation of cooperative resource-sharing and District-wide automation projects and activities as the District Board shall reasonably request;

6.1.3 Maintain monthly circulation statistics and provide them to the Library Director and to the District Board, as requested;

6.1.4 Complete or assist the District in completing its annual statistical survey for the state Library Extension Service; and

6.1.5 Provide to the District, upon the District Board's reasonable request, a written accounting describing the application of all funds allocated and disbursed under this Agreement.

6.2. No later than September 30th of each year during the term of this Agreement, Flagstaff shall provide the District Board with an annual summary of expenditures of Flagstaff under this Agreement for the preceding fiscal year.

6.3. Flagstaff shall advise Affiliate Libraries as needed, but Affiliate Libraries remain responsible for library Operational Management, providing information technology support (unless otherwise agreed to by Flagstaff), securing a facility for library purposes, and Facility Maintenance. Flagstaff shall be responsible for the Operational Management of Branch Libraries, providing information technology support, and Facility Maintenance. These respective duties are set forth in the Matrix of Library Details, attached as Appendix A.

7. Indemnification

Each Operating party shall maintain adequate insurance to cover any liability arising from the acts or omissions of the Party's employees or agents, and adequate insurance to provide Arizona statutory workers' compensation benefits to any of their employees who may be injured in the course of their work.

8. Notices

Unless otherwise specified in this Agreement, any notice or other communication required or permitted to be given under this Agreement shall be in writing and sent to the address given below for the party to be notified, or to such other address notice of which is given in accordance with this Section:

Deputy City Manager
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

Deputy County Manager
Coconino County
219 East Cherry Street
Flagstaff, Arizona 86001

City of Williams, Mayor
113 South First Street,
Williams, Arizona 86046

City of Page, Mayor
697 Vista Avenue
Page, Arizona 86040

Town of Fredonia, Mayor
25 North Main Street
Fredonia, Arizona 86022,

City of Sedona, Mayor
102 Roadrunner Drive,
Sedona, Arizona 86336

Sedona Library Board of Directors Chair
3250 White Bear Road,
Sedona, Arizona 86336

9. Authority to Contract

Each of the Operating Parties represents and warrants that it has full power and authority to enter into and perform its obligations under this Agreement, in accordance with A.R.S. § 11-952.

10. Prior Agreements, Integration, Modification

10.1 The Parties acknowledge and agree that they have not relied upon any statements, representations, agreements, or warranties, except as expressly provided in this Agreement, and that this document constitutes the parties' entire agreement with respect to the matters addressed in the Agreement. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded by this Agreement.

10.2 This Agreement may be modified or amended only by written agreement signed by all parties, and any such modification or amendment will become effective on the date specified in the amendment.

11. Severability

In the event that a court of competent jurisdiction holds any part or provision of this Agreement void or of no effect, the remaining provisions of the Agreement shall remain in full force and effect, to the extent that the enforcement of such remaining terms shall continue to reflect substantially the intent of the parties to this Agreement.

12. Waiver

No failure to enforce any condition or covenant of this Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision of this Agreement, nor shall any waiver by any party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach of this Agreement.

13. Headings

The headings used in this Agreement are for convenience only and are not intended to alter or affect the meaning of any provision of this Agreement.

14. No Third-Party Beneficiaries

This Agreement is made solely for the purpose of the parties. There are no intended third-party beneficiaries.

15. Governing Law

This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Arizona.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

City of Flagstaff

By: Becky Daggett, Mayor

Attest:

City Clerk

Coconino County Free Library District and Coconino County

By: Jeronimo Vasquez, Chairman
Coconino County Board of Supervisors

Attest:

County Clerk

City of Williams

By: Don Dent, Mayor

Attest:

City Clerk

City of Page

By: Bill Diak, Mayor

Attest:

City Clerk

City of Sedona

By: Sandy Moriarty, Mayor

Attest:

City Clerk

Town of Fredonia

By: Christy Riddle, Mayor

Attest:

Town Clerk

Acknowledged and Approved by:
Sedona Public Library

By: Chairman of the Board of Directors

Attest:

_____

Secretary of the corporation

The undersigned counsel have determined that this Agreement is in proper form and within the powers and authority of the respective parties represented under the laws of this state.

Sterling T. Solomon, City Attorney
Counsel for the City of Flagstaff

_____

Deputy County Attorney
Counsel for Coconino County and
Coconino County Free Library District

_____

Counsel for the City of Williams

_____

Joshua Smith, City Attorney
Counsel for the City of Page

_____

Counsel for the Town of Fredonia

_____

Kurt Christianson, City Attorney
Counsel for the City of Sedona

_____

APPENDIX A: Matrix of Library Details

There are three library types – Affiliate, Branch, and Other. Each is in a separate section for ease of navigation.

The Inter-Governmental Agreement (IGA) between Coconino County and the City of Flagstaff titled "Administration of Funding of Branch and Affiliate Libraries of the Coconino County Free Library District" covers all branch, affiliate, and other libraries. This IGA is not listed below, as it is not specific to one library, but addresses funding of all the libraries.

Affiliate Libraries: Libraries that are members of the District or contract with the District that are within an incorporated town or City. The City of Flagstaff serves only as the fiscal agent for these libraries – all other functions are controlled by each library or city. The exception is that IT services for the Fredonia, Page, and Williams libraries are provided through the Library District.

Library	Building Ownership	Insurance	Facility Maintenance	Supply Ownership	Operational Management	IGAs
Fredonia Public Library	Town of Fredonia	Town of Fredonia	Town of Fredonia	Town of Fredonia	Fredonia Public Library	
Page Public Library	City of Page	City of Page	City of Page	City of Page	Page Public Library	
Sedona Public Library	Sedona Public Library – 501(c)(3)	Sedona Public Library – 501(c)(3)	Sedona Public Library – 501(c)(3)	Sedona Public Library – 501(c)(3)	Sedona Public Library – 501(c)(3)	
Williams Public Library	City of Williams	City of Williams	City of Williams	City of Williams	Williams Public Library	

Branch Libraries: Libraries that are members of the District or contract with the District that are within the City of Flagstaff or in the unincorporated portions of Coconino County, and whose employees and library operations are administered through the City of Flagstaff. Branch library staff are City of Flagstaff employees, and adhere to City of Flagstaff personnel policies.

Library	Building Ownership	Insurance	Facility Maintenance	Supply Ownership	Operational Management	IGAs
County Bookmobile	City of Flagstaff	City of Flagstaff	City of Flagstaff	City of Flagstaff	Branch in conjunction with District	

APPENDIX A: Matrix of Library Details

Library	Building Ownership	Insurance	Facility Maintenance	Supply Ownership	Operational Management	IGAs
Coconino County Detention Facility Library	Coconino County	Coconino County	Coconino County	District – unless items are specifically purchased by other entities and donation or in-kind contribution is not the intent	Branch in conjunction with District	Flagstaff, Coconino County and Coconino County Jail District for the Joint Use of Law Enforcement Facility. Expires 2048
Flagstaff City-Coconino County Public Library – East Flagstaff Branch	Coconino Community College District (CCCD)	City of Flagstaff	CCCD: utilities, snow removal, janitorial, general repair and maintenance Historically, City of Flagstaff paid for remodeling. (Not part of Facility Maintenance.)	City of Flagstaff	Branch in conjunction with District	Coconino Community College District and City of Flagstaff Lease Agreement. Expires 2024 with 3 four-year options to renew.
Flagstaff City-Coconino County Public Library – Main Branch	City of Flagstaff	City of Flagstaff	City of Flagstaff	City of Flagstaff	Branch in conjunction with District	
Forest Lakes Community Library	Chevelon Butte School District	District: Property damage for library owned property	Chevelon Butte School District Coconino County to assist with	District – unless items are specifically purchased by other entities and	Branch in conjunction with District	Chevelon Butte School District and Coconino County Library District. Facility Use

APPENDIX A: Matrix of Library Details

		Chevelon Butte: building and contents	capital guidance as needed	donation or in-kind contribution is not the intent		Agreement Expires 2026.
Library	**Building Ownership**	**Insurance**	**Facility Maintenance**	**Supply Ownership**	**Operational Management**	**IGAs**
Grand Canyon Community Library	National Park Service	District: Contents only	District: Daily upkeep and minor repairs NPS: Capital and larger repairs (Not part of Facility Maintenance.)	District – unless items are specifically purchased by other entities and donation or in-kind contribution is not the intent	Branch in conjunction with District	US Department of the Interior: National Park Service Special Use Permit – Expires Dec. 2023. Petition for renewal in progress that will be good for 5 years.
Tuba City Public Library	Navajo Nation	Coconino County: Contents	Coconino County	District – unless items are specifically purchased by other entities and donation or in-kind contribution is not the intent	Branch in conjunction with District	Coconino County, City of Flagstaff, and City-County Library District for the operation, maintenance, and capital improvements on the building. IGA expires 2024 with 2 five-year options to renew.

APPENDIX A: Matrix of Library Details

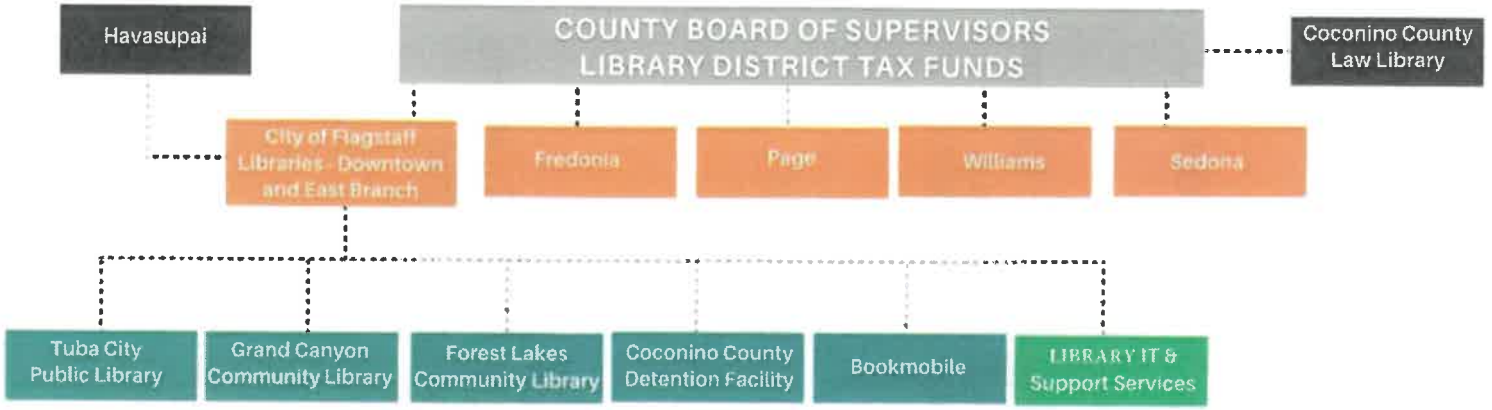
Other Libraries: All Libraries that are members of the District or contract with the District and that are not Affiliate or Branch Libraries, including the Coconino County Law Library and the Havasupai Library. The jurisdictions/communities in which Other Libraries are located are responsible for library facilities, operations and staffing. Base funding for the Coconino County Law Library is disbursed directly to County, while Havasupai library base funding is disbursed to Flagstaff.

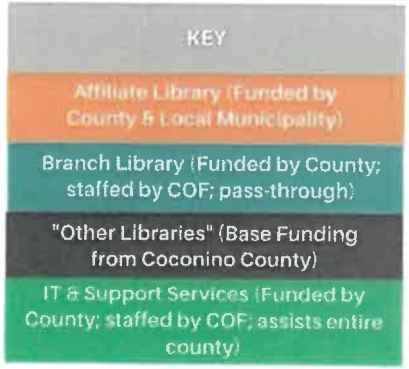
Library	Building Ownership	Insurance	Facility Maintenance	Supply Ownership	Operational Management	IGAs	Other
Coconino County Law Library	Coconino County	Coconino County	Coconino County	Coconino County	Coconino County		
Havasupai Public Library	Bureau of Indian Affairs	Bureau of Indian Affairs	N/A – see comment	Bureau of Indian Affairs	Supai Village		Currently no physical library exists – literacy support is provided to the community.

Agreements in existence at time of IGA execution:

1. Coconino County and City of Flagstaff: Flagstaff City-County Public Library Board. Expires 2024, with automatic renewal.
2. Coconino Community College Adult Education and Tuba City Public Library: Adult Education. Expired 2014 with automatic renewals.
3. City of Flagstaff and NAIPTA: Vehicle Wash Use Services Agreement. No expiration date.

Current District Governance Structure





APPENDIX B

Corbus Library Consultants

Library Tax Allocation Study
for:

Coconino County Public Library District
219 E. Cherry Ave.
Flagstaff, Arizona 86001

Final Report

Submitted by:
Corbus Library Consultants
November, 1996

Cleveland Office: • 8636 Camelot Drive • Chesterland, Ohio 44026 • 216-729-0650
Chicago Office: • 356 Rock Hall Circle • Grayslake, Illinois 60030 • 847-548-1441

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SUMMARY OF SITE VISITS

April, 1996

Larry Corbus and Pat Losinski of Corbus Library Consultants conducted a series of site visits to Coconino County libraries in March, 1996 during the initial phase of the Library Tax Allocation Study. Meetings were held with staff at the following libraries and/or Coconino County:

- Introduction with Steve Peru, Ava Stone, and Betty Powell
- Flagstaff Public Library
- Sedona Public Library
- Tuba City Public Library
- Page Public Library
- Fredonia Public Library
- Grand Canyon Public Library
- Williams Public Library
- Wrap-up with Steve Peru

The main purpose for conducting these meetings was to provide an opportunity to gain insight of individual libraries needs. We also attempted to understand the perspective of staff or municipal officials who are associated with each respective organization.

While numerous individual initiatives were presented, Corbus Library Consultants were most concerned with documenting the similarities of county libraries. The commonality

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of library needs is what will establish the basis for developing a funding strategy that will address local and county-wide objectives. It will also provide the greatest opportunity for the widest possible acceptance of the eventual proposal for library tax allocation.

Common responses or themes discussed at most member libraries (***NOT*** listed in order of importance or frequency) include:

1. *The importance of county support*. It should come as no surprise that all county libraries rely heavily on the support of Coconino County funding. It is quite likely that a number of the smaller libraries would cease operation if county funding was eliminated. Every library could use additional funding -- reducing current funding levels is not a politically viable alternative.

2. *The varying level of local support*. Libraries that we visited had a wide range of local support mechanisms. Some libraries demonstrated an emphasis of capital support over operational costs at the local level, while others exhibited opposite funding priorities. Local commitment also varied depending upon the existence or non-existence of local government entities to assist with funding support. "In-kind" (non-cash) support such as local volunteerism also varied among county libraries.

3. *The overlap of service areas*. The unrestrictive philosophy of all libraries we visited, and the transitory practices of county residents, makes it difficult to define service boundaries. We commonly heard claims of service provision to "non-residents" outside a library's primary service area. More than one library occasionally identified the same non-residents as regular users of their library. Usage also occurs from other county and/or state residents at various libraries.

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Such library usage should be viewed as a positive and a benefit to county residents rather than a drawback to service definition. The Flagstaff Public Library is the only library that tracks usage of county residents.

4. *The lack of standardized measurement data*. Coconino County libraries measure their service activity in slightly different manners. For example, some libraries issue family library cards instead of individual cards. Together with the overlap of recognized service areas, this factor makes formula codification more difficult. An attempt should be made to standardize data relevant to future allocation strategies.

5. *The satisfaction with the assistance of Flagstaff Public Library staff*. Each of the smaller libraries we visited in the county were very complimentary of the support provided by the Flagstaff Public Library. It obviously serves as the resource library for the entire county.

6. *The need for planning financial support for future library development*. All libraries recognized the inherent challenge that growth brings to the existing county libraries. Further complications would occur if a new library was formed in the county.

7. *The opportunity of technology*. Even with modest funding levels, most libraries are committed to library automation. The rapid developments of the Internet provide opportunities that were inconceivable just a few years ago. There is widespread willingness and enthusiasm for embracing additional technological initiatives. Training and support (hardware and software) are priorities for each county library. *Automation and the Coconino County Library District* (Toni Kaus, November 1995) provides a blueprint for discussion and implementation of

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shared technology initiatives. County funding of libraries should promote, encourage, and facilitate even greater resource sharing and access to the Internet.

8. *The support for county-wide objectives*. All member library staff demonstrated a genuine willingness to participate in the creation and achievement of library-wide objectives. The cooperative spirit of member libraries is a strength that should enhance the chance for acceptance of a county-wide funding formula.

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OUTLINE OF POSSIBLE FORMULA SCENARIOS

INTRODUCTION

The purpose of this outline is to stimulate discussion among the librarians and other participants engaged in a review of funding formula alternatives for the Coconino County Public Library District. The ideas expressed below are not the only alternatives available for discussion. Participants are encouraged to challenge the rationale and to suggest additional factors and methods for discussion.

As reported in the Summary of Site Visits report, an enviable level of cooperation, support, and respect already exists between county libraries. Corbus Library Consultants wishes to preserve and strengthen this level of trust by developing an equitable funding formula that meets the future needs of the Coconino County Public Library District. Corbus Library Consultants will strive to develop a formula that is:

- *Comprehensive* - inclusive of all factors that promote excellent library service that have a significant impact on library costs;
- *Equitable* - rewards similar activities in a similar fashion;
- *Promotes Balance* - preserves excellence where it already exists and supports improvements in underserved areas;
- *Simple* - sufficiently straightforward and easily understood by all participants.

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OBSERVATIONS AND ASSUMPTIONS

1. The Flagstaff Public Library is a unique and valuable asset to the Coconino County libraries. A strong argument can be made for promoting and preserving "set-aside" funds for the Flagstaff Public Library's provision of reference, administration, consultation, grant assistance and overall support to member libraries.

2. Through an Inter-Governmental Agreement (IGA) with Coconino County, the Flagstaff Public Library acts as the "pass-through" fiscal agent for several county library services including the: County Jail Library, County Bookmobile, Supai Public Library, Tuba City Public Library, and the Forest Lakes Public Library. Preliminary investigation of this relationship/agreement suggests that no additional compensation is granted to Flagstaff Public Library for providing this administrative function. This factor further promotes the argument for set-aside provisions to the Flagstaff Public Library. However, these "pass-through" funds should be designated (particularly for the distinct communities) to each entity in that event that future library development and growth make it possible for a self-sustaining library.

3. Some of the traditional components of a library funding formula are difficult to measure in Coconino County. These components can be placed in three categories: Service Obligation, Library Provision, Community Response.

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3.1. Service Obligations:

3.1.1. Population of service area - presently discernible from Flagstaff. Other areas are not as readily defined as the city of Flagstaff.

3.1.2. Geographical area - there are no agreed-upon service boundaries for county libraries which contributes to the unavailability of population statistics.

3.2. Library Provision (inputs):

3.2.1. Number of buildings or bookmobiles (available)

3.2.2. Square feet of usable space (obtainable)

3.2.3. Hours of service (available)

3.2.4. Staffing levels (calculable)

3.2.5. Local expenditure (available)

3.3. Community Response:

3.3.1. Circulation - not measured in the same manner by all libraries.

3.3.2. Reference transactions - not available from all libraries.

3.3.3. Registered borrowers - measured differently by member libraries (individual vs. family cards).

4. Regardless of the criteria used to ultimately determine an equitable funding formula for the Coconino County Public Library District, member libraries should establish an objective for standardizing the collection of data to be used for future formula amendments.

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5. Coconino County Libraries are generally satisfied with the current level of county funding. Although few exceptions exist, this factor may foster consensus for accepting current funding levels as the "base." Future funding allocations could be determined by a formula that accepts the 1995/96 funding level as the percentage base for each member library.

6. Coconino County Libraries must recognize the responsibility for working collectively to achieve county-wide library objectives. Such recognition may already exist via the development of the *Coconino County Library District Goals and Objectives* (February, 1995). The acceptance of county funding for local library support should include the commitment and responsibility for county-wide library development.

7. Future library development must be included in any funding formula discussion. The probability of another community library in the county is not entirely remote. If an additional library was formed, county level funding could result in diminished support to current member libraries.

8. While local support of libraries should be encouraged by the county, the county may not be able to assume greater financial support to local libraries. For ✓ example, capital improvements that result in increased operational costs may not be offset by a corresponding county increase unless there is support for reducing base percentages to other county libraries.

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Funding Formula Scenarios

1. Accept current distribution as the ***base percentage*** for all libraries in future years (incremental growth).
   - 1.1. New tax funds to be used for :
     - 1.1.1. county-wide objectives (i.e., automation and training)
     - 1.1.2. individually approved library growth (as approved by the county)
     - 1.1.3. one-time special needs fund (as approved by the county)

2. Accept current distribution in ***base dollars*** for all libraries in future years.
   - 2.1. New tax funds to be used for :
     - 2.1.1. county-wide objectives (i.e., automation and training)
     - 2.1.2. individually approved library growth (as approved by the county)
     - 2.1.3. incremental growth

3. Individual library service boundaries are determined across all of Coconino County.
   - 3.1. population figures are obtained and per-capita support levels are implemented.
   - 3.2. New tax funds to be used for
     - 3.2.1. county-wide objectives (i.e., automation and training)
     - 3.2.2. individually approved library growth (as approved by the county)
     - 3.2.3. incremental growth

4. Individual library service boundaries are determined across all of Coconino County.
   - 4.1. county property tax levy collections from the defined service boundaries are returned to the individual libraries
   - 4.2. New tax funds to be used for
     - 4.2.1. county-wide objectives (i.e., automation and training)
     - 4.2.2. individually approved library growth (as approved by the county)
     - 4.2.3. incremental growth

*** All formulas could include a set-aside component for funding Flagstaff Public Library services extended to the entire county.

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RECOMMENDATION FOR FUNDING ALLOCATION

Corbus Library Consultants met with representatives from the Coconino County libraries on May 9, 1996 to review the funding alternatives outlined on page 9. Additional discussions were held with County officials throughout the summer of 1996. Following lengthy deliberations, the proposed alternative to distribute Coconino tax dollars is:

1. **Accept current distribution dollar amounts as the base allocation for all libraries in future years.**
   - 1.1 ***New tax funds*** **to be used for:**
     - **1.1.1. county-wide objectives (i.e., automation and training)**
     - **1.1.2. individually approved library growth (as approved by the county)**
     - **1.1.3. one-time special needs fund (as approved by the county)**

1.1 Before examining the methodology for allocating funds based upon this formula, it is important to understand the theory for establishing the concept of a "base allocation" for member libraries. County library funds are distributed within Coconino County to provide a base level of support that is county-wide. These funds promote the following:

a) *Operation of existing libraries* - the current level of funding has historical and political precedence. Without the current level of support, smaller county libraries might cease to operate and the Flagstaff Public Library would not be able to provide adequate resource assistance.

b) *Access and equity* - all residents of the county are able to utilize services at any of the libraries located within the county.

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c) *Sharing and cooperation* - member libraries work cooperatively to meet the needs of county residents. The base allocation also encourages member libraries to keep working together for the collective good of all residents.

d) *Economy of scale* - the county is able to exercise some influence over the creation of future libraries by providing benchmark requirements of local support before additional county funding will be committed. The county also preserves and encourages local support of existing libraries.

e) *Utilization of established government entities* - there is no need to form an additional level of bureaucracy since existing libraries are able to provide service.

f) *A resource library* - the Flagstaff Public Library is the only county library capable of performing this function in the county. A strong resource library is beneficial to all residents of the county.

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The base allocation for Coconino County Public Libraries will be the allocation used during 1995/96. The allocation amounts and corresponding percentages are as follows:

LIBRARY	1995/96 Allocation	% of Total
Sedona	$70,000	6.2%
Page	$77,078	6.9%
Fredonia	$10,913	1.0%
Williams	$22,528	2.0%
Grand Canyon	$22,602	2.0%
Forest Lakes	$15,675	1.4%
Flagstaff	$785,369	70.0%
Tuba City	$45,503	4.1%
Supai	$2,500	0.2%
Jail Library	$17,500	1.6%
Bookmobile	$23,550	2.1%
Law Library	$29,000	2.6%
TOTAL	$1,122,218	100.0%

Future year allocations will be incremental based upon the ***dollar amounts*** listed in the above spreadsheet. Key elements of the base allocation agreement include the following:

1. The base allocation supersedes all previous agreements between Coconino County and all county libraries.

2. Each library must be either be chartered via a political subdivision or have non-profit corporation status. Libraries without either designation will be a branch of the Flagstaff Public Library.

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3. Funds allocated to Flagstaff branch libraries are earmarked for each respective community. Should a branch library obtain chartering or non-profit corporation status, the county allocation will be made directly to the library. Such libraries will also be required to have local library board representation.

4. Each library will enter into an Inter-Governmental Agreement (IGA) with Coconino County. The IGA will include funding commitments, audit responsibilities, service provision to all county residents, and a pledge to standardize statistical measurements.

5. Coconino County funds will not be counted as "local" contributions for any member libraries in the county.

6. New tax funds are those moneys in excess of the base dollar amounts received by each library in 1995/96. Allocations of new tax funds will not be used to change the amount of the base allocations in subsequent years.

7. The base allocation will be in place for five years. It will be reviewed during the fifth fiscal year of allocation by Coconino County.

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Corbus Library Consultants recommends that Coconino County attempt to provide a level of financial support above the base percentage allocated to each member library. This influx of funds could be used to strengthen all county libraries through the establishment of county-wide objectives. This additional funding could also address new growth and one-time needs for individual member libraries. Corbus Library Consultants recommends that approximately $125,000 be established for county-wide objectives (mainly automation related) and one-time special needs. New growth issues are a lower priority for the upcoming fiscal year.

1.1.1 The attainment of county-wide objectives would result in better individual libraries and overall improvement of county-wide library service to all residents. Possible development areas include but are not limited to:

- Automation upgrades
- County-wide automation system
- Internet access
- Automation training for staff
- Automation support for existing hardware and software
- Shared database and/or CD-ROM access
- Centralized processing
- Centralized cataloging
- County-wide reference service
- Promotion (newsletter)
- Delivery service
- Staff classification and compensation study

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1.1.2. Individually approved library growth would be limited to the creation of new libraries, expansion of existing library buildings, or increased services provided by member libraries.

a) New libraries would only be eligible for county funding if they were chartered within an existing political subdivision (i.e., incorporated area) or as a non-profit corporation as recognized by the Internal Revenue Service. In addition, 50% of the proposed library's operating funds must originate from local sources (tax revenue, endowments, grants, etc.). Unanimous approval from the Coconino Library Council (see below) would be a prerequisite for consideration by the board of supervisors.

b) Expansion of existing library buildings would require a minimum expansion of 25% over the existing size of the library. To be eligible for additional county funds, libraries contemplating expansion must present plans to the Coconino Library Council for approval prior to requesting funds from the board of supervisors. At least 50% of the capital costs ***AND*** 50% of the operating costs must be funded from local sources (taxes, endowments, grants, etc.)

c) Increased service provisions would be measured by population increases (that translate into increases in the number of library card holders) and/or circulation increases. To be eligible for additional county funds, 50% of the local operating costs must funded from local sources (may include in-kind contributions such as building maintenance, volunteers, utilities, etc.). All member libraries should use fiscal year 1996/97 to establish uniform standards for issuing library cards and collecting circulation statistics. The Coconino Library Council will establish the standards for the collection of this data.

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1.1.3. County-wide or individual library requests could be funded through a one-time special needs fund. Possible funding examples include:

a) capital improvements
b) major repairs
c) automation upgrades
d) replacement of the bookmobile

A Coconino County Library Council would oversee the development of county-wide objectives and make recommendations to the supervisors regarding the funding of new growth and one-time special needs. This council would include one member (library director) from each of the libraries organized under a political subdivision or as a non-profit corporation (Williams, Sedona, Page, Grand Canyon, Fredonia, and Flagstaff). The council would provide an advisory function subject to financial approval by the county supervisors. All recommendations to the board of supervisors would require approval by 3/4 of the Coconino Library Council.

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Appendix C: District Library Duties

Identified in the funding allocations is an annual allocation to support District Library Oversight. While these duties might be performed by different personnel, the following is a near complete listing of duties associated with oversight of the City/County Free Library District.

- Serve as chair of County Library District Council
- Manage AZ State Library requests and expectations, including reports, meetings, etc.
- Prepare and present budget and reports to City Council and County Board of Supervisors
- Monitor IGA and process renewals
- Provide direct supervision for Branch Supervisors
- Conduct site visits at each library
- Approve programming for branch libraries
- Communicate with branches, affiliates, and others regarding needs and expectations
- Develop budgets for main and branch libraries
- Administer and monitor main and branch budgets
- Provide budget assistance and input to affiliate and other libraries as requested.
- Make business decisions to best serve library district
- Work with partners to ensure that maintenance needs are met at all libraries
- Research funding opportunities, write grants, administer grants
- Communicate with branches and affiliates regarding budget
- Support the Library Board and the Library Council
- Train main and branch staff on City personnel policies
- Be knowledgeable on applicable City and County administrative policies
- Other duties as needed to support a fully functioning library district

Appendix D: Criteria for Allocation of Growth Funds

In the event that the District shall, in any fiscal year during the term of this Agreement, calculate more or less total tax revenue based on the growth or decline of assessed valuation multiplied by the current Library District Tax rate than the Base Amount (plus or minus prior years' Growth/Decline), these are referred to as Growth/Decline Funds. This amount shall be forwarded to Flagstaff to be expended per section 3.3 of the IGA.

Based upon precedence and the Corbus Tax Allocation report, the suggested approach for allocation of Growth/Decline funds is as follows:

To determine how to fairly split the Library District funds, the following annual usage statistics are collected for each library:

- Materials circulated: The number of items checked out. This does not included e-materials.
- Reference questions: The number of questions staff receives beyond directional questions, as defined by the AZ State Library. These might be email, phone, or in-person inquiries.
- Door Count: The number of patrons that enter the building.
- Patron Count: The number of library card holders. Note: inactive card holders are purged at least every 3 years according to AZ State Library guidelines.
- Programs: The number of programs that are offered by the library. This number reflects each time a program is held, as required by the AZ State Library. For example, if a Toddler Storytime is held each Monday for eight weeks, the tally for programs would be eight (8).
- Computer Use: The number of times that Public Access Computers are used.

Statistics are for the most recent full fiscal year that is available. Each statistic is added together, then totaled to get a percentage that each Library is used in comparison to the other County Libraries for that category. The categories are not weighted, and each number has the same value. This percentages for all six categories are then added together and divided by 600 to get an overall percent for each library. This overall percentage is then applied to the methodology below.

The methodology for disbursement of funds is as follows:

1. 10% of the total amount available is allocated to IT for District-wide needs.
2. 1% of the total amount available is allocated to each Library, including affiliate, branch, and other.
3. The remaining percentage is split according to the % of usage stats as explained above.

<u>Of Note:</u>

1. Havasupai Library: As there is no physical library, this facility does not collect stats, and is ineligible for growth/decline funding at this time. Should the library become functional and open to the public, statistics would be collected, and funds dispersed per the criteria above.
2. Sedona Public Library: 20% of the total stats are used for disbursement of growth/decline funds. This is because the library serves only 20% of patrons who reside in Coconino County, and 80% who reside in Yavapai County.
3. East Flagstaff Library does not receive the 1%, as a single 1% allocation is allocated to Flagstaff for Main, East Flagstaff, and Palsmobile.

Prior to June 30 of every fiscal year, the City of Flagstaff will provide to Coconino County the allocation of the Base plus or minus the Growth/Decline funds to use as the basis for the semi-annual allocation of Library District tax.

RESOLUTION NO. 2024-__

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE COCONINO COUNTY FREE LIBRARY DISTRICT TO SPONSOR THE SEDONA PUBLIC LIBRARY, A NON-PROFIT.

WHEREAS, the Coconino Free Library District and the Sedona Public Library are funded by a county free library district tax levied by the District and collected on the District's behalf by the County; and

WHEREAS, A.R.S § 11-903 requires an incorporated city or town to become part of the county free library district to be entitled to the benefits of the county free library district; and

WHEREAS, the Sedona Public Library is a non-profit and not an incorporated city or town; and

WHEREAS, the Coconino County Free Library District requires the City of Sedona to sponsor the Sedona Public Library so they may receive tax receipts from the District; and

WHEREAS, the parties wish to set forth their agreement regarding the allocation of such tax receipts to the Sedona Public Library;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, that the City of Sedona, through its Mayor and Council, hereby approves the Intergovernmental Agreement with the Coconino County Free Library District and authorizes the Mayor to execute said agreement on behalf of the City of Sedona, Arizona.

PASSED AND ADOPTED this 9th day of April, 2024 by the Mayor and Council of the City of Sedona, Arizona.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kurt W. Christianson, City Attorney

CITY COUNCIL AGENDA BILL

AB 3044
April 9, 2024
Consent Item

Agenda Item: 3g
Proposed Action & Subject: Approval of a Resolution authorizing the execution of an Intergovernmental Agreement (IGA) with Yavapai County to allow for Yavapai County participation in household hazardous waste collection events.

Department:	Sustainability
Time to Present	N/A
Total Time for Item	N/A
Other Council Meetings	N/A
Exhibits	Exh. A Resolution Exh. B 2024 HHW YC IGA

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	Approve an Intergovernmental Agreement (IGA) with Yavapai County to allow for Yavapai County participation in hazardous waste collection events.

Expenditure Required
$ 0
Amount Budgeted
$ 0
Account No. (Description)

SUMMARY STATEMENT

Background:

For the past 5 years, the City of Sedona has collaborated with Yavapai County to host household hazardous waste (HHW) collection events within the City of Sedona. Those events have collected and properly disposed of over 110,000 lbs. of materials ranging from paints to electronics. These collection events are one of the few events provided in the Verde Valley. Yavapai County has been an instrumental partner in the implementation and outreach of the waste collection efforts. The proposed Intergovernmental Agreement (IGA) would continue that partnership.

Yavapai County would continue partnership on the annual HHW collection events hosted within city limits. Over the course of the previous 5 years of collaboration, Yavapai County has contributed staff, marketing, signage, event coordination, and financial assistance to meet the needs of the one-time a year events. This collaboration would continue under the approval of

a renewed IGA for as long as the events are hosted. The Sustainability Department programs one large-scale HHW event annually that applies to this IGA.

Yavapai County's Solid Waste Division has provided skilled hazardous waste team members to help offload event participants' hazardous waste, chemicals, and materials in collaboration with the respective waste haulers. Additionally, Yavapai County participates in site selection, event planning, and marketing. The City of Sedona secures event locations, contracts with waste vendors (e.g. electronic waste, chemical, and battery disposal services), coordinates event planning, scheduling, and marketing through direct collaboration.

Under the IGA agreement the City of Sedona responsibilities are as follows:

- Permit residents of Yavapai County who present a driver's license or other identification acceptable to Sedona evidencing residency in Yavapai County, to participate in HHW collection event operated by Sedona during the event's operating hours.
- Appoint in writing an authorized representative to act on behalf of Sedona in matters related to this Agreement and notify Yavapai County of such appointment.
- Accept HHW at the Facility from Yavapai County residents and dispose of or recycle such HHW in accordance with applicable state or federal law.
- Contract for the hiring of a Contractor for HHW removal services.
- Maintain accurate records of its performance under the terms of this Agreement with generally accepted accounting principles and practices and permit Yavapai County to examine such records during Sedona business hours. Such records shall be kept by Sedona and made available to Yavapai County for at least one year after completion of a HHW collection event.
- Invoice Yavapai County for its pro-rata share of the total cost incurred for an event. Total costs include staff, operating supplies, operating expenses, and the Contractor's final invoice. Yavapai County's pro-rata share is equal to the total number of unincorporated Yavapai County vehicles participating in an event divided by an event's total vehicles that participated.

Yavapai County's responsibilities under the proposed IGA are as follows:

- Appoint in writing an authorized representative to act on behalf of Yavapai County in matters related to this Agreement and notify Sedona of such appointment.
- Implement an education program for Yavapai County residents related to Disposal Rules and acceptable Household Hazardous Waste
- Reimburse Sedona for Yavapai County's pro-rata share of the total costs incurred for an event. Sedona's invoices for events will be due and payable within 30 calendar days of Yavapai County's receipt of the invoice.

The total cost of the event held in October of 2023 was $56,564.09. Yavapai County contributed $5,122.12 of these costs in direct staff time, equipment, marketing. An additional $14,034.25 was provided by Yavapai County as reimbursement to help cover event expenditures as a function of the IGA. $19,156.37 of the event costs were provided by Yavapai County The costs sharing arrangements for this event, and future ones, are based on the percentages of residents attending the events that were identified as being from within the City of Sedona and Yavapai County through collected address cards.

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

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

Alternative(s): May choose not to approve the IGA.

MOTION

I move to: approve Resolution No.__ authorizing the execution of an Intergovernmental Agreement (IGA) with Yavapai County to allow for Yavapai County participation in hazardous waste collection events.

RESOLUTION NO. 2024-__

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE YAVAPAI COUNTY FOR COLLABORATION IN HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENTS.

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

Section 1. The City of Sedona, through its Mayor and City Council, hereby authorizes and approves the Intergovernmental Agreement with Yavapai County for the Household Hazardous Waste Collection Events ("IGA").

Section 2. The Mayor is hereby authorized and directed to execute the IGA with approval of the City Attorney and any and all documents necessary to effectuate said IGA, and the recording by law.

APPROVED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, on April 9th, 2024.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kurt W. Christianson, City Attorney

INTERGOVERNMENTAL AGREEMENT
FOR USE OF HOUSEHOLD HAZARDOUS WASTE FACILITY BETWEEN THE CITY OF SEDONA AND YAVAPAI COUNTY

THIS AGREEMENT ("Agreement") is entered into this 1st day of April, 2024 between the CITY OF SEDONA, an Arizona municipal corporation (hereinafter "Sedona"), and Yavapai County, an Arizona municipal corporation (hereinafter "Yavapai County"). Sedona and Yavapai County are referred to collectively in this Agreement as the "Parties" and each individually as a "Party".

RECITALS

1. The Parties are authorized by Arizona Revised Statutes Title 49, Chapter 4 and by Arizona Revised Statutes Section §9-500.07 to provide solid waste services and recycling services; and

2. The Parties are authorized by A.RS. §11-952 to enter into intergovernmental agreements to carry out municipal services; and

3. Yavapai County has requested Sedona to permit Yavapai County to participate in Sedona's Household Hazardous Waste (HHW) collection event and to use an approved facility ("Facility") for this purpose; and

4. The Parties believe it is in the best interests of their communities and residents to enter into this Intergovernmental Agreement for HHW services.

NOW, THEREFORE, in consideration of the mutual promises and obligations set forth herein, and for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows.

AGREEMENT

1. **Purpose of the Agreement**. The purpose of this Agreement is to provide residents of Yavapai County the opportunity to participate in HHW collection event operated by Sedona for the removal and recycling of HHW and to set forth the terms and conditions pursuant to which Sedona will permit Yavapai County to participate in Sedona's HHW collection event.

2. **Definitions.** The following terms shall have the following meanings unless the context requires otherwise:

Disposal Rules shall mean the rules set forth on Exhibit A for the disposal of HHW at the Facility.

Facility means a location capable of hosting the event (i.e. Sedona City Hall, Sedona Red Rock High School, or other). If a location other than the Sedona City Hall or the Sedona Red Rock High School is proposed, both parties must agree to facility and location prior to the event.

Household Hazardous Waste, or HHW, shall mean the items or types of waste set forth on Exhibit A.

3. Effective Date; Termination. This Agreement shall be effective on April 1st, 2024 and continue for five years unless terminated, cancelled or extended by either Sedona or Yavapai County. Either Party may terminate this Agreement either for cause or for convenience by providing the other Party with three (3) months' prior written notice of termination.

4. Responsibilities of Sedona. Sedona shall:

4.1 Permit residents of Yavapai County who present a driver's license or other identification acceptable to Sedona evidencing residency in Yavapai County, to participate in HHW collection event operated by Sedona during the event's operating hours.

4.2 Appoint in writing an authorized representative to act on behalf of Sedona in matters related to this Agreement and notify Yavapai County of such appointment.

4.3 Accept HHW at the Facility from Yavapai County residents and dispose of or recycle such HHW in accordance with applicable state or federal law.

4.4 Contract for the hiring of a Contractor for HHW removal services.

4.5 Maintain accurate records of its performance under the terms of this Agreement with generally accepted accounting principles and practices and permit Yavapai County to examine such records during Sedona business hours. Such records shall be kept by Sedona and made available to Yavapai County for at least one year after completion of a HHW collection event.

4.6 Invoice Yavapai County for its pro-rata share of the total cost incurred for an event. Total costs include staff, operating supplies, operating expenses, and the Contractor's final invoice. Yavapai County’s pro-rata share is equal to the total number of unincorporated Yavapai County vehicles participating in an event divided by an event's total vehicles that participated.

5. Responsibilities of Yavapai County. Yavapai County shall:

5.1 Appoint in writing an authorized representative to act on behalf of Yavapai County in matters related to this Agreement and notify Sedona of such appointment.

5.2 Implement an education program for Yavapai County residents related to Disposal Rules and acceptable Household Hazardous Waste

5.3 Reimburse Sedona for Yavapai County's pro-rata share of the total costs incurred for an event. Sedona's invoices for events will be due and payable within 30 calendar days of Yavapai County's receipt of the invoice.

6. General Provisions.

6.1 The Disposal Rules set forth on Exhibit A and the list of HHW acceptable and unacceptable items set forth on Exhibit A may be modified by Sedona's authorized representative with ninety (90) days written notice to Yavapai County.

6.2 All exhibits attached to and referenced in this Agreement are by this reference incorporated herein.

6.3 To the fullest extent permitted by law, each Party ("Indemnitor") shall pay, defend, indemnify and hold harmless the other Party ("Indemnitee") its agents, officers, officials and employees from and against all demands, claims, proceedings, suits, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), and all claim adjustment and handling expenses, relating to, arising out of, or alleged to have resulted from acts, errors, mistakes, omissions, Services caused by the Indemnitor, its agents, or employees arising out of the performance of this Agreement by the Indemnitor. The Indemnitor's duty to defend, hold harmless and indemnify the Indemnitee, its agents, officers, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use of resulting therefrom, caused by the Indemnitor's acts, errors, mistakes, omissions in the performance of this Agreement. Such indemnity does not extend to Indemnitee's negligence.

7. Miscellaneous.

7.1 Notices authorized or permitted by this Agreement shall be given as follows:

For Sedona:
Office of the City Clerk
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

For Yavapai County:
Solid Waste Manager
Yavapai County
1100 Commerce Drive
Prescott, AZ 86305

7.2 This Agreement shall not be construed to imply authority to perform any tasks, or accept any responsibility, not expressly set forth herein.

7.3 As required by A.R.S. §41-4401, each Party hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. §23-214(A). Each Party further warrants that after hiring an employee, it verifies the employment eligibility of the employee through the E-Verify program. If either Party uses any subcontractors in performance of the Agreement, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. §23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Agreement subject to penalties up to and including termination. A Party shall not be deemed in material breech if it and/or its subcontractors establish compliance with the employment verification provisions of Section 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements

contained in A.RS. §23-214(A). Each Party retains the legal right to inspect the papers of the other Party and/or its subcontractor engaged in performance of this Agreement to ensure that the other Party and/or its subcontractor is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the Parties may modify this paragraph consistent with state law.

7.4 In their respective performances under this IGA, the parties shall comply with all applicable laws, statutes, rules, regulations and ordinances including without limitation, those governing wages, hours, employment discrimination and safety.

7.5 This Agreement constitutes the entire agreement between the Parties. All prior and contemporaneous agreements, understandings, negotiations, representations and understandings of the Parties, oral or written, are hereby superseded by this Agreement.

7.6 Except as otherwise specifically provided herein, no change or addition is to be made to this Agreement except by written amendment approved by Yavapai County and Sedona Councils.

7.7 No waiver by any Party of a breach of this Agreement will be construed as a waiver of a succeeding breach of the same or any other covenant of this Agreement. No delay in exercising any right granted by this Agreement will constitute a waiver of that right. No waiver shall be effective unless it is in writing and is signed by the Party asserted to have granted such waiver.

7.8 This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original; but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument.

7.9 The captions used in this Agreement are inserted for convenience in reference only and are not to be used to interpret or construe this Agreement.

7.10 The recitals to this Agreement are hereby affirmed by the Parties as true and correct and are incorporated in and made a part of this Agreement by this reference.

7.11 Each of the Parties represents and warrants to the other that it has full power and authority to enter into and perform this Agreement, and that the person signing on behalf of each has been properly authorized and empowered to bind the Party on whose behalf each such individual is signing.

7.12 This IGA shall be governed by the substantive and procedural laws of the State of Arizona and shall be deemed to have been executed in Yavapai County, Arizona.

7.13 To the extent permitted by law, the Parties, their respective officers, employees, subcontractors, agents and assigns, shall not divulge to third Parties (without the prior consent of all Parties) any information obtained by them though the performance under this IGA.

7.14 Any Notice by any Party to the other shall be considered duly served and delivered in person to the office of the authorized representative listed in Paragraph 7.1, or if deposited in the U.S. mail, properly stamped with required postage, and addressed to the authorized representative listed in Paragraph 7.1. Any Party may change its representative or the address thereof by giving the other written notice.

7.15 Failure or unreasonable delay by any Party to perform or act in accordance with any term or condition of this IGA shall constitute a breach of this IGA. A Party claiming a breach by another Party shall provide written notice thereof said notice setting forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within thirty (30) days of the breaching Party's receipt of notice or within such additional time as may be reasonably required to remedy the breach, the non-breaching Party may exercise all rights and remedies as provided in this IGA or otherwise by law. No waiver by a Party of a breach of any of the terms, covenants, or conditions of this IGA shall be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, covenant or condition herein contained.

7.16 Each of the Parties hereto shall execute and deliver all such documents and perform all such acts as are reasonably necessary, from time to time, to carry out the matter contemplated in this IGA.

7.17 It is not intended by this IGA to, and noting contained in this IGA shall, create any partnership, joint venture or other arrangement between or among the Parties. No term or provision of this IGA is intended to, or shall, be for the benefit of any person, firm, organization or corporation not a Party hereto, and no such other person, firm, organization or corporation shall have any right or cause of action hereunder.

7.18 The Parties hereto expressly covenant and agree that in the event of litigation arising from this IGA, no Party shall be entitled to an award of attorneys' fees, either pursuant to the IGA, pursuant to A.R.S §12-341.01 (A) and (B), or pursuant to any other state or federal statute.

7.19 In the event any phrase, clause, sentence, paragraph, section, article or other portion of this IGA shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this IGA shall not be affected thereby and shall remain in full force and effect to the fullest extent permitted by law.

7.20 This IGA may be canceled without penalty pursuant to A.R.S. § 38-511 in the event a conflict of interest is described therein by any person significantly involved in negotiating this IGA on behalf of the respective Parties.

7.21 The Parties shall comply with Arizona State Executive Order 2009-09, and 2023-01, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy,

childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first set forth above.

CITY OF SEDONA:	YAVAPAI COUNTY:
By: _____	By: _____
Scott Jablow, Mayor	Craig L Brown, Chairman of the Board of Supervisors
ATTEST:	ATTEST:
_____	_____
JoAnne Cook, City Clerk	Jayme Rush, Clerk of the Board

APPROVAL OF CITY/TOWN ATTORNEY

I hereby state that I have reviewed the proposed Intergovernmental Agreement, between the City of Sedona and Yavapai County and declare the agreement to be in proper form and within the powers and authority granted to their respective governing bodies under the laws of the State of Arizona.

City of Sedona Attorney	Deputy Yavapai County Attorney
Date:_____	Date:_____

EXHIBIT A
HOUSEHOLD HAZARDOUS WASTE

ACCEPTABLE

Batteries except for Lead Acid Car or Other Vehicle Batteries
Computer Equipment
Small Household Electronics Equipment
Household Cleaners
Light Bulbs
Pesticides
Pool Chemicals
Standard Grill and Camping Propane Tanks
Oil Based Paints, Stains, Varnishes, Solvents, Thinners Adhesives
Virtually anything that can be plugged into a wall outlet.

UNACCEPTABLE

Ammunition/Fireworks
Commercial (Business) Waste
Compressed Gas Cylinders other than Propane, such as Oxygen or Other Gasses
Explosive Material
Items in Plastic Trash Bags
Latex Paints
Lead Acid Car or Other Vehicle Batteries
Medical Waste or Prescription Drugs
Motor Oil and Motor Oil Filters
Radioactive Waste including Smoke Detectors
Tires of any kind
Any other material or items not included as acceptable above.

DISPOSAL RULES

The HHW collection event is for non-commercial use only.

Only materials listed as "Acceptable" (Exhibit A) will be accepted at the HHW event. Be certain that all product containers are tightly sealed in their original container and labels are legible; do not mix different materials together.

When transporting pool chemicals, make sure they are kept in a tightly sealed container and are kept separate from any organic materials or hydrocarbons (fuel). Contact with such material can result in a dangerous spontaneous combustion.

CITY COUNCIL AGENDA BILL

AB 3045
April 9, 2024
Consent Item

Agenda Item: 3h
Proposed Action & Subject: Approval of ADEQ Recycling Grant in the amount of up to $53,650.02 for the procurement of smart recycling receptacles.

Department	Sustainability
Time to Present	N/A
Total Time for Item	N/A
Other Council Meetings	N/A
Exhibits	Exh. A EV24-0056 City of Sedona Final Grant Agreement

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	
City Manager's Recommendation	Approve the ADEQ Recycling Grant for the procurement and implementation of smart recycling receptacles.

Expenditure Required	
$	$53,660
Amount Budgeted	
$	500,000
Account No. (Description)	16-5246-01-6761 (Spendable Contingencies – Grants Fund)

SUMMARY STATEMENT

Background:

The Arizona Department of Environmental Quality's (ADEQ) Recycling Program was established in 1990. The Recycling Program is responsible for providing public education to encourage participation in recycling, providing education on proper solid waste disposal. Program funds are derived from landfill disposal fees and support a variety of grants. The Sustainability Department applied for the Waste Reduction Assistance grant under the Recycling Grant Program for the procurement of 10 smart receptacles dedicated to increasing recycling efforts in municipal operations. The grant award is for the reimbursement of up to $53,660 for the procurement of smart recycling receptacles.

Currently, waste and recycling data is difficult to track or nonexistent in the first place, and there are no recycling options in place at the proposed public spaces (parks and trailhead parking areas). These receptacles would allow us to increase recycling options, divert waste from the landfill, and reduce associated greenhouse gas emissions. The receptacles would be similar to the BigBelly receptacles installed around town, as seen in the Posse Grounds Park trailhead shuttle parking lot pictures below. The receptacles would have an anti-graffiti wrap and include side message panels. The side message panels would rotate signage for events,

park information, waste tips, etc. throughout the year and act as an additional point of contact for outreach efforts.



Figure 1: BigBelly Waste Receptacle at Posse Grounds Park Trailhead Shuttle Pickup

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

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

Alternative(s): May choose not to approve the ADEQ Recycling Grant for Smart Recycling Receptacles.

MOTION

I move to: approve the ADEQ Recycling Grant for the amount of up to $53,660 for the procurement and implementation of smart recycling receptacles.

GRANT AGREEMENT

NO. EV24-0056

between the

CITY OF SEDONA

and the

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

WHEREAS, **THIS GRANT AGREEMENT** is between the **STATE OF ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY** [hereinafter referred to as the "Department" or "ADEQ"], authorized to contract pursuant to A.R.S. § 49-104(B), and **CITY OF SEDONA** [hereinafter referred to as "City of Sedona" or "Grantee"].

THEREFORE, ADEQ and City of Sedona agree to the terms contained in this Grant Agreement.

I. PURPOSE AND SCOPE OF GRANT AGREEMENT

ADEQ's Recycling Program was established through the Arizona Solid Waste Recycling Act of 1990. See A.R.S. §49.831 *et seq*. The Recycling Program is responsible for providing public education to encourage participation in recycling and source reduction, and for providing the public with information on proper solid waste disposal. Program monies are derived from landfill disposal fees and fund the following Recycling Grants: Waste Reduction Assistance (WRA), Waste Reduction Initiative through Education (WRITE), and Recycling Research and Development (RR&D).

- WRA grants assist recipients in providing recycling opportunities to all Arizonans and promote projects that divert significant amounts of materials from the solid waste stream.
- WRITE grants assist recipients in providing the information and education needed to encourage recycling, reuse, and source reduction, and to increase awareness of reducing and properly disposing of solid waste.
- RR&D grants help recipients develop tools and create knowledge that will help divert significant amounts of material from the solid waste stream in the future.

ADEQ's Recycling Grant Program is administered in accordance with A.R.S. §§ 41-2702 and 49-837.

The purpose of this Grant Agreement is to fund the Scope of Work (Attachment 4) for the City of Sedona's project titled Smart Recycling Receptacles.

This written Grant Agreement includes all terms in this document, Attachment 1 - Request for Grant Applications; Attachment 2 - ADEQ Recycling Grant Program Guidance Manual (Guidance Manual); Attachment 3 - ADEQ Recycling Grant Program Terms & Conditions (Terms & Conditions); Attachment 4 - Grantee's Application including attachments (including any revisions requested by the Department); Attachment 5 - Task and Payment Schedule; Attachment 6 - Request for Reimbursement Form, and any modifications approved in accordance herewith.

II. TERM OF GRANT AGREEMENT, MODIFICATION, TERMINATION, AND INTEGRATION

A. This Grant Agreement shall be effective upon the date of the last signature and shall terminate on June 30, 2024, contingent upon funding.

B. The Grant Agreement may be modified or renegotiated for additional periods upon mutual written agreement by ADEQ and City of Sedona, by formal contract amendment executed with the same formalities as this Grant Agreement.

C. Either party may terminate this Grant Agreement at any earlier time by providing written notice to the other party at least thirty (30) days prior to the termination date.

D. This Grant Agreement constitutes the entire Grant Agreement between the parties and supersedes all other prior understandings, whether oral or written.

III. DESCRIPTION OF SERVICES

A. ADEQ shall:

1. Reimburse City of Sedona up to $53,650.02 for goods and services rendered.

B. City of Sedona shall:

1. Provide all goods and services outlined in the Scope of Work (Attachment 4).

IV. MANNER OF FINANCING AND PAYMENT

A. ADEQ shall reimburse City of Sedona for goods and services rendered pursuant to the Scope of Work (Attachment 4), not to exceed $53,650.02, and as outlined in the Guidance Manual and Terms & Conditions within the specified timeframe. All goods and services must be received prior to June 30, 2024.

B. Invoices shall be paid within thirty days after receipt of an invoice and accompanying documentation that demonstrates the activity was completed.

C. Invoices shall be submitted in a timely manner (within 30 days of proof of payment or incurred expense.

D. Reimbursement requests must include the Request for Reimbursement Form, detailed support documentation, including certification of goods or services receipt date, so as to determine that expenses are reasonable, allowable, and allocable to the activities described in the Scope of Work. Submit all invoices and requests to accountspayable@azdeq.gov.

V. REPORTING REQUIREMENTS

Reporting requirements and deliverables are described in the Task and Payment Schedule (Attachment 5), including quarterly reports, payment requests, budget form, brief narrative progress report, Request for Reimbursement Form, and photographs, as applicable.

VI. APPLICABLE LAW

A. This Contract shall be governed by and construed in accordance with Arizona Revised Statutes Title 49 and other laws and regulations of the State of Arizona as applicable, including the Arizona Procurement Code at A.R.S. § 41-2501 *et. seq.* and administrative rules and regulations A.A.C. R2-7-101 *et. seq*.

B. In the event of any judicial proceeding related to this Grant Agreement or any unauthorized Subcontract the parties agree that venue shall be proper in Maricopa County, Arizona. *See* A.R.S. §§ 12-123 and 12-401(17).

C. The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

VII. SUBAWARDS

Grantee shall request and receive approval from ADEQ prior to issuing subawards funded through this Grant Agreement. The following definitions are applicable to this paragraph:

A. "Subaward" means any payment to a subrecipient to carry out part of this Grant Agreement.

B. "Subrecipient" means a non-Federal entity that receives a subaward to carry out a part of this Grant Agreement.

C. "Non-Federal Entity" means a state, local government, Tribal Nation or Community, institution of higher education (IHE), or nonprofit organization that carries out a part of this Grant Agreement.

VIII. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of ADEQ under the Grant Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Grant Agreement, this Grant Agreement may be terminated by ADEQ at the end of the period for which funds are available. No liability shall accrue to ADEQ in the event this provision is exercised, and ADEQ shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

IX. AUDIT

In accordance with A.R.S. § 35-214, Grantee shall retain and shall contractually require each contractor and subcontractor to retain all data, books and other records ("records") relating to this Grant Agreement for a period of five years after completion of the Grant Agreement. Upon request, Grantee shall produce the original of any or all such records.

X. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, ADEQ may within three years after execution cancel the Grant Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant Agreement on behalf of ADEQ, at any time while the Grant Agreement is in effect, becomes an employee or agent or any other party to the Grant Agreement in any capacity or a consultant to any other party of the Grant Agreement with respect to the matter of the Grant Agreement.

XI. NONDISCRIMINATION

All Parties shall comply with all existing federal, state, and local laws, rules, policies, or executive orders, including the Americans with Disabilities Act and State of Arizona Executive Order 2023-1, to prohibit discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

XII. NOTICES

A. Invoices and Payments:

City of Sedona shall address all reimbursement requests relative to this Grant Agreement to ADEQ to:

Accounts Payable Manager
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: accountspayable@azdeq.gov

ADEQ shall address all payments relative to this Grant Agreement to:

Finance Department
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336
Email: FinanceDept@sedonaaz.gov

B. Other Notices:

City of Sedona shall address all other notices relative to this Grant Agreement to ADEQ to:

J.B. Shaw, Recycling Grant Coordinator
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: recycling@azdeq.gov

ADEQ shall address all other notices relative to this Grant Agreement to:

Bryce Beck, Sustainability Department
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336
Email: BBeck@sedonaaz.gov

XIII. INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, (State Agency) is self-insured per A.R.S. 41-621.

In addition, should City of Sedona utilize a contractor(s) and subcontractor(s) the indemnification clause between City of Sedona and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless City of Sedona and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers’ Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule,

regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally, on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

XIV. SEVERABILITY

In the event that any provision of this Grant Agreement is determined to be void or unenforceable, such determination shall not affect the remainder of this Grant Agreement, which shall continue to be in full force and effect.

IN WITNESS WHEREOF, the parties hereto agree to execute this Grant Agreement.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY	CITY OF SEDONA
_____	_____
Name: Julie Riemenschneider Date:	Name: Karen Osburn Date:
Title: Director, WPD	Title: City Manager
Arizona Department of Environmental Quality	City of Sedona

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 1

REQUEST FOR GRANT APPLICATION



PRESS RELEASE

ADEQ Announces $1 Million in Recycling Grant Funding

Interested Arizona Communities are Encouraged to Apply by December 1, 2023

PHOENIX (Oct. 3, 2023) – After a decade-long hiatus, the Arizona Department of Environmental Quality (ADEQ) is proud to announce the return of its popular Recycling Grant Program. With over $1 million in available funding, ADEQ is committed to supporting and strengthening recycling initiatives across Arizona.

“The Recycling Grant Program is more than just funding; it’s an opportunity for every corner of our great state. Many Arizona communities, especially those in rural areas, have faced barriers in accessing recycling resources. This grant demonstrates ADEQ’s dedication to closing those gaps and ensuring everyone has access to the tools, education and technology needed to promote a sustainable future,” said ADEQ Cabinet Executive Officer Karen Peters.

The approximate $1 million in grant funding is available to be awarded in three main categories:

- **Waste Reduction Assistance (WRA):** Funds initiatives like curbside recycling and household hazardous waste collections to majorly curb the solid waste stream.
- **Waste Reduction Initiative Through Education (WRITE):** Funds education efforts to teach Arizonans about proper disposal of solid waste, as well as recycling campaigns and outreach programs to encourage participation in recycling.
- **Recycling Research & Development (RR&D):** Funds development of new tools, products and information to assist in diverting material from landfills by using that material to create new products or by improving old technologies.

Grant application materials can be found at azdeq.gov/recyclinggrants. Completed applications are due by Friday, Dec. 1, 2023, 3 p.m. MST.

“This is a golden opportunity for political subdivisions of the State of Arizona, private enterprises, local nonprofits and Arizona’s Tribal Governments to enhance their recycling endeavors! We’re collectively paving a path to take the burden off our landfills and work towards a more sustainable future,” said ADEQ Recycling Coordinator J.B. Shaw.

The return of the Recycling Grant Program provides an opportunity for small communities to create and enhance existing recycling efforts, as well as helps larger communities’ ongoing efforts to minimize landfill waste. ADEQ encourages all organizations, counties, cities, towns, Tribal governments, nonprofit organizations and private businesses with innovative recycling and circular economy ideas to apply for funding.

Contact

ADEQ Public Information Officer
Ph: 602-540-8072
Email >

Contact Us

ADEQ Main Office
1110 W. Washington St.
Phoenix, AZ 85007

602-771-2300 — General Information
800-234-5677 — Toll-Free
711 - Teleprinter Services

Directions to ADEQ >
Parking at ADEQ >

Community Liaisons >
Ombudsman Citizen's-Aide >
ADEQ Contact List >

Southern Regional Office (SRO) >
400 W. Congress St., Suite 433
Tucson, AZ 85701

520-628-6733 — General Information
888-271-9302 — Toll-Free

Parking at ADEQ - SRO >

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 2

ADEQ RECYCLING GRANT PROGRAM GUIDANCE MANUAL
(GUIDANCE MANUAL)

ADEQ RECYCLING GRANT PROGRAM

GUIDANCE MANUAL







ADEQ
Arizona Department of Environmental Quality

Clean Air, Safe Water, Healthy Land for Everyone

Arizona Department of Environmental Quality

Notice of Funding Availability

Recycling Grant Program

Grant Applications Open: October 3, 2023

Grant Applications Due: December 1, 2023, 3:00 p.m. MST

Submit Applications to: recycling@azdeq.gov

GRANT WORKSHOPS: There will be two grant workshops to answer questions concerning the grants and the application process. Each meeting will last approximately one and a half hours. To view upcoming grant workshops dates, times and locations, visit the ADEQ website at http://azdeq.gov/recyclinggrants.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS RECYCLING PROGRAM GRANTS MANUAL AND ATTEND ONE OF THE GRANT WORKSHOPS LISTED ABOVE.

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1.0 Funding Opportunity Description

1.1 Background

The Arizona Department of Environmental Quality's Recycling Program was established through the Arizona Solid Waste Recycling Act of 1990 (see Arizona Revised Statutes [A.R.S.] §49.831 et seq.). The Recycling Program is responsible for providing public education to encourage participation in recycling and source reduction, and for providing the public with information on proper solid waste disposal. Program monies are derived from landfill disposal fees and fund the following Recycling Grants: Waste Reduction Assistance (WRA), Waste Reduction Initiative through Education (WRITE), and Recycling Research and Development (RR&D).

- **WRA** grants assist recipients in providing recycling opportunities to all Arizonans and promote projects that divert significant amounts of materials from the solid waste stream.
- **WRITE** grants assist recipients in providing the information and education needed to encourage recycling, reuse, and source reduction, and to increase awareness of reducing and properly disposing of solid waste.
- **RR&D** grants help recipients develop tools and create knowledge that will help divert significant amounts of material from the solid waste stream in the future.

This grant program is administered in accordance with A.R.S. §41-2702 and A.R.S. §49-837.

1.2 Eligibility

The following Arizona entities are eligible applicants

- Political Subdivisions/Tribal Governments
- Non-profit Organizations
- Private Enterprises

Organizations whose goals are consistent with the state's interests are eligible organizations who may submit applications. Organizations whose goals are determined to be inconsistent with the state's interests are not eligible organizations.

1.3 Award Information

Total funding under this competitive opportunity is approximately $1 million to be awarded in State Fiscal Year 2024. ADEQ anticipates that multiple grant awards will be made. Each recipient's budget and work plan may include work to be completed during a 1-year period after grant award.

- More than one project application per applicant may be submitted.
- Eligible entities may collaborate on proposed projects, if appropriate.
- A grant must be awarded and a grant agreement executed before a project can be started.
- Payments are made on a cost reimbursement basis. Grantees must provide assurance that the work has been completed by submitting receipts and invoices in order to receive reimbursement.
- Reimbursement can be made no more frequently than monthly but at least quarterly.

- Applicant must give suitable public acknowledgement to ADEQ's Recycling Program for the grant assistance.
- All projects must be completed one year from award

1.4 Grant Application Process

1.4.1 Request for Grant Applications

The distribution of a Recycling Program Request for Grant Applications (RFGA) letter is the first step in each grant cycle. A RFGA letter will be sent to everyone on the program's distribution list. The request announces the approximate amount of funds available, application due date, anticipated date awards will be made, a list of grant workshops, and other pertinent information specific to a grant cycle. Information is also on the ADEQ Recycling Program website at http://azdeq.gov/recyclinggrants. You do not have to be on the mailing list to submit a grant application. To be added to the mailing list, contact ADEQ staff for assistance at recycling@azdeq.gov.

1.4.2 Workshops

The ADEQ Recycling Program staff conducts workshops to meet with interested applicants. Guidelines concerning the grant process will be discussed with the applicants. Although these guidelines are covered in this manual, staff will discuss each step of the process and encourage questions. The intent is to ensure that applicants clearly understand the application process.

1.4.3 Grant Application

Grant applications must be submitted by the application due date provided and must be submitted according to the requirements indicated in this document.

1.4.4 Application Evaluation

Grant applications will be evaluated in accordance with A.R.S. §41-2702 by the Arizona Recycling Advisory Committee (ARAC). The ARAC members are appointed by the ADEQ Director to serve for 3-year terms pursuant to A.R.S. §49-837.

The evaluation process begins after the grant application due date. Each application will be reviewed to ensure that it is eligible for funding based on compliance with the requirements indicated in the grant manual. Applications which fail to meet requirements may be rejected and will not be further evaluated. ADEQ will notify applicants if the eligibility requirements are not met. If the grant application meets all eligibility requirements, it will be evaluated by the ARAC based on the criteria of the funding program to which it has applied. The applicant may be requested to supply additional information and may also be asked to revise their application based on the additional information submitted. Awards are limited by the amount of funding available, which fluctuates yearly; therefore, all qualifying projects may not be funded. In addition, grant management performance will be considered in future grant applications. During evaluations, the grant applications will be confidential. After award, the grant applications will be available for public review.

1.4.5 Oral Presentations

After initial evaluation of applications, applicants who submitted projects determined to be reasonably

acceptable for award selection may be asked to provide the ARAC with an oral presentation of the project. If required to provide an oral presentation, applicants will be contacted by the ADEQ Recycling Coordinator and additional information will be provided.

1.4.6 Final Selections and Grant Execution

Applicants will be notified via email after the evaluation process is completed. If the applicant is not awarded a grant, the notification email will provide a point of contact to review the evaluation if desired. If the applicant is awarded a grant, this email will be accompanied by a Grant Agreement. After notification of a grant award, the applicant must:

- Sign the original Grant Agreement and return it to ADEQ within 30 days of receipt. ADEQ will execute the Grant Agreement using DocuSign which will return an original to the applicant (now referred to as the Grantee).
- Submit a Certificate of Insurance (described in the Grant Agreement Terms and Conditions, item 9 Indemnification and Insurance).
- Set up a project file to maintain a record of all correspondence, receipts, invoices, and copies of all reports and documents associated with the project (see Grant Agreement Terms and Conditions, item 6 Grant Agreement Administration and Operation).
- Use the Instructions for Record Keeping and Reporting Requirements (pg. 11) as a guideline for maintaining adequate financial records. A narrative report and budget must be submitted to ADEQ on a quarterly basis. A copy should be maintained by the Grantee in their project file.
- Work cannot be started on a project until the Grant Agreement is executed, a Certificate of Insurance is submitted, and the Grantee receives a Notice to Proceed email from ADEQ.

After grant awards are made, all applications and the associated evaluations will be made available to the public. ADEQ may determine that trade secrets or proprietary information may continue to be held confidential. If the applicant feels that any of the information contained in their application should be held confidential they must designate that information as “confidential” in their application, and provide an explanation as to why it should be held confidential.

If an applicant does not receive a grant award, the applicant may request a meeting with the Recycling Coordinator to discuss the application and evaluation. Applicants also have the right to protest the award decision in accordance with A.R.S. § 41-2704. Within 30 days from the date of notification of the award decision, a letter of protest shall be submitted to the Waste Programs Division Director and the Recycling Coordinator at recycling@azdeq.gov. ADEQ will issue a decision on the protest of the award of a grant within 30 days from the date of the letter of protest. An appeal from a decision of ADEQ may be made to the Arizona Department of Administration (ADOA). A protest of an award and any appeal shall be resolved in accordance with the rules of procedure adopted by ADOA pursuant to A.R.S. § 41-2611.

1.5 Staff Assistance

Grant applicants are encouraged to attend one of the Grant Workshops. Workshops are optional, but will provide the opportunity to ask questions concerning the grants manual, the evaluation process, or

general program, and will assist applicants in writing a successful grant application. If you are unable to attend a Grant Workshop, ADEQ staff may be available upon request to meet and discuss the Recycling Grant Program.

Contact: Joseph (JB) Shaw, Recycling Coordinator
ADEQ Recycling Program
1110 W. Washington St. Phoenix, AZ 85007
Phone – (602) 771-5613
recycling@azdeq.gov

2.0 Grant Application Guidelines

2.1 Application Instructions

Before completing your Recycling Program Grant application, the applicant should pre-plan the project and know:

- How the project needs to be structured
- Identify project components
- When and what personnel are needed
- How much it will cost to complete

It is highly recommended that you attend a grant workshop and consult with ADEQ staff regarding any questions on the application forms.

Follow these guidelines when preparing the application:

- Read and familiarize yourself with all chapters of this manual. Make sure the proposed project meets all of the described requirements.
- Download the Recycling Program Grants Manual and required application forms available for download at http://azdeq.gov/recyclinggrants.
- Complete the narrative portion of your application being sure to respond to all items required and identified in this manual. Include all required schedules and attachments that are pertinent to your application.
- All applications must be single spaced, with no less than 10-point type size. The narrative portion of the application shall total no more than four typed pages not including the following attachments: (1) Signed Recycling Program Grant Application Form, (2) Disclosure Form, and (3) Budget Form and narrative description of budget. Narrative description of budget should be no more than two pages.
- Email the grant application package to recycling@azdeq.gov. Make sure to include the Grant Application Form with a signature by a person who is legally authorized to enter into an agreement on behalf of the applicant. An electronic signature is encouraged to reduce the use of paper.
- Do not send additional attachments with your application, for example, magazines, articles, product samples, etc. Provide only the application and attachments as stated in the grant

manual.

- The application must be formatted and submitted in the sequence requested and must include page numbers. ADEQ will not provide any reimbursement for the cost of developing or presenting applications. Failure to include requested information may result in the rejection of your application or may have a negative impact on the evaluation of the application.
- Submit the completed grant application package by the deadline identified in this manual.
- Late applications will not be accepted.
- The Department may conduct discussions, request additional information, suggest changes to the application, and negotiate project price adjustments. If discussions/negotiations are conducted, applicants may be invited to modify their applications. ADEQ reserves the right to award grants for less monies than requested.

2.2 Recycling Grant Match Requirements

No match requirements for FY24, please be aware that match requirements will return for FY25 and beyond.

2.3 Application Outline

Grant Applications **must be structured and submitted in the outline format provided below**. This information is listed in the order of importance and will be used by the evaluation committee during the evaluation process. Make sure the information you provide clearly describes your project. The evaluation committee will be guided by the information you provide.

The application should be formatted as shown below:

1) Strategy and Approach

Description of Proposed Project and Technical Approach.
Provide a clear description of the project and how the project is consistent with the goal of developing a circular economy in Arizona. Describe the steps and actions that will be taken to accomplish the project.

Effectiveness of Technical Approach.
Provide a clear and logical rationale for how the proposed project and approach are likely to achieve the project goal and how well it fits the category in which it has applied. State how the goal will be achievable within the scope and how the project will be sustainable. Provide any long-term goals of the proposed project.

Leveraging Resources, and Expertise of Partners.
Describe the plan to leverage the resources and expertise of partners and stakeholders in the project. Letters of support must be submitted with the application.

2) Environmental Results, Measurement & Reporting

State how the project will impact the solid waste stream, impact the community and local economy, and contribute to a circular economy in the proposed target area. Provide a reporting plan for tracking,

measuring and reporting outputs[1] and outcomes[2] for the project. The plan should include an estimate of outputs (e.g., activities, products), and to the maximum extent practicable, their expected outcomes (results achieved from the outputs, e.g., the percentage of the population served, the volume of solid waste diverted or eliminated from the waste stream, and the type of waste targeted, jobs created etc.) from the proposed project during the grant period. If applicable, state whether a similar project/program currently exists within the target area. Provide any benefits that may be derived from promotional and/or educational materials associated with the proposed project.

3) Programmatic Capability (and Past Performance for future grant cycles)

State the applicant's ability to manage the proposed project considering:

Organizational Experience and Plan. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project.

Staff Experience. Staff expertise/qualifications, staff knowledge and resources or the ability to obtain them to successfully achieve the goals of the proposed project. Resumes of Key Personnel for the personnel who would be performing the day to day work and management of the project must be submitted with the application (see Grant Agreement Terms & Conditions, item 12.0 Key Personnel)

4) Timeline

Applications will be evaluated based on the methodology, timeline and tasks used to complete the project. Applications will also be evaluated on the value of the deliverables produced by the project and the transferability of information and experience gained in undertaking the project. Examples of deliverables may include pamphlets, videos, or advertisements. Please complete a timeline as provided on the ADEQ website.

- Provide a timeline that
    - Describes the anticipated schedule for the steps and actions that will be taken to complete the project
    - Shows the major project milestones and timing of outputs
    - Four quarterly reports are due during the project term and a separate final report is due at the end of the project term and should be incorporated into the timeline

5) Budget Description

The budget should support the proposed project. It should be accurate and complete. Any item for

[1] Outputs: The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the grant funding period.

[2] Outcomes: The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within the grant funding period.

which funding is requested should be reasonable and justified in the budget narrative. All required matching funds or in-kind matching must be clearly identified in the budget form and narrative (no match requirement for FY24). State the following in your application:

- Complete the budget form provided on the ADEQ website with the costs associated with the project. List in-kind and monetary matches in accordance with sections 1.11 and 1.15 listed in the Terms and Conditions (no match requirement for FY24).
- Provide a narrative description of the budget that corresponds with and clearly explains and justifies the costs listed on the budget form of the proposed project.

3.0 Types of Grants

3.1 Waste Reduction Assistance

3.1.1 Objective

The objective of the WRA program is to provide recycling opportunities to all Arizonans, and to provide funding assistance to projects that divert significant amounts of materials from the solid waste stream or are a component of a comprehensive program designed to achieve high diversion levels. WRA projects may include a small public awareness component, but must have a component that diverts material from the waste stream.

3.1.2 Available WRA Funds

Private enterprises and non-profit organizations may request a maximum of $250,000 of WRA funds per application. Applications for more than the maximum amount shall not be considered.

Political subdivisions and Tribal governments may request a maximum of $250,000 of WRA funds per application. Applications for more than the maximum amount shall not be considered.

Any eligible organization may request a maximum of $500,000 of WRA funds to establish a new end market for processing materials.

WRA funds may be used to pay for supplies, equipment, vehicles, construction related costs or new personnel (see Grant Agreement Terms & Conditions, item 6.11 Equipment). Requested funds shall not be used to pay for existing personnel. Existing personnel must be listed as in-kind match only.

3.1.3 WRA Grant Eligible Projects

All projects submitted must have a primary focus of providing recycling opportunities to Arizona residents and/or diverting significant amounts of materials from the solid waste stream. New or innovative ideas are encouraged along with established concepts. All programs should attempt to increase their effectiveness or scope by coordinating with existing resources.

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive; other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restrictive.

Recycling Collection Programs

- Establish a multi-unit housing collection program
- Implement a new residential curbside recycling collection program
- Expand a current residential recycling collection program by increasing the number of residents served and/or adding additional material types accepted in the program
- Establish a community recycling drop-off location
- Establish a regional hub and spoke recycling system

Construction and Demolition Debris

- Establish a new, or expand an existing, MRF that accepts construction and demolition debris
- Establish a Construction and Demolition Debris collection program

Green Waste and Wasted Food Composting

- Implement a new Green Waste and/or Wasted Food curbside recycling collection program
- Establish or expand a permanent Green Waste/Wasted Food and/or Composting facility or collection program

Material Recovery Facility (MRF)

- Establish a permanent MRF that accepts at least three of the following commodities: newspaper, cardboard, aluminum, steel cans, plastic or glass
- Expand an existing MRF to increase the amount of materials being processed

Public Venue Recycling

- Provide recycling opportunities in public venues (for example, but not limited to, entertainment venues, malls and shopping centers, parks)

Household Hazardous Waste (HHW) or Prescription Drug Collection

- Conduct a one day or periodic HHW collection event whether such an event has been held in the past or not
- Establish a permanent HHW facility or collection program
- Conduct a one day or periodic Prescription Drug collection event or establish permanent drop-off locations

All HHW or Prescription Drugs must be properly collected and disposed of or, for HHW, properly recycled.

Electronic Equipment Recycling

- Conduct a one day or periodic Electronics Equipment (for example, but not limited to, computers, monitors, audio, video) collection event whether such an event has been held in the past or not

- Establish a permanent Electronics Equipment (for example, but not limited to, computers, monitors, audio, video) collection facility or program

All electronic equipment must be properly collected and recycled by a certified electronics recycler.

End Market Development

- Construct a micro factory to help keep materials local in a particular region of Arizona
- Develop an end market that addresses a portion of the waste stream
- Implement an end market pilot program that addresses a portion of the waste stream

3.2 Waste Reduction Initiative Through Education (WRITE)

3.2.1 Objective

The objective of the WRITE program is to provide all Arizonans with the information and education needed to increase awareness on how to properly reduce and dispose of solid waste, and to encourage participation in source reduction, reuse, and recycling opportunities. WRITE projects should communicate the importance of conserving natural resources and the benefits of reducing, reusing, recycling, buying recycled products, composting and/or properly disposing of solid waste.

3.2.2 Available WRITE Funds

All eligible applicants may request a maximum of $100,000 of WRITE funds per application. Applications for more than the maximum amount shall not be considered. Per A.R.S. §49-837(C), the director shall ensure that counties having a population of less than five hundred thousand persons receive benefits in proportion to their contributions to the fund.

3.2.3 WRITE Grant Eligible Projects

All projects submitted must have the primary focus of providing Arizona citizens with the information and education needed to increase awareness of properly reducing and disposing of solid waste and to encourage participation in source reduction, reuse, and recycling. New or innovative ideas are encouraged along with established concepts. All programs should attempt to increase their impact in effectiveness or scope by coordinating with existing resources.

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive and other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restricting creativity or innovation except where noted.

Educational Programs and Curriculum for Youth

- Develop programs/curriculum aimed at educating elementary school age children
- Develop programs/curriculum aimed at educating High School students

Community Education Campaigns

- Develop and implement programs designed to educate residents on new or existing curbside recycling or drop-off programs offered in their community

- Develop and implement programs designed to educate residents on new or existing recycling programs to reduce contamination in the recycling bin
- Develop and implement programs designed to educate residents on the proper disposal of solid waste and the negative impacts of illegal dumping.
- Develop programs designed to educate Arizona residents on the need and importance of recycling, source reduction, reuse and composting
- Mass media advertising campaigns designed to educate Arizona residents on the need and importance of recycling, source reduction, reuse and composting

Workshops and Seminars

- Coordinate workshops or seminars aimed at educating specific industries or stakeholder groups
- Display and demonstration projects
- Technical Assistance workshops

3.3 Recycling Research and Development (RR&D)

3.3.1 Objective

The objective of the RR&D program is to provide funding assistance to projects that develop tools and ideas, and create knowledge that will help divert significant amounts of materials from the solid waste stream in the future.

3.3.2 RR&D Funds

All eligible applicants may request a maximum of $100,000 of RR&D funds per application. Applications for more than the maximum amount shall not be considered.

3.3.3 RR&D Eligible Grant Projects

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive and other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restricting creativity or innovation.

All projects submitted should have a long-term focus of diverting material from landfills, reducing solid waste at its source, new reuse applications for solid waste and contribution to a circular economy. New or innovative ideas are encouraged. All programs should attempt to increase their impact in effectiveness or scope by coordinating with existing promotional and/or educational resources.

- Technology development
- Recycled content product development
- Feasibility studies
- Solid waste audits
- End market development
- Other solid waste reduction concepts

4.0 Record Keeping and Reporting Requirements

A file must be dedicated to this grant agreement and all records relevant to this project shall be retained by the Grantee for five years after the final report is submitted.

Quarterly reports shall be submitted via email as agreed upon in the Task and Payment Schedule. All quarterly reports and/or payment requests shall include, a budget form, a brief narrative progress report, a Request for Reimbursement (as applicable) and photographs (if applicable).

- The budget must track the approved budget and report the budget expenditures (grant expenditures and match expenditures) for the current period
- The narrative progress report shall adequately discuss progress in completing the approved project tasks and deliverables and discuss any delays or problems preventing expeditious completion of the project
- Reimbursements will only be made if quarterly status reports are up-to-date and shall be accompanied by reasonable assurance (documentation, receipts and invoices) that the goods and services for which payment is requested were actually received and performed
- Photographs and serial numbers of any equipment purchased under the grant agreement must be submitted with quarterly reports

The Grantee is responsible for maintaining all records including supporting documentation adequate to demonstrate that costs claimed have been incurred, are applicable to the Grant, and comply with applicable cost principles. For any budget expenditures, the following documentation, if applicable, will be maintained by the Grantee and made available to ADEQ upon request.

- Employee related expense detail and explanation
- An itemization of per diem rates, equipment rental/usage rates, etc.
- Copies or originals of time sheets for employees and/or volunteers, with employee's and supervisor's signature, noting dates, hours, and projects worked
- Copies or originals of logs/schedules for equipment usage, signed statements noting fair market value for in-kind donations of materials or supplies
- Copies or originals of vendor invoices for materials, supplies, equipment, etc.

All matching fund contributions or expenditures must occur within the effective dates of the Grant Agreement. ADEQ has the right to disallow contributions determined inappropriate or unreasonable.

At the end of the project, a final budget report and final narrative report must be submitted and approved by ADEQ. The final narrative report shall include at a minimum: a summary of the project goals and objectives, project results or outcomes (including any data or photos), aspects of the project that worked well and things that did not work well, any public involvement and coordination and future activity recommendations for the project. ADEQ will not disburse final payment until the final report and all requirements of the Grant Agreement have been fulfilled.

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 3

ADEQ RECYCLING GRANT PROGRAM TERMS & CONDITIONS
(TERMS & CONDITIONS)

ADEQ RECYCLING GRANT PROGRAM

TERMS & CONDITIONS







ADEQ
Arizona Department of Environmental Quality

Clean Air, Safe Water, Healthy Land for Everyone

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Section 1: Terms and Conditions

1.0 Definition of Terms

1.1 *"**Applicant**"* means a person, firm, or other organization that submits or is considering submitting an application.

1.2 *"**Application**"* means a response submitted pursuant to a Request for Grant Applications (RFGA).

1.3 "***Circular Economy***" keeps materials, products, and services in circulation for as long as possible. A circular economy reduces material use, redesigns materials, products, and services to be less resource intensive, and recaptures "waste" as a resource to manufacture new materials and products.

1.3 *"**Days**"* means calendar days unless otherwise specified.

1.4 *"**Department**"* means the Arizona Department of Environmental Quality (ADEQ).

1.5 *"**Director**"* means the Director of ADEQ.

1.6 "***Equipment***" means tangible, nonexpendable, personal property, including supplies, having a useful life of more than one year.

1.7 *"**Grant Agreement**"* means the written Grant Agreement, which includes all terms therein and the RFGA (including the manual and terms & conditions document referenced in the RFGA), the Application including attachments (including any revisions requested by the Department), and any modifications approved in accordance herewith, and shall constitute the entire Grant Agreement between the parties and supersede all other understandings, oral or written.

1.8 "***Grant Agreement Amendment***" means a formal contract amendment executed with the same formalities as the Grant Agreement.

1.9 *"**Gratuity**"* means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

1.10 *"**Grantee**"* also known as the "grant recipient" means the organization awarded a grant by ADEQ. The Grantee is legally responsible and accountable to ADEQ for the performance and financial aspects of grant-supported projects or activities.]

1.11 *"**In-Kind Match**"* means grantee in-kind resources and may include use of equipment, salaries of existing employees, project-specific operating costs (such as costs of additional insurance required as a direct result of your project) and other in-kind resources.

1.12 *"**Key Personnel**"* means those persons whose experience and knowledge are professional in nature as opposed to clerical. Professional work is that which is predominantly intellectual, varied in character (as opposed to routine, manual, mechanical, or physical), and involves the consistent exercise of discretion and judgment in the theoretical principles and techniques of a recognized field of science or learning.

1.14 *"**Manual**"* means the ADEQ Recycling Program Grant Manual.

1.15 "***Monetary Match***" means grantee funds used to purchase supplies, equipment, structures, land and the hiring of new personnel. (Existing employees must be listed as in-kind match.)

1.16 "***Partner***" means an organization or person that is contributing equally to the project and is not a paid subcontractor.

1.17 *"**Records**"* means all books, accounts, reports, files and other records relating to this Grant Agreement.

1.18 *"**Request for Grant Applications or (RFGA)**"* means the document the Department utilizes to request applications.

1.19 *"**Subcontract**"* means any contractual Grant Agreement, express or implied, between the Grantee and another party or between a subcontractor and another party delegating or assigning, in whole or in

part, the making or furnishing of any material or any service required for the performance of the Grant Agreement.

1.20 "***Volunteer***" means any person who does not receive monetary compensation for the work contributed to the project and who has not been listed as Key Personnel.

Section 2: Term of Grant Agreement, Amendments, and Termination

2.1 ***Term of Grant Agreement.*** The Grant Agreement shall be effective [DATE or upon the date of the last signature] and shall terminate on [DATE], contingent upon funding.

2.2 ***Grant Agreement Amendment.*** The Grant Agreement may be renegotiated for additional periods, by formal contract amendment executed with the same formalities as this Agreement.

2.3 ***Termination.*** Either party may terminate the Grant Agreement at any earlier time by providing written notice to the other party at least thirty (30) days prior to the termination date.

Section 3: Authority

3.1 The Department is authorized to contract pursuant to A.R.S. § 49-104(B).

3.2 The Department is soliciting grants in accordance with A.R.S. Title 41, Chapter 24, Article 1.

Section 4: Applicable Law

4.1 This Grant Agreement shall be governed by and construed in accordance with the laws of the State of Arizona and the Arizona Procurement Code at A.R.S. § 41-2501 et. seq. and administrative rules and regulations A.A.C. R2-7-101 et. seq.

4.2 In the event of any judicial proceeding related to this Grant Agreement or any unauthorized Subcontract the parties agree that the venue shall be proper in Maricopa County, Arizona. *See* A.R.S. §§ 12-123 and 12-401(17).

4.3 The parties to this Grant Agreement agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

Section 5: Grant Agreement Interpretation

5.1 ***Implied Terms*****.** Each provision of law and any terms required by law to be in this Grant Agreement are a part of this Grant Agreement as if fully stated in it.

5.2 ***Language and Marginal Headings*****.**

5.2.1 Language as used in this Grant Agreement shall include the plural as well as the singular and the masculine, feminine and neuter genders.

5.2.2 Marginal headings are included for ease of reading only and shall have no effect on the

construction or interpretation of this Grant Agreement.

5.3 ***Relationship of Parties.*** Neither party to this Grant Agreement shall be deemed to be the employee or agent of the other party.

5.4 ***Lobbying*****.** Grantee shall not engage in lobbying activities, A.R.S. 41-1231 et. seq., using monies awarded under this Grant Agreement. Upon award of this Grant Agreement, Grantee shall disclose all lobbying activities to ADEQ to the extent they are an actual or potential conflict of interest or where such activities would create an appearance of impropriety. Grantee shall implement and maintain adequate controls to assure that monies awarded under a Grant shall not be used for lobbying. All proposed Grantees shall be subject to the same lobbying provisions stated above. Grantees must include anti-lobbying provisions in all Grant Agreements with subcontractors.

5.5 ***Severability*****.** The provisions of this Grant Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Grant Agreement.

5.6 ***No Parole Evidence*****.** This Grant Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.

5.7 ***No Waiver*****.** Either party's failure to insist on strict performance of any term or condition of the Grant Agreement shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

Section 6: Grant Agreement Administration and Operation

6.1 ***Project Period*****.** The Department agrees to reimburse Grantee for work activities performed during the project period as described in this Grant Agreement. The Department is not required to reimburse Grantee for any work activities initiated prior to execution of this Grant Agreement or after the project period has elapsed. The Grantee understands that the Department may terminate this Grant Agreement (see item 16 of this Grant Agreement), if the project is not initiated within three months after entering into this Grant Agreement. The Department may choose to extend the project period, if requested by the Grantee by executing a Grant Agreement Amendment (see item 8.1, Grant Agreement Amendments).

6.2 ***Reports*****.** A budget report and a narrative report shall be submitted on a calendar quarterly basis. Reports shall be sent to the Department as agreed upon in the Task and Payment Schedule. Reports shall be emailed to recycling@azdeq.gov. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures, photos of equipment purchased, and a narrative of the project's progress, as applicable. Grantees must obtain pre-approval from the ADEQ before any funds are reallocated from the original/approved budget. The Grantee is responsible for responding to any inquiries from the Department. At the end of the project, a final budget report and a final narrative report must be submitted and approved by the Department. The final narrative report shall include at a minimum: a summary of the project goals and objectives, project results or outcomes (including any

data or photos), aspects of the project that worked well and things that did not work well, any public involvement and coordination and future activity recommendations for the Recycling Program. An electronic format of the final report is required to close out the project. The Department will not disburse final payment until the final report and all requirements of the Grant Agreement have been fulfilled. All remaining grant funds or outstanding grant funds must be reconciled.

6.3 ***Audit*.** In accordance with A.R.S. § 35-214, Grantee shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Grant Agreement for a period of five years after completion of the Grant Agreement. Upon request, Grantee shall produce the original of any or all such records.

6.4 ***Conflict of Interest.*** In accordance with A.R.S. § 38-511, ADEQ may within three years after execution cancel the Grant Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of ADEQ, at any time while the Grant Agreement is in effect, becomes an employee or agent or any other party to the Grant Agreement in any capacity or a consultant to any other party of the Grant Agreement with respect to the matter of the Grant Agreement.

6.5 ***Printing Credit*.** Items such as brochures, advertisements, videos, maps, and technical reports developed for the project must be approved by ADEQ prior to printing or displaying information. These items shall include the statement "Funded by a grant from the Arizona Department of Environmental Quality."

6.6 ***Recycled Materials*.** To the extent possible, printed materials shall be on recycled paper with the statement, "Printed on Recycled Paper," printed on the cover sheet.

6.7 ***Nondiscrimination.*** The Grantee shall comply with all existing federal, state, and local laws, rules, policies, or executive orders, including the Americans with Disabilities Act and State of Arizona Executive Order 2023-1, to prohibit discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the Grant Agreement or subcontract.

6.8 ***Inspection*.** The Grantee agrees to permit access to its facilities and subcontractor facilities at reasonable times for inspection of the materials covered under this Grant Agreement.

6.9 ***Advertising and Promotion of Grant Agreement.*** The Grantee shall not advertise or publish information for commercial benefit concerning this Grant Agreement without the prior written approval of the Department.

6.10 ***Ownership of Information*.** Title to all documents, reports and other materials prepared by the Grantee in performance of this Grant Agreement shall rest in the Department, except for copyrighted material prepared in advance of this Grant Agreement by the Grantee at the expense of the Grantee. ADEQ shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use

all information prepared under this Grant Agreement. The Grantee shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Grant Agreement.

6.11 ***Equipment.*** Unless written exceptions are given by ADEQ, any purchase of equipment made with any funds provided by ADEQ shall be used for the purposes specified in the Grant Agreement for the period of at least three years from the purchase date, to include maintaining appropriate insurance and registration. ADEQ strongly recommends the purchase of equipment that is made with recycled content material when it is applicable. Serial and/or vendor numbers, and photographs shall be provided to ADEQ within 90 days after receipt of the purchased equipment.

6.11.1 All equipment purchased with ADEQ funding shall be used solely for the project funded. All purchased equipment shall be used for business use only and not for personal use. All purchased equipment shall be used, or stored when not in use, in the State of Arizona only.

6.11.2 Equipment that is purchased with grant funds with an acquisition cost of $1,000 or more per unit may remain with the Grantee upon completion of the project unless the Department determines in writing that it is in the best interest of the State for the equipment to be returned to the Department.

6.11.3 Funding shall not be used to purchase luxury vehicles with luxury equipment. ADEQ will determine if a vehicle or equipment is considered luxury.

6.11.4 Non-compliance may be considered a default as per Item 16.6, Termination for Default. This could lead to a demand for reimbursement to ADEQ for its share of the equipment purchased.

6.11.5 ADEQ reserves the right to file a Financing Statement (Form UCC-1) with respect to any equipment purchased with any ADEQ funds.

6.11.6 All equipment and/or vehicles that are purchased with ADEQ funding must be a hybrid, meet low-GHG emissions standards, or use E-85 fuel, biofuels or other low-GHG alternative fuels (TLU-13).

6.11.7 The Grantee shall provide coverage for property losses due to insured perils on an all risk basis for any property in the care, custody or control of this Grant Agreement for full replacement value.

6.12 ***Operation and Maintenance*.** Any management practices implemented for the project must be properly operated and maintained for the intended purposes or as defined in the special conditions of the Grant Agreement. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practices safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail.

6.13 ***Land Purchase and Lease.*** Any purchase or lease of land required to implement the project agreed upon must be completed prior to execution of the grant agreement. Zoning and permit approval must also be in place prior to grant execution. Copies of appropriate documentation showing the land purchase or lease, along with appropriate permits, will be required.

Section 7: Grant Funding

7.1 ***Use of Grant Funds*.** Awarded grant funds shall be used solely for eligible purposes as approved by the Department. Requested funding is considered estimates of costs and shall not be exceeded by the Grantee unless otherwise amended. Requested funds shall not be used to pay for existing personnel. Existing personnel must be listed as in-kind match only.

7.2 ***Funding Disbursement.***

7.2.1 Grant funds shall be expended only as authorized under the terms of this Grant Agreement.

7.2.2 All matching fund contributions or expenditures must occur within the effective dates of the Grant Agreement.

7.2.3 If requested by ADEQ, Grantee shall provide a detailed account of expenditures under this grant.

7.2.4 Reimbursement requests shall be paid within thirty days after receipt of the reimbursement request and accompanying documentation that demonstrates the activity was completed and/or the goods and services were actually received and performed.

7.2.5 Reimbursement requests must include detailed support documentation so as to determine that expenses are reasonable, allowable, and allocable to the activities described in the Scope of Work.

7.3 ***Applicable Taxes.***

7.3.1 The Department shall reimburse only the rate and/or amount of taxes identified in the grant application and included in the costs within the approved budget or in any resulting Grant Agreement.

7.3.2 The Department is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the Grantee to remit. Failure to collect taxes from the buyer does not relieve the seller from the obligation to remit taxes.

7.3.3 Grantee and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Grantee. The Grantee shall, and require all subcontractors to hold the Department harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

7.3.4 In order to receive payment under any resulting Grant Agreement, the Grantee shall have a current IRS-W9 Form on file with the Department.

7.4 ***Non-Availability of Funds.*** In accordance with A.R.S. § 35-154, every payment obligation of the Department under this Grant Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Grant Agreement, this Grant Agreement may be terminated by the Department at the end of the period for which funds are available. No liability shall accrue to the Department in the event this

provision is exercised, and the Department shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Section 8: Grant Agreement Changes

8.1 ***Grant Agreement Amendments.*** The Grant Agreement shall be modified only through a Grant Agreement Amendment. Unauthorized changes to this Grant Agreement shall be void and without effect, and the Grantee shall not be entitled to any claim under this Grant Agreement based on those changes.

8.2 ***Subawards.*** The Grantee shall request and receive approval from ADEQ prior to issuing subawards funded through this Agreement. The following definitions are applicable to this paragraph:

8.2.1 "Subaward" means any payment to a subrecipient to carry out part of this Agreement.

8.2.2 "Subrecipient" means a non-Federal entity that receives a subaward to carry out a part of this Agreement.

8.2.3. "Non-Federal Entity" means a state, local government, Tribal Nation or Community, institution of higher education (IHE), or nonprofit organization that carries out a part of this Agreement.

8.3 ***Subcontracts*****.** The Grantee shall not enter into any Subcontract under this Grant Agreement without consideration for impact on the project. Grantee shall report any Subcontract awards or changes as part of that calendar quarter's narrative report (see 6.2, Reports). The Subcontract shall incorporate by reference the terms and conditions of this Grant Agreement.

8.3.1 "Subaward" means any payment to a subrecipient to carry out part of this Agreement.

8.3.2 "Subrecipient" means a non-Federal entity that receives a subaward to carry out a part of this Agreement.

8.3.3. "Non-Federal Entity" means a state, local government, Tribal Nation or Community, institution of higher education (IHE), or nonprofit organization that carries out a part of this Agreement.

8.4 ***Assignment and Delegation*****.** The Grantee shall not assign any right nor delegate any duty under this Grant Agreement without the prior written consent of the Department. The State shall not unreasonably withhold consent. Both parties agree that it is reasonable to withhold consent where the Department determines that an assignment or delegation would not be advantageous to the State of Arizona or would be contrary to the purposes of the Recycling Grant Program.

Section 9: Indemnification and Insurance

9.1 ***Indemnification Clause.*** To the fullest extent permitted by law, Grantee shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily

injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Grantee to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Grantee from and against any and all claims. It is agreed that Grantee will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this Grant Agreement, the Grantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Grantee for the State of Arizona. *This indemnity shall not apply if the Grantee or subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.*

9.2 ***Insurance Requirements.*** Grantee and subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Grant Agreement, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Grantee, its agents, representatives, employees or subcontractors. The insurance requirements herein are minimum requirements for this Grant Agreement and in no way limit the indemnity covenants contained in this Grant Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Grantee from liabilities that might arise out of the performance of the work under this Grant Agreement by the Grantee, its agents, representatives, employees or subcontractors, and Grantee is free to purchase additional insurance.

9.2.1 ***Minimum Scope and Limits of Insurance.*** Grantee shall provide coverage with limits of liability not less than those stated below.

9.2.2 ***Commercial General Liability – Occurrence Form.*** Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

- General Aggregate $2,000,000
- Products – Completed Operations Aggregate $1,000,000
- Personal and Advertising Injury $1,000,000
- Damage to Rented Premises $50,000
- Each Occurrence $1,000,000

9.2.2.1 The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee.

9.2.2.2 The policy shall contain a waiver of subrogation endorsement, as required by this written

agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

9.2.3 ***Business Automobile Liability.*** Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Grant Agreement.

Combined Single Limit (CSL) $1,000,000

9.2.3.1 The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Grantee involving automobiles owned, hired and/or non-owned by the Grantee.

9.2.3.2 The policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

9.2.4 ***Workers' Compensation and Employers' Liability.***

Workers' Compensation Statutory

Employers' Liability

- Each Accident $1,000,000
- Disease – Each Employee $1,000,000
- Disease – Policy Limit $1,000,000

9.2.4.1 Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

9.2.4.2 This requirement shall not apply to each Grantee or subcontractor that is exempt under A.R.S. 23-901, and when such Grantee or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

9.2.5 ***Professional Liability (Errors and Omissions Liability).***

Each Claim $2,000,000

Annual Aggregate $2,000,000

9.2.5.1 In the event that the professional liability insurance required by this Grant Agreement is written on a claims-made basis, Grantee warrants that any retroactive date under the policy shall precede the effective date of this Grant Agreement and, either continuous coverage will be maintained, or an

extended discovery period will be exercised, for a period of two (2) years beginning at the time work under this Grant Agreement is completed.

9.2.5.2 The policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

9.2.5.3 The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this Grant Agreement.

9.2.6 ***Additional Insurance Requirements.*** The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

9.2.6.1 The State of Arizona, its department, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Grantee, even if those limits of liability are in excess of those required by the Grant Agreement.

6.2.6.2 The Grantee's policies, as applicable, shall stipulate that the insurance afforded the Grantee shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).

9.2.6.3 Insurance provided by the Grantee shall not limit the Grantee's liability assumed under the indemnification provisions of this Grant Agreement.

9.2.6.4 Additional insurance may be required for pollution legal liability depending on the scope of work.

9.2.7 ***Notice of Cancellation.*** Applicable to all insurance policies required within the Insurance Requirements of this Grant Agreement, Grantee's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Grantee must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, or hand delivered to State of Arizona Department of Environmental Quality, Attn: Waste Programs Division, Recycling Program, 1110 W. Washington Street, Phoenix, Arizona 85007.

9.2.8 ***Acceptability of Insurers.*** Grantee's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Grantee from potential insurer insolvency.

9.2.9 ***Verification of Coverage.*** Grantee shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Grantee has the insurance as required by this Grant Agreement. An authorized representative of the insurer shall sign

the certificates.

9.2.9.1 All such certificates of insurance and policy endorsements must be received by the State of Arizona before work commences.

9.2.9.2 Each insurance policy required by this Grant Agreement must be in effect at, or prior to, commencement of work under this Grant Agreement. Failure to maintain the insurance policies as required by this Grant Agreement, or to provide evidence of renewal, is a material breach of this Grant Agreement.

9.2.9.3 All certificates required by this Grant Agreement shall be sent directly to the State of Arizona Department of Environmental Quality, Attn: Waste Programs Division, Recycling Program, 1110 W. Washington Street, Phoenix, Arizona 85007. The State of Arizona Grant Agreement number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Grant Agreement at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

9.2.10 ***Subcontractors.*** Grantees' certificate(s) shall include all subcontractors as insureds under its policies or Grantee shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverage for subcontractors shall be subject to the minimum insurance requirements identified above. The State of Arizona reserves the right to require, at any time throughout the life of this Grant Agreement, proof from the Grantee that its subcontractors have the required coverage.

9.2.11 ***Approval and Modifications.*** The Department, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Grant Agreement, as deemed necessary. Such action will not require a formal Grant Agreement Amendment, but may be made by administrative action.

9.2.12 ***Exceptions.*** In the event the Grantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such a public entity shall provide a certificate of self-Insurance. If the Grantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Section 10.: Patent and Copyright.

The Grantee shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Grant Agreement performance or use by the State of materials furnished or work performed under this Grant Agreement. The State shall reasonably notify the Grantee of any claim for which it may be liable under this paragraph.

Section 11: Third Party Antitrust Violations.

The Grantee assigns to the State of Arizona any claim for overcharges resulting from antitrust violations

to the extent that those violations concern materials or services supplied by third parties to the Grantee, toward fulfillment of this Grant Agreement.

Section 12: Key Personnel.

It is essential that the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Grant Agreement. The Grantee must assign specific individuals to the key positions. Once assigned to work under the Grant Agreement, Grantees shall not remove or replace key personnel without consideration for impact to the project and the prior written approval of the ADEQ Recycling Coordinator. The Grantee shall bear all transitional expenses incurred due to replacement of Key Personnel.

Section 13: Compliance with Applicable Laws.

The materials and services supplied under this Grant Agreement shall comply with all applicable Federal, state and local laws. Grantee shall maintain and comply with all applicable licenses and permit requirements.

Section 14: Grantee's Representations and Warranties.

All representations and warranties made by the Grantee under this Grant Agreement and within the application shall survive the expiration or termination of the Grant Agreement. In addition, the parties acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, chapter 5.

Section 15: Department's Contractual Remedies

15.1 ***Right to Assurance*.** If the Department in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Grant Agreement, the Department may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of days specified in the demand may, at the Department's option, be the basis for terminating the Grant Agreement.

15.2 ***Non-exclusive Remedies*.** The rights and the remedies of the State under this Grant Agreement are not exclusive.

Section 16: Grant Agreement Termination

16.1 ***Conflict of Interest*.** The Grantee shall submit a written disclosure of any business or financial relationship having a monetary worth exceeding $50,000, that the Grantee, relative of the Grantee, individual employee, subcontractor(s) or relative(s) of subcontractor(s) may have with respect to this Grant Agreement. The period of disclosure shall be one fiscal year period immediately preceding this Grant Agreement, as established by the Grantee's standard accounting practices, and during the term of any resultant Grant Agreement.

16.2 ***Cancellation for Conflict of Interest*.**

16.2.1 Pursuant to A.R.S. § 38-511, the State may cancel this Grant Agreement after Grant Agreement execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant Agreement on behalf of the State is or becomes at any time while the Grant Agreement or an extension of the Grant Agreement is in effect an employee of or a consultant to any other party to this Grant Agreement with respect to the subject matter of the Grant Agreement. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time.

16.2.2 If the Grantee is a political subdivision of the State of Arizona, it may also cancel this Grant Agreement as provided in A.R.S. § 38-511.

16.3 ***Gratuities.*** The Department may, by written notice, terminate this Grant Agreement, in whole or in part, if the Department determines the Grantee or a representative of the Grantee offered employment or a Gratuity to any officer or employee of the State of Arizona for the purpose of receiving favorable treatment, including the making of any determination or decision, concerning this Grant Agreement. The Department, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Grantee.

16.4 ***Suspension or Debarment.*** The State may, by written notice to the Grantee, immediately terminate this Grant Agreement if the State determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Execution of a Grant Agreement shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify the Department.

16.5 ***Termination for Convenience.*** The Department reserves the right to terminate the Grant Agreement in whole or in part at any time, when in the best interests of the State of Arizona without penalty or recourse. Upon receipt of written notice of termination, the Grantee shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the Department. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Grant Agreement shall become the property of and be delivered to the Department. The Grantee shall be entitled to receive reimbursement for work completed and materials accepted before notification of termination. The Department is under no obligation to continue reimbursement for any work activities undertaken after notification of termination.

16.6 ***Termination for Default*****.** The Department reserves the right to terminate the Grant Agreement in whole or in part due to the failure of the Grantee to comply with any term or condition of the Grant Agreement or to acquire and maintain all required insurance policies, bonds, licenses and permits. The Department shall provide written notice of the termination and the reasons for it to the Grantee.

16.7 ***Continuation of Work Activities after Termination*****.** Termination of this Grant Agreement does not prohibit the Grantee from independently continuing work on the project, but any such independent

continuation is solely the responsibility of the Grantee.

Section 17: Notices

17.1 Grantee shall address all reimbursement requests relative to this Grant Agreement to:

[NAME of REPRESENTATIVE]
[TITLE]
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: [EMAIL]

17.2 The Department shall address all payments relative to this Grant Agreement to:

[NAME]
[TITLE]
[GRANTEE]
[STREET ADDRESS]
[CITY, STATE, ZIP]
Email: [EMAIL]

17.3 Grantee shall address all other notices relative to this Grant Agreement to:

[NAME of PROGRAM REPRESENTATIVE]
[TITLE]
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: [EMAIL]

17.4 The Department shall address all other notices relative to this Grant Agreement to:

[NAME]
[TITLE]
[GRANTEE]
[STREET ADDRESS]
[CITY, STATE, ZIP]
Email: [EMAIL]

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 4

GRANTEE'S APPLICATION INCLUDING ATTACHMENTS

Grant Application Form

Please check the program for which you are applying: (•) WRA ( ) WRITE ( ) RR&D

Arizona Department of Environmental Quality
Recycling Program Grant Application Form

Project Title – Please limit the length of the title to one line.

Smart Recycling Receptacles

Project Description – The project description should identify the type of project and the name of the specific program.

Implementation of Sedona's first smart recycling receptacles in parks and trailhead shuttle park and ride locations.

Authorizing Organization – Enter the name of the organization that is applying for the grant.

Name: The City of Sedona
Address: 221 Brewer Rd.
City: Sedona
State: Sedona
Zip Code: 86336

Authorized Organization Contact – Enter the name of the person who will be accepting responsibility for the terms and conditions of the Grant Agreement. This person must sign the signature page.

Name: Bryce Beck
Address: 221 Brewer Road
City: Sedona
State: Arizona
Zip Code: 86336

Project Manager – Enter the name, title, and contact information of the individual who will have the day-to-day knowledge of the project and should be contacted if clarification is required:

Name: Bryce Beck
Address: 221 Brewer Road
City: Sedona
State: Arizona
Zip Code: 86336

Title: Sustainabiltv Manager
Phone: (928) 203-5127
E-mail: bbeck@sedonaaz.gov

Organization type, check one:

( ) Private enterprise ( ) Political subdivision ( ) Tribal Government ( ) Non-profit

Project Costs:

1. Funds Requested: $ 53,650.02
2. Matching Funds: $ 4,100
3. Total Project Cost (Total lines 1 and 2): $ 65,379.02

Are you or your organization currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity? ( ) Yes (•) No

The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications, and scope in this grant application. The signature certifies understanding and compliance with the application attached hereto. ADEQ may approve the grant application with modifications to scope, methodology, schedule, final projects, and/or budget.

Authorized Signature _____ Print Name Bryce Beck

Date 11/30/23 Company/Agency City of Sedona Title Sustainability Manager

The Grant Application Form must be signed by the individual legally authorized to act on behalf of the applicant in conducting all official business relating to the project. Signing this form and submitting a grant application package, certifies that the applicant has the authority to enter into the Agreement, accept funding, and fulfill the terms of the proposed project if approved. The applicant is required to read the Arizona Department of Environmental Quality Recycling Program Grant Agreement Terms and Conditions and be legally authorized to enter into an agreement with ADEQ.

City of Sedona Compost & Recycling Waxie Bigbelly Smart Receptacle Grant Proposal

Date: November 11, 2023
To: Arizona Department of Environmental Quality
From: Abigail Hill, Bryce Beck, Zach Swartz, Sarah Estrada
RE: Sustainability Department at City of Sedona
221 Brewer Rd., Sedona, AZ 86332

Strategy and Approach

The City of Sedona Sustainability Department proposes procuring ten Bigbelly smart recycling receptacles to be distributed at Posse Ground Park, Sunset Park, trailhead shuttle park and ride locations. The City created the Sustainability Department in 2019 and the Municipal Sustainability Plan and Climate Action Plan shortly after. The Municipal Sustainability Plan set a goal for municipal operations to be 'Zero Waste,' and the Climate Action Plan aims to reduce community-wide emissions by 50% and increase waste diversion. Respectfully, the City of Sedona Sustainability Department is asking for $53,650.02 to procure ten smart recycling receptacles to further waste diversion efforts. Bigbelly has found that the average diversion rate increases by 48% for every customer who utilizes their Bigbelly Waxie receptacles (Bigbelly, 2023). By receiving these funds, the City of Sedona would establish a recycling baseline, improve recycling efficiencies, and build awareness between the community. The Sustainability Program is committed to improving community sustainability, managing resources, and protecting the natural environment. These receptacles would be the City's first smart recycling receptacles available to the public, a service that the community deserves and would be a giant leap towards creating a circular economy and obtaining additional waste data.

As of now, localized recycling data is challenging to obtain. Previous recycling efforts have had difficulty quantifying amounts collected and establishing where the waste is being sent to. Municipal operations have had a limited capacity to offer and quantify recycling efforts. The City does have a partnership with Sedona Recycles in which they provide recycling trailers at three Sedona locations: Sedona Posse Grounds Park, Uptown Parking Lot, and the Cultural Park. However, the current locations do not track weight amounts, create reports, or provide email and text notifications that the proposed receptacles would add. Sedona Recycles' processing facility has a 98% recovery rate on all of their accepted recyclables received (Sedona Recycles, 2023). The City does not have recycling receptacles set up in the local parks. By having more recycling receptacles distributed throughout the city it would help establish baseline data and improve municipal recycling efforts.

The receptacles include a metric tracking system powered by solar energy with customizable panel messaging. The receptacles have a built-in alert system connected to an app that alerts the administration when the bins are at capacity. The City's Public Works department would assist in servicing the receptacles once alerted. With this alert system technology provided by the bins, less time will be spent on servicing; therefore, gas usage and associated greenhouse gas emissions (GHGs) would be reduced. The data system allows for concise metric tracking of collected recyclables. Associated greenhouse gas emissions (GHGs) would then be calculated by the City's certified Greenhouse Gas Accountants. The bins will be placed in high-traffic areas at local parks and trailhead shuttles park

and ride locations to boost visibility, recycling efficiency, and collection. The receptacles have interchangeable side panels that will be used to display recycling and waste diversion information for the public. All receptacles will be closely monitored by the City's Sustainability Department in partnership with Sedona Recycles. Collection data will be captured by the receptacles, and Sedona Recycles will provide diversion data.

Status of the Waste and the Recyclables at Posse Grounds, Sunset Park, and Trailhead Shuttle Park & Rides

The City of Sedona has approximately 140 trash receptacles between the local parks and the municipal buildings. The current recycling trailers are diverted to Sedona Recycles and collection data is not available. With the new Bigbelly receptacles, transparent data on the amount of waste diverted and collected would be provided. The ability to track the data would allow the city to evaluate recycling effectiveness and assess future needs in municipal recycling efforts. The issue now is that there is no metric system tracking how much waste or recycling is currently being collected. The recycling drop-off locations in use do not have the ability to show precise collection amounts from individual sources. Instead, available data encompasses all materials received from the community at the Sedona Recycles facility as a whole. Data on how much is directly collected from municipal operations is not available under the current operations.

Environmental Results, Measurement & Reporting

Since an estimated 98% of the accepted recyclables brought to the Sedona Recycles facility are transparently turned back into goods, this ensures an established baseline data for municipal operations is critical to evaluating the effectiveness of recycling efforts and establishing new recycling initiatives (Sedona Recycles, 2023). With funding provided ten recycling bins would be placed between the local parks, Posse Grounds and Sunset Park, and the trailhead shuttle park and ride locations. The Sustainability Department commits to providing regular quarterly reports, including statistics on recycling rates, feedback from the community, and photographs. The data will be collected each month and will be tracked with an Excel sheet. Quarterly status reports will be provided to ADEQ, and a final report will be created and shared with the community on the City of Sedona's website at the end of one year from the start of the project.

Programmatic Capability (and Past Performance for Grant Cycles):

The City of Sedona purchased ten regular trash Bigbelly receptacles as of January 2023, dispersed the bins throughout the city in July of 2023, and is beginning to gather baseline data of trash collected throughout the City. The Public Works team is familiar with how to utilize the technology connected to the bins. The City of Sedona has proven success on a variety of waste management projects since 2019. The City holds a yearly Household Hazard Waste Event, and from 2019-2022, 88,123 pounds of electronics and hazardous waste have been collected. In November 2023, the City of Sedona hosted its first 'Zero Waste' food truck event, where 402lb of compost and recyclables (69% of total waste) was diverted. This initiative expands on our previous and continued waste diversion

efforts. Additionally, The City has partnered with Sedona Recycles on various initiatives. The City also partners with Oak Creek Watershed Council to host cleanup events and collected 172 pounds of waste from the watershed in FY23. Sedona Recycles is an integral part to waste diversion efforts in the community and partnering with them on this initiative bolsters the cohesion between the organizations. The Sustainability Department is highly confident that this project will be successful and will ensure all procedures are done thoroughly.

Timeline:

Objective: Develop an enhanced recycling system between the City of Sedona, and Sedona Recycles to increase waste diversion in the community.

Phase 1- (Month 1-2)

- Bryce Beck, the Sustainability Department Manager, and Sarah Estrada, Sustainability Coordinator will manage the project.
- Develop a site plan for location drop-off centers for the bins.
- Collaborate with City Management, Public Works, and Sedona Recycles on side message panels
- Disperse and install bins to proposed locations.
- Create the first status report in March 2024.

Phase 2- (Month 3-5):

- Make any necessary adjustments to increase the diversion rate with the bins.
- Disperse and install receptacles.
- Calibrate database software.
- Work with local artists and community groups to design messaging panels to engage residents.
- Public Works will begin taking collected recycling to Sedona Recycles and will continue weekly.
- Create a second quarterly report June 2024.

Phase 3- Implementation and Monitoring (Months 6-11):

- Create a social media outreach post on recycling and gather data.
- Collect data on the amount of waste diverted and create third quarterly report October 2024.
- GHG emissions estimates will be updated monthly and be included in quarterly reporting.
- Collect data on the amount of waste diverted and create a fourth quarterly report December 2024.

Measurable Objectives:

1. Implement metric tracking system to establish baseline data and increase recycling efficiency and accuracy.
2. Quantify effectiveness of social media and educational outreach (e.g. number of post views, likes, surveys).
3. Establish greenhouse gas emissions (GHGs) estimates on collected materials.

Budget Description:

Funds will be allocated towards ten new recycling bins. The City of Sedona will cover in-kind costs, administration, labor, installation, transportation, marketing, and receptacle wrap design. All grant funds will only be used to procure the receptacles with side message panels, the software platform, shipping, and anti-graffiti wrap. The ten

smart receptacles are expected cost $32,280.16. All receptacles would have an additional fee for anti-graffiti wraps totaling $6,160, an 8-year software fee of $6,470.04, and side message panels with a cost of $3,140. The anticipated total cost of the smart receptacles including shipping is $53,650.02. Pickup and servicing costs is expected that it will cost $2,160 annually for servicing from Sedona Recycles. Additionally, an estimated $4,100 would go towards outreach and marketing for the receptacles. The City of Sedona will cover in-kind $7,629. In total, the Sustainability Department is requesting $53,650.02.

Conclusion:

The Sustainability Department is tasked with implementing projects and initiatives to reduce emissions by 50% by 2030 and to protect the surrounding natural environment for future generations. The City of Sedona is requesting $53,650.02 for ten Bigbelly smart recycling receptacles. Sedona Recycles and the Public Works Department will assist in the servicing of the receptacles. These funds will be distributed directly for the procurement of the bins and associated software and anti-graffiti. All other costs would be absorbed by the Sustainability Department. The smart receptacles would establish baseline data to evaluate efficiencies and inform future projects. The project will be supervised by Sustainability staff, who will also provide reporting on the project. We believe this is a great start in doing what we can in a small part of the community to create a substantial impact on our state's recycling efforts. This project will provide recycling opportunities for the community and indirectly bolster our local economy, creating a step towards a more circular economy. Again, thank you for considering our application.

Work Cited

Bigbelly, (2019, March 18). *Bigbelly by the numbers - 2018 edition: 144 million gallons and counting!*.Bigbelly. https://bigbelly.com/news/bigbelly-by-the-numbers-2018-edition-144 million-gallons-and-counting

SedonaRecycles, (2020). *Recycling Facts & Figures.* Sedona Recycles. http://www.sedonarecycles.org/facts-figures/

BUDGET FORM

Personnel Costs: (List principles by name and future employees by title. Provide hourly rate and number of hours in the narrative description of the budget plan.)

Personnel Name	Hourly Rate and Number of Hours	Grantee's Contribution		Requested Funds	Extended Total
		Monetary	In-Kind		
Sedona Recycles	4 pickups per month at $45	0	Servicing $180 x 12 month = **$2160**	0	$2,160
Bryce Beck	4 hours per month @ $29/hr	0	4hr x $29 x 12 month = $**1,392**	0	$1,392
Sarah Estrada	4 hours per month @ $29/hr	0	Administration 4hr x $29 x12 month = **$1,392**	0	$1,392
Public Works	10 hours per month @ $20/hr	0	Servicing 10hr x $20 x 12 month = **$2400**	0	$2,400
Total		0	$7,344	0	$7,344

Equipment Costs: (List all items of equipment to be purchased valued greater than $50.)

Equipment	Grantee's Contribution		Requested Funds	Extended Total
	Monetary	In-Kind		
6 Non-Compacting Recycling Bigbelly Receptacles	0	0	$2926.69 x 6 = $17,680.16	$17,680.16
4-Compacting Recycling Bigbelly Receptacles	0	0	$4,650 x 4= $18,600	$18,600
Anti-Graffiti Wrap	0	0	$616 x 10=$6,160	$6,160
Side Message Panels	0	0	$157 x 20=$3,140	$3,140
20 Additional In-Sert Bins to Replace Plastic Liners	$100 x 20 = $2,000	0	0	$2,000
Software Platform	0	0	$647.04 x 10=$6,470.04	$6,470.04
Shipping	0	0	$1,600	$1,600
Total	$2,000	0	$53,650.02	$55,650.02

Other Direct Costs: (List services such as consultant, materials, supplies, etc. Call (602) 771-5613 if you have questions on acceptable charges.)

Type	Grantee's Contribution		Requested Funds	Extended Total
	Monetary	In-Kind		
Outreach Supplies	$1,000	5hr x $19 x 3 month= **$285**	0	$1,285
Graphic Design	$1,100	0	0	$1,100
Total	$2,100	$285	0	$2,385

Total Budget: (Total the following columns: Monetary, In-Kind, Requested Funds and Project Total)

	Grantee's Contribution		Requested Funds	Project Total
	Monetary	In-Kind		

Grand Totals	$4,100	$7,629	$53,650.02	$65,379.02

REMINDER: Private enterprises must provide 100% monetary match. In-kind match will not be accepted.

ADEQ Recycling Grant
Timeline, Tasks & Deliverables

Instructions: Place an "X" in each month that a task or deliverable was completed in.

Grantee Organization:	City of Sedona	Submission Date:	11/30/2023
Grant Name or Title:	Waxie Bigbelly Smart Recycle Bin Infrastructure Improvement Plan	Submitted By:	Abigail Hill

Abbreviated Tasks or Objects	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Oct	Nov	Dec	Evaluation or Deliverables
SAMPLE: Submit Certificate of Insurance									*X*			*ADEQ receives Certificate of Insurance on 10/1/2023*
Procurement of Bigbelly Smart Receptacles	X	X	X									* Receipt submittal of smart receptacles purchase
Coordinate locations for receptacles	x	x	x									*Shipping confirmation of the product and a map of receptacle location
Disperse receptacles to appropriate locations				x	x	X						*Pictures of rceptables at Posse Grounds, Sunset Park, and trailhead locations
Calibrate software programming for receptacles					x	x						*Initial Bigbelly software report received
Create first status report			x									* First status report
Establish a communication plan/timeline with partners (Public Works, Sedona Recycles)	x		x			x			x		x	*Draft of marketing materials delivered to ADEQ
Create side message panels			X	X								*Draft 10 side message panel materials
Make adjustments for any improvements			X		X		X		X		X	*Collection efficienecy report will be delivered to ADEQ from Bigbelly
Create second report and green house gas emissions baseline data						x						* 2nd quarter rtatus report including hreen house gas emissions estimate
Host a recycling rorkshop in collaboration with local recycling & waste service providers								x				*Photos of event and report on attendance
Create third quarterly report and green house gas emissions data									x			* 3rd quarter status report including green house gas emissions estimate
Create a social media outreach on recycling diversion efforts					X		X		x		X	*Screen shots of social media outreach post showcasing the new 10 Bigbelly receptacles.
Collect data on green house gas emissions, waste amounts collected, social media outreach effectiveness.					x	x	x	x	x	x	x	*Bigbelly reports and green house gas emissions inventories which will be included in quarte
Create comprehensive final report											X	* Final comprehensive report

Bryce Beck

(928) 713-2130 | bryce.c.beck@gmail.com

Summary of Qualifications

- Leadership – 13+ years of experience in project coordination, supervision, budgeting, training, and evaluation.
- Environmental Communication – seasoned with outreach, public speaking and engagement techniques
- Sustainability and Environmental Analysis – apply a holistic lens into projects to find resilient solutions
- Carbon Accounting – scope I, II, and III greenhouse gas (GHG) emissions analysis
- GIS Mapping - experience using ArcGIS and QGIS to create pollution and environmental analysis maps
- Software – proficient with Microsoft and Google Office Suites, Teams, Zoom, Adobe Illustrator and Photoshop

Education

Northern Arizona University

MS Climate Science & Solutions (4.0 GPA) November 2020

Emphasis – Environmental Analysis and Mitigation

BS Parks & Recreation Management May 2014

Emphasis – Wildland Management

Certifications & Achievements

Certified Park and Recreation Professional (CPRP)

Certified Pesticide Applicator: Turf and Ornamental

Class A Commercial Driver's License

2021 Nominee for Northern Arizona University's Sustainability Leadership Awards

Experience

City of Sedona: City Manager's Office *Sept 2021 – Present*

Sustainability Coordinator

- Developed Sedona's first ever Home Energy Retrofit Project.
- Calculated Scope 1, 2, and 3 GHG Emissions at the Municipal and Community levels using the Climate Registry and WRI GHG Protocols.
- Developing a comprehensive Integrated Pest Management Plan to reduce chemical exposure and risks associated with various pesticides.
- Prepared audits and reports to inform City policy on sustainable procurement, water conservation, and ESCO projects.
- Data collection, surveying, and research for sustainability initiatives around energy and water.
- Developed and presented climate interpretive materials for community presentations and webinars.

Bryce C Beck
(928) 713-2130 | bryce.c.beck@gmail.com

Northern Arizona University: Office of Sustainability *Jan 2020 – Jan 2021*
Environmental Caucus Manager

- Developed the 2020 Sustainability Leadership Awards and the State of Climate Action Event.
- Coordinated sustainability efforts around recycling, water conservation, and energy use.
- Developed Environmental Action Teams and authored a part of NAU's Climate Action Plan.
- Data collection, surveying, and research for sustainability initiatives around energy and water.
- Developed greenhouse gas emissions profiles for the 24 NAU extended campus locations.
- Created newsletters, webinars, flyers, and outreach materials for sustainability initiatives.
- Installed weather stations, collected water/soil samples, and planted ponderosa pine saplings for a NOAA sponsored project in a fire-scarred area of the Coconino National Forest.

National Park Service: Flagstaff Area National Monuments *August 2020 – Present*
Environmental Interpretation Intern

- Developed a climate science resource manual for interpretive and educational programs.
- Created an ArcGIS Story Map that highlights drought adaptations of various plants.
- Provided formal and informal interpretation programs that highlight the areas cultural and natural resources.
- Authored an article about the people of Walnut Canyon for the Monument's website.

Pete Lien & Sons, Inc. *May 2020 – September 2020*
Greenhouse Gas Emissions Intern

- Developed a Standard Operating Procedure for Auxiliary Greenhouse Gas Emissions.
- Created a Greenhouse Gas Inventory and calculated scope I, II, and III emissions from electricity, natural gas, mobile, refrigerant, and explosive sources.
- Researched environmental reporting protocols and credits relating to GHG emissions.

City of Prescott: Recreation Services Department *June 2006 – August 2019*
Lakes Technician/Park Ranger Coordinator

- Maintained, prepared, and audited three lakes and 15 multiuse recreation complexes including playgrounds, campgrounds, trail areas and athletic fields.
- Coordinated, budgeted, trained, supervised, evaluated, scheduled, and hired up to 30 team members, volunteers, and court appointed crews.
- Implemented a waste management plan that reduced trash collection by 45% and redirected ~2500 labor hours per year.
- Operated and maintained vehicles and heavy equipment including backhoes and tractors.
- Installed watershed restoration devices and removed invasive species in riparian areas.
- Administered contracts, requests for proposals, capital improvements, and solicited bids.
- Created plans for recreational programming, operations, and community outreach.
- Developed safety and hazardous material handling protocols and administered training.
- Audited, calibrated, and repaired spraying equipment, as well as applied pesticides and herbicides to manage invasive species in environmentally sensitive areas.

DISCLOSURE FORM

Name of Organization: City of Sedona	**Title of Project:** Smart Recycling Receptacles

Type of Organization, check one: ◯ Private Enterprise ◯ Political Subdivision ◯ Tribal Government ◯ Non-profit Organization

Disclosure and Explanation of Potentially Inconsistent Conduct

Check applicable box: ◯ Disclosures listed below ◉ Nothing to disclose

Identify any instances, within the last five years, in which the organization's conduct may be perceived as inconsistent with the state's interests. Provide information, below, to assist in a determination of eligibility.

Not aware of any inconsistent conduct.

Gmail

Recycling - AZDEQ <recycling@azdeq.gov>

Re: Recycling Grant Clarifying Questions: Response Required by 2/12 12pm

1 message

Bryce Beck <BBeck@sedonaaz.gov> Mon, Feb 12, 2024 at 11:29 AM
To: Recycling - AZDEQ <recycling@azdeq.gov>, Abby Hill <AHill@sedonaaz.gov>
Cc: Debra Behrens <behrens.debra@azdeq.gov>

Hi J.B.,

Attached is an updated timeline. The deliverables would stay the same. The timing would just shift back a bit to accommodate changes in potential procurement timelines. We believe the budget will largely stay the same, so no changes were made for an update there. We've worked with the supplier of the equipment during the middle of last year and have a good relationship with them. After speaking with the supplier, we're confident equipment would be able to be purchased before the end of the fiscal year, around May is anticipated after wrap design and technical pieces are wrapped up.

Timelines on procurement may be able to shift, but I'm comfortable with projecting procurement of equipment by the end of May. Shipping/delivery times may push it back into June, but we'd get through the purchasing process and receptacle designs before then. If the award date was to be moved back beyond March, I believe it would be difficult to procure the equipment before the end of the fiscal year. The window for procurement, wrap design, and shipping would be truncated and close to the fiscal deadline.

During the award period, current staffing levels would incorporate the new smart receptacles into current operations as an expansion of our waste and data collection efforts. The greenhouse gas emissions estimates would also be incorporated into ongoing, annual greenhouse gas emissions inventories. The Sustainability Coordinator would oversee the operation of the receptacles in partnership with the Public Works team, while the Sustainability Manager would manage greenhouse gas emissions and data reporting quality control. This would continue after the award period ends and be built into programming and project efforts.

We look forward to hearing about the grant results. If you have any other questions that we can answer, of I can clarify anything, please let us know. Have a wonderful week!

Regards,
Bryce

City of Sedona
Bryce Beck
Sustainability Manager
City Manager's Office
102 Roadrunner Dr.
Sedona, AZ 86326
bbeck@sedonaaz.gov
(928) 203-5127
City business hours are Mon-Thur 7 a.m.- 6 p.m.

From: shaw.joseph@azdeq.gov <shaw.joseph@azdeq.gov> on behalf of Recycling - AZDEQ <recycling@azdeq.gov>
Sent: Thursday, February 8, 2024 7:13 PM
To: Bryce Beck <BBeck@sedonaaz.gov>; Abby Hill <AHill@sedonaaz.gov>
Cc: Debra Behrens <behrens.debra@azdeq.gov>
Subject: Recycling Grant Clarifying Questions: Response Required by 2/12 12pm

Please reply with confirmation of receipt of this email.

Dear Applicant,

Thank you for your patience as the Arizona Recycling Advisory Committee (ARAC) evaluates the 61 recycling grant applications received. After review, the committee does have clarifying questions regarding your application. **Please provide clarification by Monday, February 12, 2024, no later than 12:00pm (noon). If responses are not received by the deadline date and time, your application will be considered "withdrawn."**

- Provide an **updated timeline and budget** based on a proposed March 1st award date, to address how your project will spend all funding requested, **by June 30, 2024**. Projects may continue for one year from award date. However, all ADEQ grant funding MUST be spent and all goods and services requesting reimbursement must be received by June 30, 2024. Project funding after June 30, 2024 is the responsibility of the grant awardee.

- Within your timeline, provide a date you would be able to reasonably procure and receive your equipment to begin work. Please Note: If you are awarded, equipment purchases prior to the award date will not be reimbursed.

- Provide feedback on how, if at all, you believe your project outcomes may be impacted by the end of fiscal year spend time frame?

- Provide further detail on how you would sustain the necessary staffing and program outcomes after the award period of the project ends?

Again, it is important to respond to this email by **Monday, February 12, 2024 by 12:00pm (noon)**. Those who do not respond by this date and time will be removed from the pool of potential awardees.

Thank you for your time and please let us know if you have any questions.

Sincerely,

J.B. Shaw

Recycling Coordinator
Ph: 602-771-5613

azdeq.gov

Your feedback matters to ADEQ. Visit azdeq.gov/feedback

UpdatedCOS - grant_timeline_form_ADEQ - Copy.xlsx
58K

ADEQ Recycling Grant
Timeline, Tasks & Deliverables

Instructions: Place an "X" in each month that a task or deliverable was completed in.

Grantee Organization:	City of Sedona	Submission Date:	11/30/2023
Grant Name or Title:	Waxie Bigbelly Smart Recycle Bin Infrastructure Improvement Plan	Submitted By:	Abigail Hill

Abbreviated Tasks or Objects	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Oct	Nov	Dec	Evaluation or Deliverables
SAMPLE: Submit Certificate of Insurance									*X*			*ADEQ receives Certificate of Insurance on 10/1/2023*
Procurement of Bigbelly Smart Receptacles			X	X	X							* Receipt submittal of smart receptacles purchase
Coordinate locations for receptacles	x	x										*Shipping confirmation of the product and a map of receptacle location
Disperse receptacles to appropriate locations					X	X	X					*Pictures of rceptables at Posse Grounds, Sunset Park, and trailhead locations
Calibrate software programming for receptacles						x	X					*Initial Bigbelly software report received
Create first status report					X							* First status report
Establish a communication plan/timeline with partners (Public Works, Sedona Recycles)				X			X		x		x	*Draft of marketing materials delivered to ADEQ
Create side message panels			X		X							*Draft 10 side message panel materials
Make adjustments for any improvements					X		X		X		X	*Collection efficienecy report will be delivered to ADEQ from Bigbelly
Create second report and green house gas emissions baseline data								X				* 2nd quarter rtatus report including hreen house gas emissions estimate
Host a recycling rorkshop in collaboration with local recycling & waste service providers										X		*Photos of event and report on attendance
Create third quarterly report and green house gas emissions data											X	* 3rd quarter status report including green house gas emissions estimate
Create a social media outreach on recycling diversion efforts					X		X		x		X	*Screen shots of social media outreach post showcasing the new 10 Bigbelly receptacles.
Collect data on green house gas emissions, waste amounts collected, social media outreach effectiveness.					x	x	x	x	x	x	x	*Bigbelly reports and green house gas emissions inventories which will be included in quarte
Create comprehensive final report											**	**Final comprehensive report beginning of new year - 2025

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 5

TASK AND PAYMENT SCHEDULE

FY2024 ADEQ Recycling Grant Task & Payment Schedule

All projects must be completed one year from award, and funding must be spent/incurred by June 30, 2024.

	Reimbursement Requested:	$53,650.02
First Quarter (March, April, May)	**Report due:**	6/28/2024
Please Note: Do not begin work until a Notice to Proceed is provided by ADEQ.		
Task 1	Map of Proposed Recycling Receptacle Locations	
Task 2	Drafting of Side Message Panels	
Task 3	Drafting of Marketing Materials	
Task 4	Procurement of Receptacles	
Task 5	Quote and Receipt Submittal	
Task 6	Status Report	

	Reimbursement Requested:	$0
Second Quarter (June, July, August)	**Report due:**	9/27/2024
Please Note: All funding must be spent/items received by the end of Fiscal Year on June 30, 2024.		
Task 1	Software/Platform Calibration	
Task 2	Pictures of of Installed Receptacles	
Task 3	Social Media Outreach Posts	
Task 4	Marketing Materials Distributed	
Task 5	First Collection Reports	
Task 6	Status Report	

	Reimbursement Requested:	$0
Third Quarter (September, October, November)	**Report due:**	12/27/2024
Task 1	Software and Collection Frequency Adjustments	
Task 2	2nd Round of Messaging Panels	
Task 3	Social Media Posts on Recycling	
Task 4	Collections Report w/ GHG Emissions Avoided Estimaes	
Task 5	Host Recycling Workshop	
Task 6	Status Report	

	Reimbursement Requested:	$0
First Quarter (December, January, Febrary)	**Report due:**	3/28/2025
Task 1	Software and Collection Frequency Adjustments	
Task 2	Social Media Outreach Recycling Tips	
Task 3	Updated Photos of Recycling Receptacles	
Task 4	Collections Report w/ GHG Emissions Avoided Estimates	
Task 5	Final Comprehensive Report	
Task 6		

Grantee Signature:	Bryce Beck
Date Submitted:	2/26/2024
ADEQ Representative Signature:	
Acknowledgement of Receipt	

GRANT AGREEMENT
NO. EV24-0056

ATTACHMENT 6

REQUEST FOR REIMBURSEMENT FORM

ADEQ Arizona Department of Environmental Quality
1110 W. Washington Street
Phoenix, AZ 85007

Reserved for ADEQ Accounts Payable

Request for Reimbursement

Invoice Amount:	
Invoice Date:	
Invoice Number:	

Agreement Number:	EV24-0056		
Recipient Name:	City of Sedona	UEI Number:	M5VJZN2SMSN5
Recipient Vendor ID:	IV0000002601	(If applicable)	
Grant Program:	Waste Reduction Assistance (WRA)		
Purchase Order Number:		Federal Fiscal Year:	
		State Fiscal Year:	2024

Description of Services Rendered:

Recipient Certification

I certify that this request for reimbursement and supporting documentation has been examined by me, and to the best of my knowledge and belief, the reported expenditures are valid, reasonable, and allowable, based on our official accounting records and are consistent with the terms of the Subaward Agreement. All copies of receipts, performance reports, and other applicable accounting documents are included with this request.

Requestor Printed Name	Requestor Signature	Date Signed

ADEQ Approval and Certification

I certify that this request for reimbursement and supporting documentation has been examined by me, and to the best of my knowledge and belief, the reported expenditures are valid, reasonable, and allowable and are consistent with the terms of the Subaward Agreement. All copies of receipts, performance reports, and other applicable accounting documents have been reviewed. Performance is satisfactory for payment.

ADEQ Comments:

ADEQ Program Approver Printed Name	ADEQ Program Approver Signature/Date	Date Signed

CITY COUNCIL AGENDA BILL

AB 2973
April 09, 2024
Consent Items

Agenda Item: 3i
Proposed Action & Subject: Approval of a Resolution authorizing the execution of an Intergovernmental Agreement (IGA) between the City of Sedona's Police Department and the City of Phoenix's Police Department regarding the Internet Crimes Against Children (ICAC) Task Force.

Department	Police Department
Time to Present **Total Time for Item**	N/A
Other Council Meetings	N/A
Exhibits	A. Resolution B. IGA

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	Approve an Intergovernmental Agreement between the City of Sedona and the City of Phoenix Police Departments regarding the Internet Crimes Against Children (ICAC) Task Force.

Expenditure Required
$ N/A
Amount Budgeted
$ N/A
Account No. (Description)

SUMMARY STATEMENT

Background: This IGA will provide funding to the Sedona Police Department on a reimbursable basis to support our efforts to investigate, prosecute, and deter the possession, production, and distribution of unlawful images depicting the sexual exploitation of minors and the utilization of the Internet to seek children as sexual victims.

The Sedona Police Department will work together with the ICAC Task Forces by providing community education to both children and parents regarding online dangers and empower the user with information so they may safely visit the Internet.

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

Board/Commission Recommendation: ☐Applicable - ☒Not Applicable

Alternative(s): Council could choose not to approve this IGA.

MOTION

I move to: approve Resolution No. 2024-__ authorizing the execution of an Intergovernmental Agreement between the City of Sedona's Police Department and the City of Phoenix's Police Department regarding the Internet Crimes Against Children (ICAC) Task Force.

RESOLUTION NO. 2024-__

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF PHOENIX FOR ARIZONA INTERNET CRIMES AGAINST CHILDREN TASK FORCE SUB-AWARD FUNDING.

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

Section 1. The City of Sedona, through its Mayor and City Council, hereby authorizes and approves the Intergovernmental Agreement with the City of Phoenix for the Internet Crimes Against Children Task Force Sub-Award Funding ("IGA") and the acceptance and expenditure of the grant funding.

Section 2. The Mayor is hereby authorized and directed to execute the IGA with approval of the City Attorney and any and all documents necessary to effectuate said IGA, and the recording by law.

APPROVED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, on April 9, 2024.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kurt W. Christianson, City Attorney

ARIZONA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

Intergovernmental Agreement

Between

Phoenix Police Department (Primary Grantee) /
Arizona ICAC Task Force Lead Agency

and

Sedona Police Department

THIS Intergovernmental Agreement ("IGA") is entered into between the City of Phoenix, Arizona, through the Phoenix Police Department ("PPD" or "Primary Grantee"), and the City of Sedona, Arizona, through the Sedona Police Department ("Affiliate Agency").

I. RECITALS

1.1 Whereas public agencies are authorized and empowered to enter into intergovernmental agreements for the provision of services or for joint or cooperative action pursuant to Arizona Revised Statutes (A.R.S.) §11-952. The City of Phoenix is also authorized and empowered pursuant to Chapter 2, Section 2 (i), of the Charter of the City of Phoenix.

1.2 Whereas the Phoenix Police Department / Arizona Internet Crimes Against Children Task Force ("ICAC Task Force") Lead Agency, is the recipient of the United States Department of Justice ("DOJ"), Office of Juvenile Justice and Delinquency Prevention ("OJJDP") grant regarding Internet Crimes Against Children ("ICAC"). The Task Force utilizes the grant, and funding from the Arizona Attorney General's Office, for the purpose of administering and operating an ICAC Task Force in Arizona. PPD is the primary grantee for the ICAC Task Force. Agencies affiliated through this IGA are known as "Affiliate Agencies".

1.3 Whereas the PPD / ICAC Task Force agrees to work with the affiliates to support and advance the goals of the Internet Crimes Against Children Task Force, a DOJ initiative. Phoenix PD / ICAC Task Force may be able to provide financial assistance to the Affiliate Agency, on a reimbursable basis, through various funding sources.

1.4 Whereas the OJJDP administers the ICAC Task Force Program, which is a national network of state and local law enforcement investigative units. The national ICAC program assists state and local law enforcement agencies in the

development of an effective response to cases involving images depicting the sexual exploitation of minors and the sexual assault and abuse of children facilitated by technology. Due in large part to the technological aspects of these cases, the ICAC Task Force Program promotes a multi-jurisdictional, multi-agency approach to investigating and prosecuting ICAC cases. ICAC's goals are to increase the investigations and prosecutions of Internet crimes against children offenses, and to increase public awareness and prevention of ICAC offenses.

1.5 Whereas the national policy objectives for ICACs are to:

(1) Increase the investigative capabilities, including effectiveness and efficiency, of law enforcement officers in the detection, investigation of qualifying offenses and the apprehension of offenders;
(2) Increase the number of ICAC-qualifying (state and federal) offenses being prosecuted;
(3) Create a multi-agency task force response to ICAC offenses;
(4) Enhance the nationwide response to ICAC offenses; and
(5) Develop and deliver ICAC public awareness and prevention programs.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties hereby agree to the following terms and conditions:

II. PURPOSE

2.1 The purpose of this IGA is to provide funding for the Affiliate Agency, on a reimbursable basis, to support their efforts to investigate, prosecute, and deter the possession, production, and distribution of unlawful images depicting the sexual exploitation of minors and the utilization of the Internet to seek children as sexual victims.

2.2 The purpose of this IGA is to memorialize parties' agreement to work together to assist the ICAC Task Force in its efforts to investigate, prosecute, and deter the possession, production, and distribution of unlawful images depicting the sexual exploitation of minors and the utilization of the Internet to seek children as sexual victims.

2.3 Additionally, this IGA defines the responsibilities of the Affiliate Agency with the ICAC Task Force.

III. RESPONSIBILITIES

3.1 Affiliated ICAC Task Forces may include investigators, supervisors, or prosecutors from various local, state, and federal law enforcement agencies who provide assistance, subject to availability.

3.2 Affiliated ICAC Task Forces should identify and investigate individuals who exploit children for sexual purposes through the use of technology and/or who obtain, distribute, and/or produce child pornography.

3.3 Affiliated ICAC Task Forces should be focused on presenting evidence of criminal activity to prosecutors, which then leads to the successful prosecution of individuals who have committed coercion/enticement or unlawful image offenses.

3.4 Affiliated ICAC Task Forces may, subject to availability, sponsor community education efforts regarding the prevention of Internet crimes against children and provide ICAC training to other state and local law enforcement officials.

3.5 Affiliated ICAC Task Forces may, subject to availability:

(1) Conduct undercover ICAC investigations; and
(2) Conduct reactive investigations for which venue lies within the agency's jurisdiction(s), including investigations of unlawful images depicting the sexual exploitation of minors, CyberTip referrals from the National Center of Missing and Exploited Children (NCMEC), Internet Service Provider and law enforcement referrals, other ICAC-related investigations, and other sources.

3.6 The Affiliated ICAC Task Force will ensure that:

(1) Only sworn law enforcement personnel will conduct undercover ICAC investigations;
(2) Each investigator involved with undercover operations has received ICAC training prior to initiating investigations; and
(3) ICAC investigations shall also be governed by the national ICAC program's Standard Operating Procedures.

3.7 Where investigations reveal that the safety of a child is at risk, it is of paramount importance that the safety and well-being of the child clearly outweigh any consideration being given to the continued investigation.

3.8 ICAC Task Forces have a substantial number of matters to investigate which requires prioritization of these matters. The Affiliate Agency agrees to use the guidelines in the ICAC Standard Operating Procedures to prioritize cases.

3.9 An additional secondary role of the Affiliate Agency is to educate, as time and resources permit, both children and parents regarding online dangers, and empower them with information so they may visit the Internet in safety. Task force personnel may conduct education and prevention programs to foster awareness and provide practical, relevant guidance to the community about Internet child safety issues.

IV. DURATION AND TERMINATION

4.1 This IGA shall become effective upon the date of the last signature of the executing parties and will supersede any pre-existing agreements between the Affiliate Agency and the Arizona ICAC Task Force. This IGA will remain in effect

for five (5) years after the IGA becomes effective, unless the agreement is terminated in writing by either party upon thirty (30) day notice.

4.2 Violation of the ICAC Standard Operating Procedures is considered a material breach of this agreement and cause for cancellation of Affiliate Agency's affiliation with the Arizona ICAC Task Force. Upon discovering a violation and notifying the Affiliate Agency, the Primary Party may cancel the contract and rescind any funding under this agreement.

V. GENERAL PROVISIONS

5.1 Conflict of Interest. This Agreement is subject to cancellation pursuant to the provisions of A.R.S. § 38-511.

5.2 Immigration law compliance and warranty. As required by A.R.S. § 41-4401, each party hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Each party further warrants that after hiring an employee, it verifies the employment eligibility of the employee through the E-Verify program. If either party uses any subcontractors in performance of the IGA, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the IGA, subject to penalties up to, and including, termination. A party shall not be deemed in material breach if it and/or its subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). Each party retains the legal right to inspect the papers of the other party and/or its subcontractor engaged in performance of this IGA to ensure that the other party and/or its subcontractor is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the parties may modify this paragraph consistent with state law.

5.3 Communication between state and local government agencies and federal immigration authorities; compliance. As required by 8 U.S.C. § 1373, each party hereby agrees that, notwithstanding any other provision of federal, state, or local law, it will not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, federal immigration authorities, including US Immigration and Customs Enforcement (ICE), US Customs and Border Protection (CBP), or US Citizenship and Immigration Services (USCIS), information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

5.4 Indemnification. To the extent permitted by law, each party will indemnify and save the other party harmless, including any of the parties' departments, agencies, officers, employees, elected officials or agents, from and against all loss,

expense, damage or claim of any nature whatsoever which is caused by any activity, condition or event arising out of the performance or non-performance by the indemnifying party of any of the provisions of this IGA.

Each party, in all instances, shall be indemnified against all liability, losses, and damages of any nature for, or on account of, any injuries or death of persons or damages to or destruction of property arising out of or in any way connected with the performance or non-performance of this IGA by the other party, except such injury or damage as shall have been occasioned by the negligence of that other party. The damages incurred by the other party, their department, agencies, officers, employees, elected officers, or agents shall include in the event of any action, court costs, expenses for litigation and reasonable attorneys' fees.

The parties are responsible and liable for the acts and omissions of their own officers, agents, or employees in connection with the performance of their official duties under this IGA.

This agreement does not relieve either agency of its official duties and shall not be construed as limiting or expanding the statutory responsibilities of the parties.

5.5 Binding effect. All terms, provisions, and conditions hereof shall be binding upon and inure to the benefit of all parties hereto and their respective heirs, personal representatives, successors, and assigns.

5.6 Severability. In the event any term or provision of this IGA is held to be invalid or unenforceable, the validity of the other provisions shall not be affected, and the IGA shall be construed and enforced as if it did not contain the particular term or provision that is deemed to be invalid or unenforceable.

5.7 Governing law. This IGA will be governed by the laws of the State of Arizona, both as to interpretation and performance.

5.8 Modification. This IGA may be modified only by mutual written agreement of the parties.

VI. SPECIAL PROVISIONS

6.1 Goals for cases prosecuted. Various County Attorneys' Offices throughout the State of Arizona have successfully prosecuted many cases investigated by the ICAC Task Force and its affiliated agencies. Cases investigated by the ICAC Task Force may be prosecuted in Federal or State Court.

The affiliated agency agrees that the criteria for determining whether to prosecute a particular violation in state or federal court will be determined based upon the forum in which the greatest overall benefit to the public will be achieved. The parties agree that the greatest overall benefit to the public and victims will be achieved in the forum in which the purposes of punishment will be accomplished

to the greatest possible extent. The parties agree that the sentences in ICAC cases should, to the greatest possible extent:

(1) Reflect the seriousness of the offense;
(2) Promote respect for the law;
(3) Provide just punishment for the offense;
(4) Afford adequate deterrence to criminal conduct;
(5) Protect the public from further crimes of the defendant; and
(6) To provide the defendant with needed educational or vocational training, medical care, or other correctional treatment in the most effective manner.

Given these goals and the research regarding the typical hands-on offense histories of those convicted as on-line predators and child pornography offenders, incarceration is a desired outcome in ICAC cases.

6.2 Reporting statistics. The Affiliate Agency will provide monthly reports to the Phoenix PD / ICAC Task Force in the prescribed format, no later than ten (10) days after the end of the preceding month. If statistics are not provided by the deadline, any funding will be suspended until the reporting requirement is met.

6.3 Training. The affiliated agency may make investigators available for applicable specialized training provided through the national ICAC program and other appropriate training programs.

6.4 Media. Media outreach on cases should be coordinated with the prosecutor to whom the case has been, or will be, referred in order to ensure compliance with applicable bar rules. All lawful efforts will be made to protect ongoing undercover operations from media publication. Member agencies will refrain from unnecessarily releasing ongoing investigative techniques and ongoing undercover identities, including screen names, age or sex of undercover personas, unless authorized and mandated by public record law, or when the information is revealed pursuant to lawful discovery or at trial.

6.5 Confidentiality. It is understood that any confidential information pertaining to investigations of ICAC will be held in the strictest confidence, and will only be shared with participating ICAC Task Force members or other law enforcement agencies where necessary, or as otherwise permitted by federal and/or state law.

6.6 Text messaging while driving. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this IGA, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

6.7 Data protection. All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to affiliate agencies in connection with this agreement is to be kept confidential. Except as specifically provided in this IGA, the affiliate agencies shall not disclose data generated in the performance of the service to any third person without the prior written consent of all affiliate agencies, unless required by law.

Personal identifying information, financial account information, or restricted information, whether electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, affiliate agencies must encrypt and/or password protect electronic files. This includes data saved to laptop computers, computerized devices or removable storage devices.

Unless contrary to law, which includes Arizona State Records Retention statutes, when personal identifying information, financial account information or restricted information, regardless of its format, is no longer necessary, the information must be redacted, destroyed or secured through appropriate and secure methods that ensure the information cannot be viewed, accessed or reconstructed.

In the event that data collected or obtained by the affiliate agencies in connection with this IGA is believed to have been compromised, affiliate agencies shall notify all other agencies in writing within ten (10) business days.

Affiliate agencies agree that the requirements of this section shall be incorporated into all relevant subcontractor/subconsultant agreements entered into by the affiliate agencies. A violation of this section may result in immediate termination of the IGA.

The obligations of affiliate agencies under this section shall survive the termination of this agreement.

6.8 Consistency. No local agreement can be inconsistent with any provision herein or impair achievement of any provision herein.

6.9 Return of Proceeds of Sale or Auction. Affiliate agencies are prohibited from retaining the proceeds from the sale or auction of any equipment purchased with funding provided pursuant to this IGA. In the event that an affiliate agency sells or auctions any equipment purchased with funding provided pursuant to this IGA, the affiliate agency shall return the proceeds from the sale or auction of equipment to the City of Phoenix. The City of Phoenix shall remit the proceeds returned to the original funding source. The City of Phoenix shall have the authority to audit the records of an affiliate agency as shall be deemed proper to ensure that the proceeds from the sale or auction of any equipment purchased with funding provided pursuant to this IGA have been accounted for and returned pursuant to this section.

6.10 Affiliate Agency must abide by all federal, state, and local grant regulations.

IN WITNESS WHEREOF, the parties enter into this Agreement:

City of Phoenix, Arizona
An Arizona Municipal Corporation
(Primary Grantee)

Michael G. Sullivan
Interim Police Chief
Phoenix Police Department

Date

ATTEST:

City Clerk Date

APPROVED AS TO FORM:

Signature Date

(Printed Name)
Acting City Attorney

City of Sedona, Arizona
An Arizona Municipal Corporation
(Affiliate)

(Authorized Signature)

Printed Name, Title

Date

ATTEST:

City Clerk Date

APPROVED AS TO FORM:

Signature Date

(Printed Name)
City Attorney

INTERGOVERNMENTAL AGREEMENT DETERMINATION

In accordance with the requirements of A.R.S. § 11-952 (D), each of the undersigned attorneys Acknowledge: (1) that they have reviewed the above IGA on behalf of their respective clients; and, (2) that, as to their respective clients only, each attorney has determined that this IGA is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

City of Phoenix (Primary Grantee)	City of Sedona (Affiliate)
Signature Date	Signature Date
(Printed Name) Acting City Attorney	(Printed Name) City Attorney

CITY COUNCIL AGENDA BILL

AB 3043
April 9, 2024
Regular Business

Agenda Item: 8a
Proposed Action & Subject: Presentation/discussion from Julie Richardson, Chief Executive Officer of the Sedona Arts Center, to report to the City Council on the economic and social impacts of the non-profit arts and culture industry on Sedona.

Department	City Manager
Time to Present	15 minutes
Total Time for Item	30 minutes
Other Council Meetings	N/A
Exhibits	A. Economic Impacts Report

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	For information and discussion only.

Expenditure Required
$ N/A
Amount Budgeted
$ N/A
Account No. (Description)

SUMMARY STATEMENT

Background: The Sedona Arts Center, in conjunction with the Americans for the Arts and Arts and Economic Prosperity 6, conducted an economic and social impact study of the non-profit arts and culture industry on Sedona.

Julie Richardson, Chief Executive Officer of the Sedona Arts Center will present the report findings to the City Council, for information only.

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

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

Alternative(s): None

MOTION

I move to: For information and discussion only.

The Economic and Social Impact of Nonprofit Arts and Culture Organizations and Their Audiences in

City of Sedona, AZ

Direct Economic Activity	Organizations	Audiences	Total Expenditures
Total Industry Expenditures (FY2022)	$5,854,433	$7,627,628	**$13,482,061**

HOW SEDONA STACKS UP

- Only five study regions were smaller than us in the 373-region pool yet we ranked 87th in total economic impact overall.
- No other city of our size came close to matching our total economic impact.

Economic Impact of Spending by Arts and Culture Organizations and Their Audiences

Total Economic Impacts (includes direct, indirect, and induced impacts)	Organizations	Audiences	Total Impacts
Employment (Jobs)	138	92	**230**
Personal Income Paid to Residents	$5,580,871	$3,045,137	**$8,626,008**
Local Tax Revenue (city and county)	$291,698	$254,956	**$546,654**
State Tax Revenue	$312,454	$275,182	**$587,636**
Federal Tax Revenue	$1,309,437	$578,622	**$1,888,059**

Arts & Culture in Sedona generates more LOCAL government revenue than 31% of the total study regions.

Event-Related Spending by Arts and Culture Audiences Totaled $7.6 million

Attendance to Arts and Culture Events	Local[1] Attendees	Nonlocal[1] Attendees	All Attendees
Total Attendance to In-Person Events	51,023	34,442	**85,465**
Percentage of Total Attendance	59.7%	40.3%	100.0%
Average Per Person, Per Event Expenditure	$41.55	$159.91	$89.23
Total Event-Related Expenditures	**$2,120,007**	**$5,507,621**	**$7,627,628**

In Sedona, attendance by tourists is 10% HIGHER than the national average and Sedona's LOCAL attendees spend $41.55 compared to $29.77 nationally and our TOURISTS spend a whopping $159.91 compared to $60.57 nationally.

NOTE: Only 5 local organizations collected audience surveys with the vast majority coming from Sedona Arts Center, concluding that if more of our local organizations collected surveys, our numbers would be significantly higher.

Nonprofit Arts and Culture Audiences Spend an Average of $89.23 Per Person, Per Event

Category of Event-Related Expenditure	Local[1] Attendees	Nonlocal[1] Attendees	All Attendees
Food and Drink	$16.94	$30.90	$22.57
Retail Shopping	$7.17	$28.07	$15.59
Overnight Lodging (one night only)	$0.95	$57.19	$23.60
Local Transportation	$3.94	$11.37	$6.93
Clothing and Accessories	$2.29	$9.47	$5.18

Groceries and Supplies	$6.00	$18.21	$10.92
Childcare	$0.33	$0.05	$0.22
Other/Miscellaneous	$3.93	$4.65	$4.22
Overall Average Per Person, Per Event	**$41.55**	**$159.91**	**$89.23**

Source: *Arts & Economic Prosperity 6: The Economic and Social Impact Study of Nonprofit Arts and Culture Organizations and Their Audiences in the City of Sedona*. For more information about this study or about other cultural initiatives in the City of Sedona, contact the Sedona Arts Center.

Copyright 2023 by Americans for the Arts. To learn more, visit www.AEP6.AmericansForTheArts.org.

Past studies have focused primarily on the financial, economic, and tourism contributions of the nonprofit arts and culture industry. AEP6 expands beyond those topics to include measures of social impact. Surveys completed by individual attendees in the the City of Sedona demonstrate an appreciation for how the arts and culture impacts the development and well-being of the community and its residents.

Audiences Demonstrate Appreciation for the Impact of Arts and Culture

Level of Agreement with Social Impact Statements	Audiences
"This venue or facility is an important pillar for me within my community."	80.4%
"I would feel a great sense of loss if this activity or venue were no longer available."	84.8%
"This activity or venue is inspiring a sense of pride in this neighborhood or community."	88.1%
"My attendance is my way of ensuring that this activity or venue is preserved for future generations"	86.2%

About This Study

Americans for the Arts conducted AEP6 to document the economic and social benefits of the nation's nonprofit arts and culture industry. The study was conducted in 373 diverse communities and regions across the country, representing all 50 states and Puerto Rico. **The Sedona Arts Center joined the study on behalf of the City of Sedona**. For additional information including the national report, summaries for the 373 communities, an online calculator, and a description of the project methodology, visit www.AEP6.AmericansForTheArts.org.

Surveys of Nonprofit Arts and Culture Organizations

Nationally, detailed information was collected from 16,399 nonprofit arts and culture organizations about their FY2022 expenditures (e.g., labor, local and non-local artists, operations, materials, facilities, and asset acquisition), as well as their event attendance, in-kind contributions, and volunteerism. Surveys were collected from February through July 2023. Some organizations only provided total expenditures and attendance (they are included in the study). Responding organizations had budgets ranging from a low of $0 to a high of $375 million. Response rates for the 373 communities averaged 43.9% and ranged from 5% to 100%. **In the City of Sedona, 10 of the 14 total eligible nonprofit arts and culture organizations identified by the Sedona Arts Center provided the financial and attendance information required for the study analysis—an overall participation rate of 71.4%.** It is important to note that each study region's results are based solely on the survey data collected. No estimates have been made to account for non-respondents. Therefore, the less-than-100 percent response rates suggest an understatement of the economic impact findings.

Surveys of Nonprofit Arts and Culture Audiences

Audience-intercept surveying, a common and accepted research method, was conducted to measure event-related spending by audiences. Attendees were asked to complete a short survey while attending an event. Nationally, a total of 224,677 attendees completed the survey. The randomly selected respondents provided itemized expenditure data on attendance-related activities such as meals, souvenirs, transportation, and lodging, as well as socioeconomic information, ZIP code of primary residence, and four social impact questions. Data was collected from May 2022 through June 2023 at a broad range of both paid and free events. **In the City of Sedona, a total of 509 valid audience-intercept surveys were collected from attendees to nonprofit arts and culture performances, events, exhibits, and special events during the period from May 2022 through June 2023.**

Studying Economic Impact Using Input-Output Analysis

Americans for the Arts uses the IMPLAN platform to create the customized models for each of the 373 study regions. Input-output models calculate the interdependencies between various sectors or industries within a region. This analysis traces how many times a dollar is respent within the local economy before it leaks out, and it quantifies the economic impact of each round of spending. This form of economic analysis is well suited for AEP studies because it can be customized specifically to each participating community, region, or state. **To complete this analysis for the City of Sedona, the researchers used the IMPLAN platform to build a customized input-**

output model based on the unique economic and industrial characteristics of Coconino and Yavapai Counties.

Research Notes:

[1] For the purpose of this study, local attendees live within Coconino and Yavapai Counties; nonlocals live elsewhere

CITY COUNCIL AGENDA BILL

AB 3038
April 9, 2024
Regular Business

Agenda Item: 8b

Proposed Action & Subject: Presentation/discussion/possible direction on the final report and recommendations from the Greater Sedona Recreation Collaborative (GSRC) regarding motorized trail and off-highway vehicle use in and around the Greater Sedona area.

Department	City Council
Time to Present	30 minutes
Total Time for Item	90 minutes
Other Council Meetings	May 23, 2023
Exhibits	Exh. A GSRC Final Report Exh. B GSRC Press Release Exh. C Executive Summary Exh. D FAQs

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	For presentation, discussion and possible direction only.

Expenditure Required	
$	N/A
Amount Budgeted	
$	N/A
Account No. (Description)	

SUMMARY STATEMENT

Background: In Spring 2022 the City Council approved the use of $25,000, previously allocated to the Sedona Chamber of Commerce and Tourism Bureau, to fund an assessment of the impacts of motorized/off highway vehicle (OHV) use in the Broken Arrow neighborhood. Southwest Decision Resources (SDR) was retained to facilitate that work in conjunction with the USFS. Shortly after commencing that process, it was determined that a more comprehensive and regional look at the issues surrounding motorized use would yield better results, rather than assessing and addressing each area in a vacuum. From there work began to convene a larger group of stakeholders to evaluate these issues regionally and attempt to find more comprehensive mitigations to address the bigger picture issues.

On May 23, 2023, after the Greater Sedona Recreation Collaborative (GSRC) had been meeting for several months, GSRC facilitators from SDR presented to the City Council and provided the following updates:

1. Assessment and preparation process (Co-convener identification, stakeholder identification and assessment, resident meetings and site visits, collaborative process design)

2. Progress of the Working Group through early May 2023 (identifying root causes and potential strategies, group learning sessions, field visits, and Action Team progress)

3. Outlined next steps (strategy evaluation, agreeing upon viable strategies, receiving public input on strategies, etc.)

GSRC Final Recommendations

The GSRC has now completed the initial work regarding the motorized use in and around Sedona and developed a series of recommendations and a final report. Members of the GSRC and SDR representatives will present the results of their work to the City Council during this meeting. Final report is included as Exhibit A.

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

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

Alternative(s): For presentation/discussion only.

MOTION

I move to: For presentation/discussion/and possible direction only.

PROPOSED STRATEGIES FOR MOTORIZED VISITOR USE MANAGEMENT IN THE GREATER SEDONA AREA

Greater Sedona Recreation Collaborative
Motorized Recreation Working Group
March 2024



Prepared By: Southwest Decision Resources

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Abbreviations and Definitions

Action Teams	Sub topical teams within the Greater Sedona Recreation Collaborative Motorized Recreation Working Group.
Adaptive Management	As defined by the Forest Service,[1] a "structured, cyclical process for resource management decision making in the face of uncertainty and changing conditions. Managing adaptively requires analysis of monitoring data to actively test assumptions, track relevant conditions over time and measure management effectiveness."
ADEQ	Arizona Department of Environmental Quality
AGFD	Arizona Game and Fish Department
ASPT	Arizona State Parks and Trails
ATV	All-Terrain Vehicle (a type of OHV).
Barrier	Physical structures that can restrict vehicle access. Typical barriers utilized can include bollards, fencing, gates, large rocks, and wooden guard-rails.[2]
Co-Conveners	The Co-Convening Members of the Greater Sedona Recreation Collaborative which include the City of Sedona, Yavapai County, Arizona Game and Fish Department, Arizona State Parks and Trails, and the Coconino National Forest.
COF	Coconino National Forest
Consensus	General agreement among the members of a group after robust and balanced discussion. Consensus is achieved when "everyone can live with the decision", this allows everyone to acknowledge that while the decision they're making may not be perfect, it is acceptable and the team can move on.
COS	City of Sedona
Environmental Impacts	All environmental impacts related to motorized recreation including impacts to soil, water, wildlife, vegetation, or air quality.

[1] https://www.fs.usda.gov/about-agency/emc/amma
[2] https://www.fs.usda.gov/t-d/programs/eng/projects/MVAC/pdfPubs/VehicleBarriers.pdf

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Few	When used in reference to consensus levels, few signifies less than three people.
FR	Forest Road
FR used for Motorized Recreation	Forest Road for motorized recreation. Includes Forest Roads commonly used for motorized recreation in the greater Sedona area.
GSRC	Greater Sedona Recreation Collaborative
IVUMF	Interagency Visitor Use Management Framework
Most	When used in reference to consensus levels, most signifies over half of the WG being in agreement.
MPH	Miles Per Hour
NEPA	National Environmental Policy Act
OHV	Off-Highway Vehicle. Defined as "a motorized vehicle that is operated primarily off of highways and that is designed, modified or purpose-built primarily for recreational nonhighway all-terrain travel. (b) Includes a tracked or wheeled vehicle, utility vehicle, all-terrain vehicle, motorcycle, four-wheel drive vehicle, dune buggy, sand rail, amphibious vehicle, ground effects or air cushion vehicle and any other means of land transportation deriving motive power from a source other than muscle or wind. By definition, ATVs, UTVs, side-by-sides, RZRs®, ROVs, motorcycles, mopeds and snowmobiles are all considered OHVs. (A.R.S. 28-1171)".[3]
Recreational Desire	For the purposes of the GSRC, refers to the level of interest to recreation in the greater Sedona Area.
RROCC	Red Rock Off-Highway Vehicle Conservation Crew
ROS	Recreation Opportunity Spectrum
SIO	Scenic Integrity Objective

[3] https://arizona-content.usedirect.com/storage/gallery/0004/0052/0A8A49E978E648E58690E47DF37F080C/Arizona-Off-Highway-Vehicle-Guide_WEB_Version.pdf

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Social Impacts	All social impacts related to motorized recreation including impacts to user and residential conflict, health, safety, quality of life, recreational experience, permitted uses (e.g. cattle ranching), infrastructure, economic well being, and/or cultural/historical resources.
SR	State Route
UTV	Utility Task Vehicle (often referred to as “side-by-side”, a type of OHV)

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1. Executive Summary

Background: The Greater Sedona Recreation Collaborative (GSRC) was convened in June 2022 by local, county, statewide, and federal land management agencies (the Co-Conveners) to collaboratively address recreation challenges in the greater Sedona area and respond to growing community concerns. The GSRC's facilitator/contractor, Southwest Decision Resources, conducted an extensive assessment during 2022 revealing that motorized recreation was a high priority for both the Co-Conveners and local stakeholders. Therefore, the Co-Conveners established the Motorized Recreation Working Group (hereafter Working Group) as the collaborative's first initiative which convened in January of 2023.

Collaborative Process: The Working Group developed strategies during a year of collaborative meetings with a consensus-based approach (January 2023 – January 2024) utilizing many of the key steps of the Interagency Visitor Use Management Framework (a process often used by land managers to develop management strategies). This report details the Working Group's input, proposed strategies, and related evaluation for motorized recreation in the greater Sedona area. It also details the key actions and proposed strategies of the Working Group's five topical Action Teams.

Proposed Strategies: The Working Group (excluding the Co-Conveners who did not participate in consensus) reached consensus on a set of proposed strategies to guide motorized recreation management and decision-making in the greater Sedona area. The Working Group determined that the combined effects of high volume of use and recreational desire; limited infrastructure and sensitive environments; and inappropriate user behavior were key contributors to the environmental and social issues presented in this report. Addressing these challenges and mitigating their effects was a primary motivator for the Working Group. To that end, the Working Group achieved consensus *(full or most)* for the proposed strategies detailed in Figure 1.

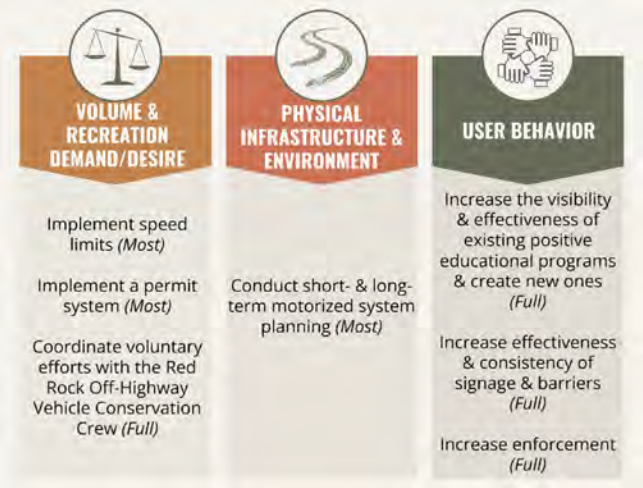


Figure 1. The Working Group's proposed strategies (with associated consensus levels) to address motorized recreation challenges.

Next Steps: The Working Group's proposed strategies have been delivered to the Co-Conveners to inform their decision-making for motorized recreation management. The Co-Conveners will consider and implement these proposals where possible in continued partnership with the Working Group. Many strategies will require additional robust public input through the National Environmental Policy Act or other jurisdictional processes.

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2. Background

Introduction

The recent growth in motorized and non-motorized recreational use in the greater Sedona area (i.e., the city of Sedona and the surrounding national forest) has prompted active conversations within the community and among interested parties. Common challenges identified by the community range from protecting cultural and natural resources; residential, economic, infrastructure, and social impacts; impacts to other permitted uses (e.g. cattle) and recreational uses; and education and enforcement needs. Recreational use impacts cross-jurisdictional boundaries, further complicating these issues.

Local land managers/agencies and governments recognize the cross-jurisdictional complexity of recreation management and understand that management strategies implemented in one area may affect other areas or interested parties. Therefore, to best address these issues, it was recognized as vital to pursue an inclusive, collaborative, and comprehensive public/private process.

To that end, the Coconino National Forest (COF), Arizona State Parks and Trails (ASPT), Arizona Game and Fish Department (AGFD), Yavapai County, and the City of Sedona (COS) (hereafter referred to as the Co-Conveners) co-convened the Greater Sedona Recreation Collaborative (GSRC), facilitated by Southwest Decision Resources.[4]

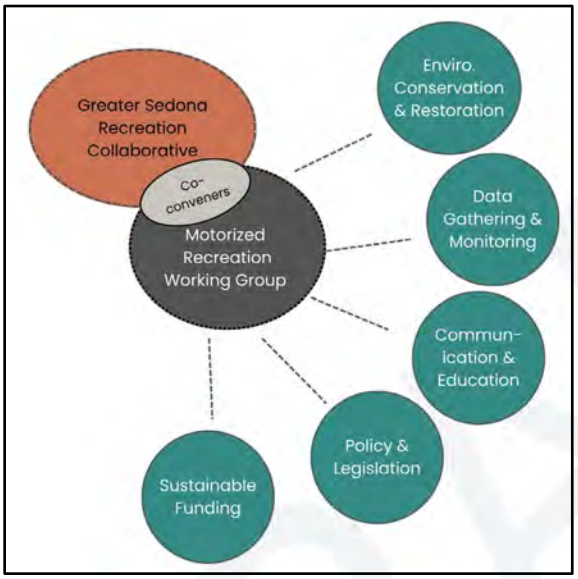


Figure 2. The collaborative structure of GSRC includes the greater collaborative (orange), the Co-Conveners (light grey), the Motorized Recreation WG (dark grey), and the five action teams of the WG (turquoise).

GSRC is comprised of the Co-Conveners and a broadly represented Motorized Recreation Working Group (hereafter WG) focused on strategies for motorized recreation management. The WG was established to be a balanced group that could actively engage in a space of shared learning and collaborative problem-solving and provide input for a range of issues and solutions related to motorized outdoor recreation in the greater Sedona area. To focus in on topical areas, the WG created five Action Teams to regularly report back to the WG (see Figure 2). The WG roles and collaborative process are detailed further in Section 3.

[4] www.swdresources.com

Though interest and use has grown for recreation in the greater Sedona area, identified challenges associated with recreation broadly and motorized recreation specifically is not new. After hearing resident concerns about the increased motorized recreation in the greater Sedona area and associated impacts, the COS developed a Work Group which first convened in 2014.[5] The COS continued efforts to address these concerns through a series of three different Work Groups (occurring between 2014-2018), resulting in several initiatives such as the Greater Sedona OHV Coordination Project that brought $300,000 in funding to the greater Sedona area to support dedicated staff; comprehensive planning and coordination; educational programs and information sharing; road maintenance and designation, and resource damage mitigation and restoration. The final COS Work Group report stressed education of drivers, improving OHV vehicles themselves, stricter enforcement by Sedona law enforcement, and the creation of an OHV staging area. These recommendations have been implemented to varying degrees with varying results. The efforts of the GSRC WG are intended to build upon, but not replicate, past collaborative efforts convened by COS.

The work of the GSRC WG is supported by several current complementary efforts including:

1. Arizona State Off-Highway Vehicle Legislative Committee
2. COS Community Plan Update [6]
3. COS-COF Transportation Assessment Group Report
4. Red Rock OHV Conservation Crew (RROCC)[7]
5. Verde Front[8]
6. The Yavapai County Comprehensive Plan 2032[9]

Additionally, many recent complementary investments have been made in the area to address motorized recreation challenges by local jurisdictions, land managers, and non-governmental organizations including:

1. Data Collection
2. OHV Enforcement and Education Improvements
3. Restoration and Mitigation of Impacts
4. Signage Improvements

See Appendix A for more details of these complementary efforts and investments.

Geographic Scope and Jurisdictional Considerations

GSRC focuses on recreation issues in and around Sedona and the Red Rock Ranger District of the COF (Figure 3). The GSRC geography follows the Red Rock Ranger District boundary on the west, north, and east sides. The southern boundary utilizes Cornville and Beaverhead Flat roads, east to the Munds Mountain Wilderness boundary.

[5] https://www.sedonaaz.gov/home/showpublisheddocument/47077/637927184137300000
[6] https://plansedona.com/
[7] https://visitsedona.com/sustainable-tourism-plan/red-rock-ohv-conservation-crew/
[8] https://sites.google.com/site/verdefront/
[9] https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Planning-Unit/Comprehensive-Plan

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One of the complicating factors in addressing motorized recreation in the area is the number of governmental entities that share responsibility for recreation (Figure 3). Relevant jurisdictions include:

- COF- Red Rock Ranger District
- The State of Arizona - AGFD, ASPT
- Yavapai County
- Coconino County
- COS

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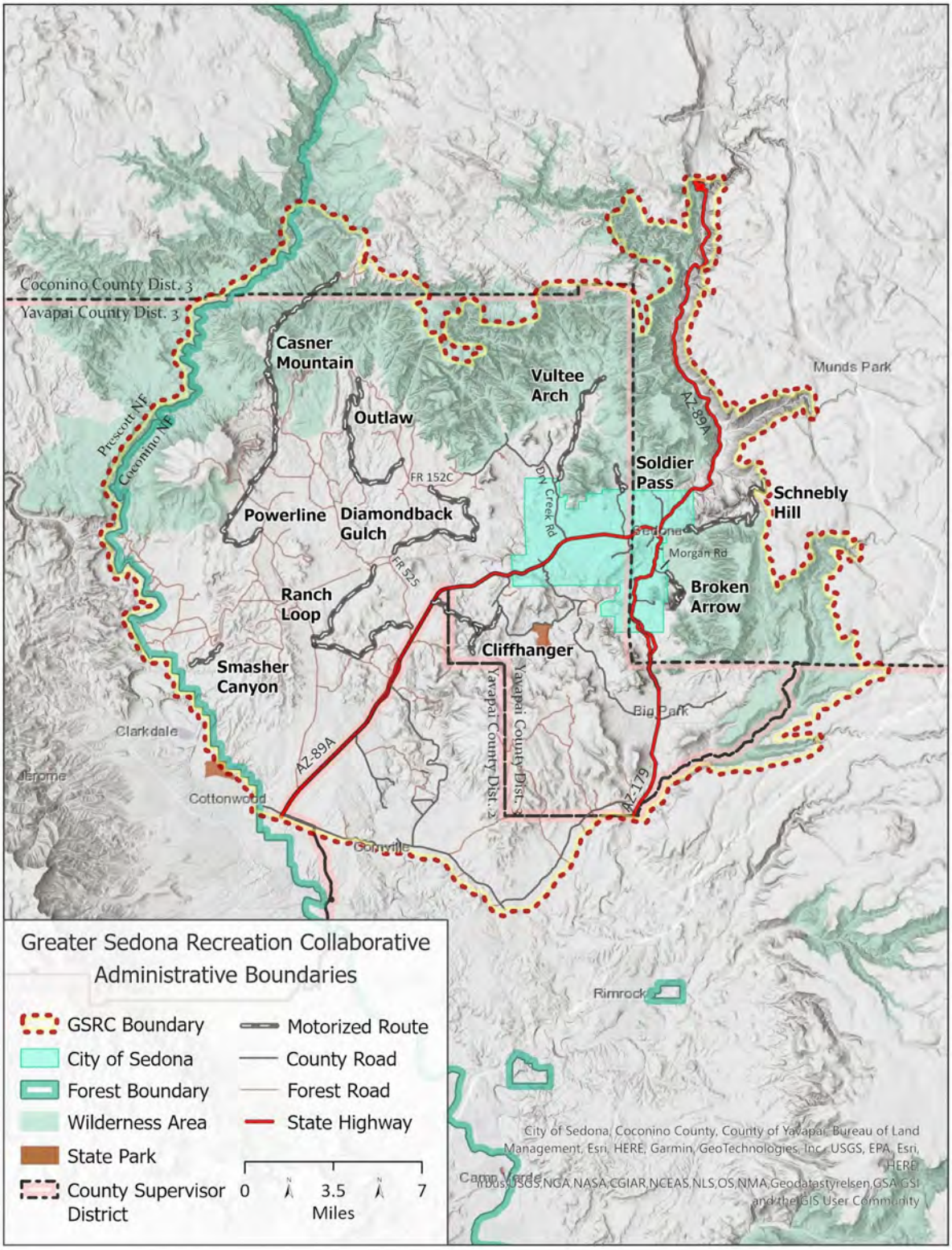


Figure 3. GSRC geographic scope and relevant jurisdictions.

Motorized Recreation Context in the Greater Sedona Area

Motorized recreation, as defined by this WG, is described as the use of any vehicle to recreate off of highways. Motorized recreation can also be conducted with OHVs defined by the State of Arizona's legal definition in Title 28 of the Arizona Revised Statutes (A.R.S. §28-1171) as:

> *Off-highway Vehicle:*
> *(a) Means a motorized vehicle that is operated primarily off of highways and that is designed, modified or purpose-built primarily for recreational non highway all terrain travel.*
> *(b) Includes a tracked or wheeled vehicle, utility vehicle, all-terrain vehicle, motorcycle, four-wheel drive vehicle, dune buggy, sand rail, amphibious vehicle, ground effects or air cushion vehicle, and any other means of land transportation deriving motive power from a source other than muscle or wind.*

According to COS[10] and ASPT,[11]there are three primary types of vehicles that can be considered OHVs including All-Terrain Vehicles (ATVs) or quad; UTV (Utility Task Vehicle), ROV (Recreational Off-Highway Vehicle), or "side-by-side"; and 4x4/4WD, SUVs (Sport Utility Vehicles), trucks, and Jeep®. For the purposes of this report and the efforts of the GSRC, we use OHV to refer to ATVs, UTVs, and ROVs. We use 4x4 vehicle to refer to SUVs, trucks, and Jeeps® intended to be used for off-road purposes. Definitions for vehicle types can be found in the ASPT OHV Guide.[12]

According to COS[13] and COF,[14] motorized recreation use in the Sedona area has increased substantially in recent years, especially since the first OHV rental company was established in 2010, followed by the establishment of several additional OHV rental companies. Concerns related to this increased use and associated impacts were first documented in 2013 by COS and included concerns from several local resident groups related to safety, noise, environmental, and impacts to quality of life. Since that time, motorized recreation has continued to increase in the greater Sedona area.

There are three primary user types for motorized recreation in the area including[15]

1. Rental companies located in COS and Cottonwood
    a. OHV rental (five businesses in Sedona with seven locations and one business in Cottonwood)
    b. 4X4 rental (three business all in Sedona)
2. Tour companies (outfitter/guide permittees of the Red Rock Ranger District)
    a. Guided 4X4 tours (seven businesses total operate under three separate Forest Service permits; five individual businesses have combined overtime and now operate under one permit)
    b. Guided OHV tours (one business)
3. Private owners (from local area and visitors from the rest of the state and beyond)

[10] https://www.sedonaaz.gov/home/showpublisheddocument/47077/637927184137300000
[11] https://arizona-content.usedirect.com/storage/gallery/0004/0052/0A8A49E978E648E58690E47DF37F080C/Arizona-Off-Highway-Vehicle-Guide_WEB_Version.pdf
[12] ibid.
[13] https://www.sedonaaz.gov/home/showpublisheddocument/47077/637927184137300000
[14] https://www.sedonaaz.gov/home/showpublisheddocument/47079/637927186204400000
[15] COS and COF, pers. comm.

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Trends in user types and quantities differ across the greater Sedona area. Data collection on these trends was a major effort of the GSRC Data Gathering and Monitoring Action Team (see Section 5 and Appendix G) and was also monitored by COS and reported in 2019.[16]

Forest Roads Used for Motorized Recreation in the Greater Sedona Area

Each of the Forest Roads (FRs) commonly used for motorized recreation in the greater Sedona area fall within the Red Rock District, under the jurisdiction of COF as shown in Figure 3. A detailed map of these FRs is available from COF.[17] There are no officially designated OHV Trails within the greater Sedona area.

- FRs used for motorized recreation northwest of Sedona are accessed either 1) via Dry Creek Road heading north from West Sedona and eventually connecting to FR 152C or 2) via State Route (SR) 89A heading west out of Sedona eventually connecting to FR 525. Both FR 152C and FR 525 are unpaved. These FRs used for motorized recreation and associated names include:
    - Casner Mountain* – 7.75 miles one-way
    - Diamondback Gulch - a 6-mile loop
    - Outlaw – a 10.5-mile loop
    - Powerline – 6.5 miles one-way
    - Ranch Loop – a 6.5-mile loop
    - Smasher Canyon – 3.5 miles one-way
- The 5.5-mile Cliffhanger FR is accessed either off SR 89A or Lower Red Rock Loop Road, west and south of Sedona.
- The following roads have trailheads immediately outside the COS boundary and are accessed via city streets.
    - Broken Arrow – a 4-mile round trip FR, is accessed from Morgan Road
    - Schnebly Hill – an 11-mile FR, is accessed via Schnebly Hill Road
    - Vultee Arch, – 4-mile one-way FR, is accessed directly off of Dry Creek Road
    - Soldiers Pass* – a 2.5-mile round-trip FR, is accessed via Soldiers Pass Road

*A permit is required for OHVs at both Soldiers Pass and Casner Mountain.[18]

Relevant Forest Service Management Considerations

All FRs used for motorized recreation within the GSRC boundaries fall under the jurisdiction of the Red Rock Ranger District of the COF, in three discrete management areas of the Coconino as described in the 2018 Coconino National Forest Land and Resource Management Plan.[19] Management areas are defined by the FS and "*are distinguished by characteristic conditions and/or human uses.*" [20] Each Management Area has defined desired conditions, standards, guidelines, management approaches, recreation opportunity spectrum (ROS) objectives and scenic integrity objectives that guide how recreation should be planned and managed (more details below). The GSRC concentrates on FRs used for motorized recreation that fall within either the House Mountain-Lowlands Management Area or the Red Rock Management Area.

[16] https://www.sedonaaz.gov/home/showpublisheddocument/47077/637927184137300000
[17] https://www.fs.usda.gov/recarea/coconino/recarea/?recid=83430
[18] https://www.recreation.gov/permits/4251901
[19] http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd606737.pdf
[20] ibid.

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The FRs used for motorized recreation within the House Mountain-Lowlands Management Area include:

- Casner Mountain
- Cliffhanger
- Diamondback Gulch
- Outlaw
- Powerline
- Ranch Loop
- Smasher Canyon

The FRs used for motorized recreation within the Red Rock Management Area include:

- Soldier Pass
- Broken Arrow
- Vultee Arch
- Schnebly Hill

COF recognizes that although these four FRs used for motorized recreation are technically within the boundaries of the Red Rock Management Area, because all motorized recreation traffic must access the trails from COS streets, they are also informed by the Sedona Neighborwoods Management Area.

Figure 4 displays FRs used for motorized recreation within the GSRC area and Red Rock Ranger District Management Areas. For additional analysis on the desired conditions of each management area and considerations related to motorized recreation management refer to Appendix F.

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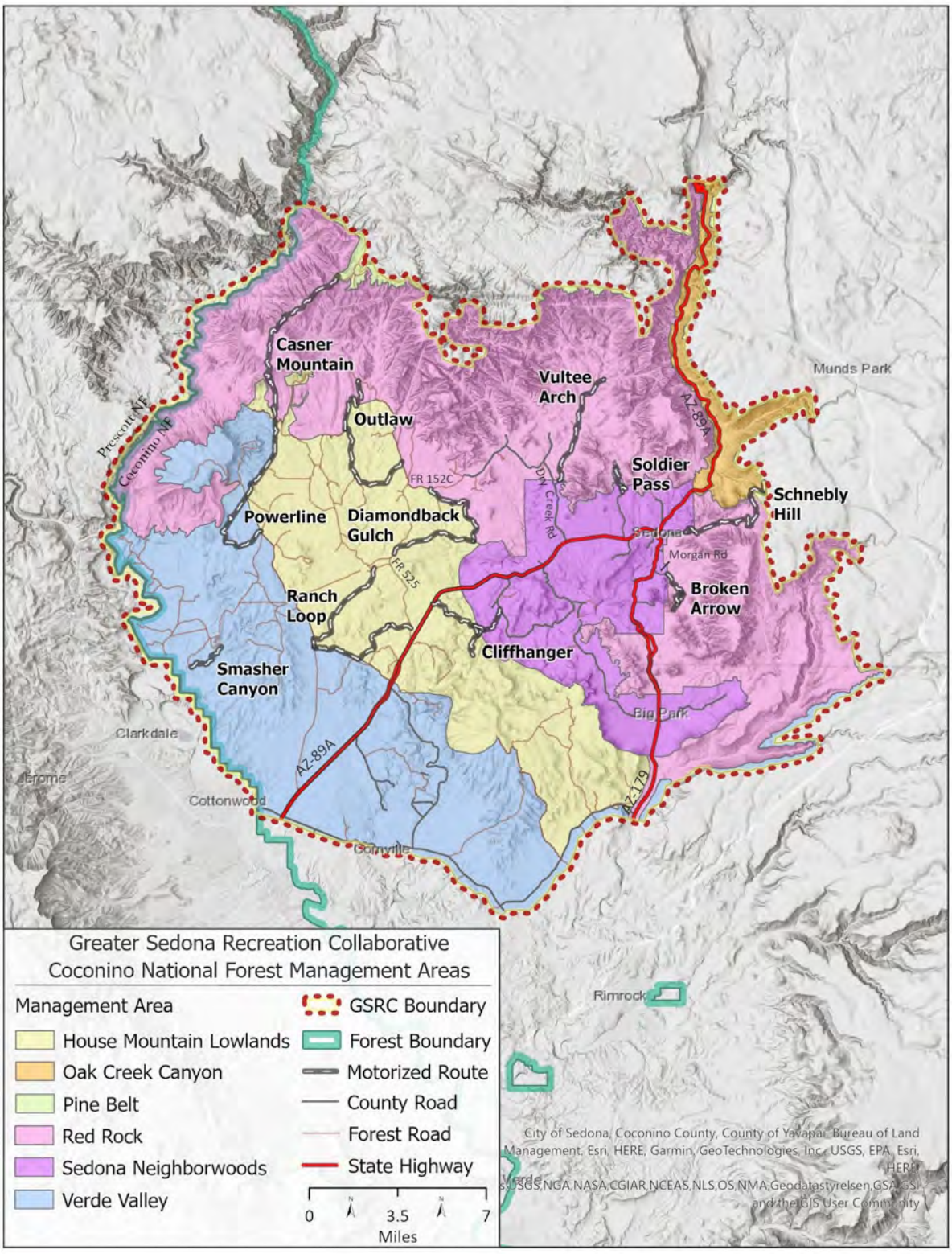


Figure 4. GSRC FRs used for motorized recreation and COF Management Areas.

Recreation Opportunity Spectrum

The Forest Service provides the following information about Recreation Opportunity Spectrum (ROS):[21]

> **ROS**: *"A system, by which existing and desired recreation settings are defined, classified, inventoried, and monitored. Recreation settings are divided into six distinct classes (primitive, semi-primitive non-motorized, semi-primitive motorized, road natural, rural, and urban). Classifications are based on physical, social, and managerial setting characteristics. The underlying premise of the ROS is that visitors choose a specific setting and activity to derive desired experience(s) and other benefits."*
>
> **ROS Classes**: *"There are six, nationally defined, Recreation Opportunity Classes or Settings. They are defined by the social, managerial, and physical characteristics (reference ROS Setting Characteristics Table in this section) of a place that, when combined, provide distinct recreation opportunities. (36 CFR 219.19 and FSH 1909.12, zero code, sec. 05)"*. Each of the six primary ROS settings/classes is defined by the FS as follows:[22]
>
> - ***Primitive*** *settings encompass large, wild, and predominately unmodified landscapes. Their size and configuration create remoteness from the sights and sounds of human activities, management, and development. Signs and other structures are minimal and constructed of rustic, native materials. Motorized travel does not occur. Encounters with other users is very low, offering visitors the opportunity for solitude, self-reliance, closeness with nature, challenge, risk, and discovery. Many primitive settings coincide with designated wilderness areas in which mechanized equipment is not present. Additional primitive settings may also occur outside of wilderness areas. Mechanized travel and motorized equipment may occur in non-wilderness primitive settings.*
> - ***Semi-Primitive Non-motorized*** *settings are characterized by predominantly natural or natural-appearing landscapes. The size of these areas facilitate distance from more heavily used and developed areas, creating a sense of remoteness. Interaction with other users is low. These settings provide opportunities for self-reliance and utilizing wildland skills. Motorized vehicles are not present, while mountain bikes, and other mechanized equipment may be present. Although some roads may be evident, they do not dominate the landscape. Vehicular use is infrequent. Occasional administrative use occurs on these roads for the purpose of natural and cultural resource protection and management.*
> - ***Semi-Primitive Motorized*** *classes are characterized as predominately natural or natural appearing backcountry settings. Motorized travel by off-highway vehicles (OHVs) or high clearance vehicles occurs on designated routes and areas. Motorized routes are typically maintenance level 0-2 roads or motorized trails, offering a high degree of self-reliance, challenge, and risk in exploring these large backcountry settings. Mountain bikes, other mechanized equipment, and non-motorized uses, are also present. Limited rustic facilities are present for the purpose of visitor safety, sanitation and resource protection.*
> - ***Roaded Natural*** *settings are characterized by predominately natural-appearing settings, with moderate sights and sounds of human activities and development. The overall perception is one of naturalness. Evidence of human activity varies from area to area and may include: improved highways and high maintenance level roads; developed*

[21] https://www.fs.usda.gov/sites/default/files/Definitions_by_Recreation_Opportunity_Spectrum_Class.docx
[22] ibid.

campgrounds and other recreation sites; small resorts and summer homes; and evidence of other multiple uses and management activities such as livestock grazing, timber harvesting, mining, watershed restoration activities, and oil and gas operations. Roads, motorized equipment, and vehicles are common in this setting. Non-motorized uses are also present. The density of use is moderate except at developed sites, where concentrations of use are higher. Regulations pertaining to user behaviors are common but generally less restrictive than those in the Rural and Urban ROS classes.

- ***Rural*** *settings are characterized as modified natural environments. While these landscapes often contain geometric patterns created by management activities, there is a dominant sense of open, green-space, typically characterized as pastoral farm and ranch lands. Facilities are common and may include: resorts and summer home complexes; administrative sites and work centers; and highly developed campgrounds, interpretive sites, trailheads, picnic areas, and other recreation facilities. The sights and sounds of human activity and management are readily evident and the level of interaction with other users ranges from moderate to high.*
- ***Urban*** *settings are characterized as highly modified landscapes, dominated by structures and other infrastructure. Clustered facilities contain amenities for user convenience and comfort. There is a preponderance of on-site regulations that direct and limit the behavior of visitors. Very high and concentrated use levels are common. These settings are typically small in overall size and not common on forest system lands. Large ski areas, visitor centers, and resorts are sometimes classified as urban ROS settings."*

FRs used for motorized recreation on the Red Rock District ROS lie with Semi-Primitive ROS Areas or Roaded Natural ROS Areas. Figure 5 shows the relevant ROS classes with FRs used for motorized recreation displayed.

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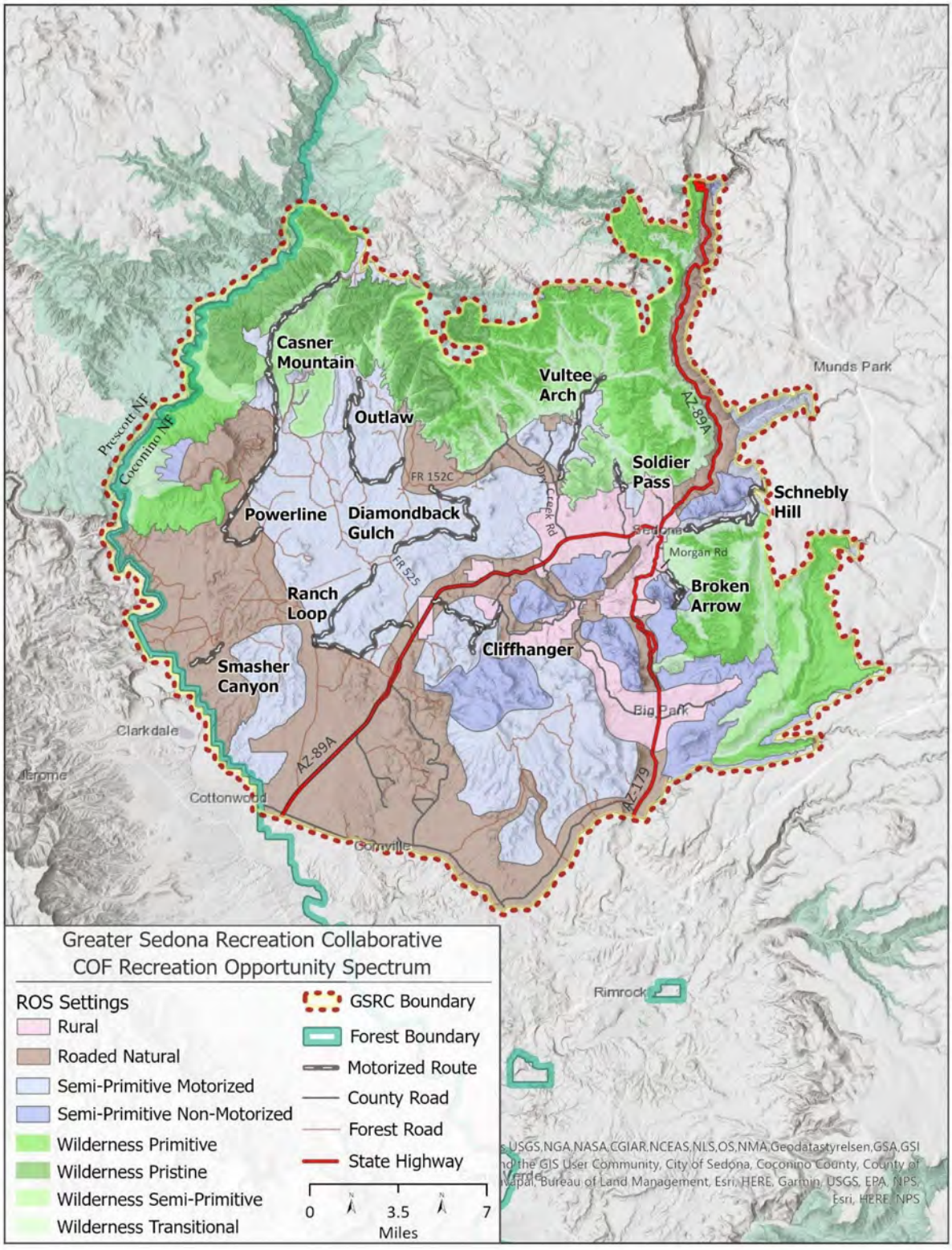


Figure 5. GSRC FRs used for motorized recreation and ROS settings.

Scenic Integrity Objectives

The Forest Service assigns Scenic Integrity Objectives (SIOs) to discrete areas. Scenic Integrity is defined as follows by the Coconino Forest Plan: [23]

> *"A measure of the degree to which a landscape is visually perceived to be "complete" and is determined by three factors: dominance, degree of deviation, and intactness of the desired landscape character; it is established based on the existing condition. Scenic integrity disturbances most typically result from human activities but can also result from natural events which exceed the landscape's historic range of variability (HRV) in terms of magnitude, duration, or intensity. An exception to this is direct human alterations that have become accepted over time as positive landscape character attributes (such as historic cabins, farms, and ranches)."*

Each area on the Red Rock District is assigned one of these SIOs: [24]

- Very High Integrity (purple on the map) – *"The valued scenery appears natural and unaltered. These areas generally do not include visual disturbances from direct human activity or alteration. When used as a standard or guideline, this level should be achieved as soon after project completion as possible or within 3 years maximum."*
- High Integrity (rust colored on the map) – *"The valued scenery "appears natural or unaltered," yet visual disturbances are present; however, they remain unnoticed because they repeat the form, line, color, texture, pattern, and scale of the valued scenery. When used as a standard or guideline, this level should be achieved as soon after project completion as possible or within 3 years maximum."*
- Moderate Integrity (gray on the map) – *"The valued scenery "appears slightly altered." Noticeable disturbances are minor and visually subordinate to the valued scenery because they repeat its form, line, color, texture, pattern, and scale. When used as a standard or guideline, this level should be achieved as soon after project completion as possible or within 3 years maximum."*
- Low Integrity (not shown on the map) – *"The valued scenery "appears moderately altered." Visual disturbances are codominant with the valued scenery and may create a focal point of moderate contrast."*
- Very Low Integrity (not shown on the map) – *"The scenery shows obvious human activities of vegetative and landform alterations which dominate the natural landscape but should appear as natural occurrences when viewed at background distances."*

Figure 6 displays the FRs used for motorized recreation and their relationship to SIOs. The FRs used for motorized recreation predominantly exist within High Integrity.

[23] https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd606737.pdf
[24] ibid.

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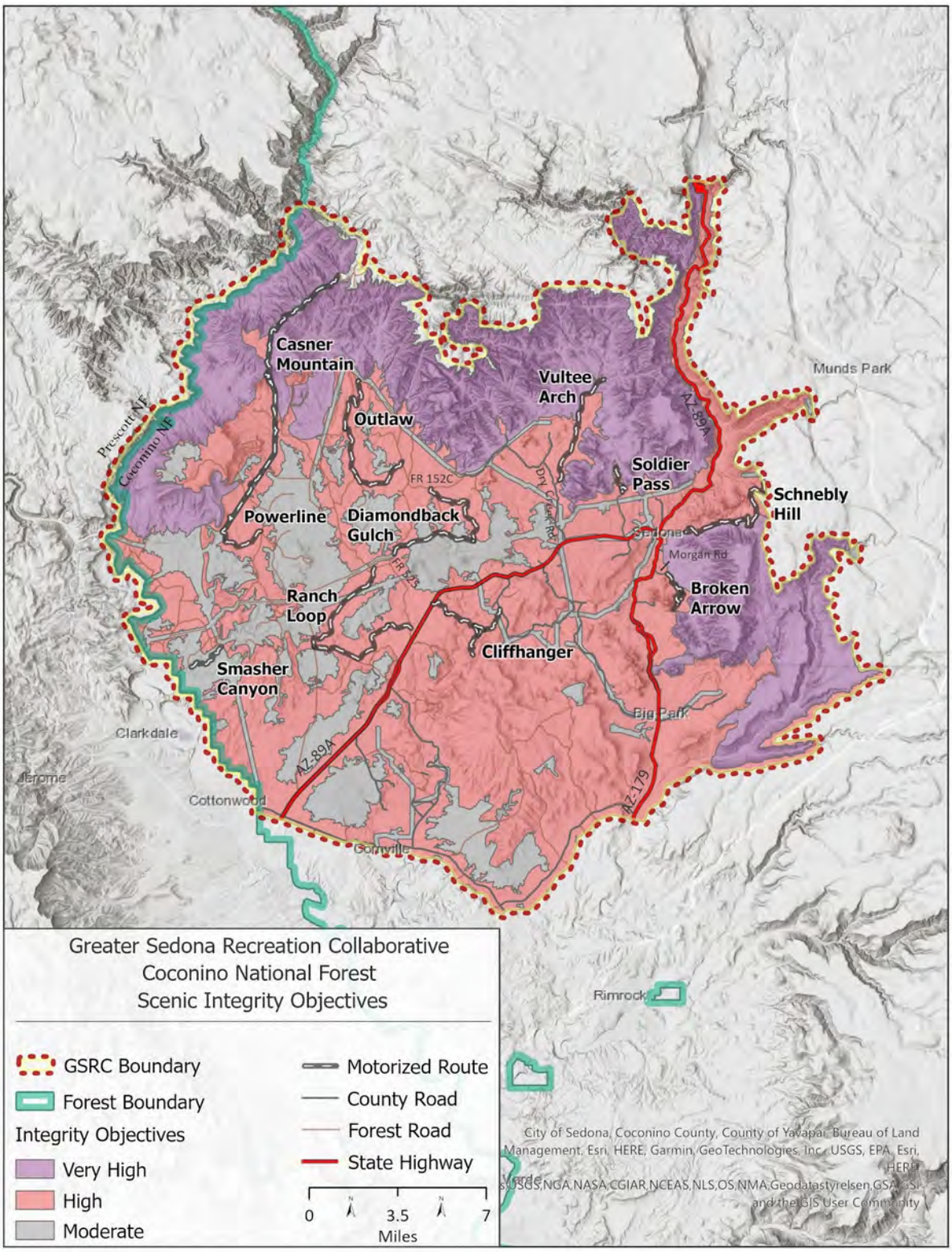


Figure 6. GSRC FRs used for motorized recreation and SIOs.

The Management Areas, ROS, and SIOs for the FRs used for motorized recreation under consideration are itemized in the Table 1, below:

OHV Route	Management Area(s)	ROS Area(s)	Scenic Integrity Objective
Broken Arrow	Red Rock (Sedona Neighborwoods)	Semi-Primitive Motorized	High
Casner Mountain	House Mountain Lowlands	Semi-Primitive Motorized	Moderate, touching High at a couple of points
Cliffhanger	House Mountain Lowlands	Semi-Primitive Motorized, Rural and Roaded Natural	High, but crosses a Moderate corridor
Diamondback Gulch	House Mountain Lowlands	Semi-Primitive Motorized	High, shifting to Moderate in the southern portion
Outlaw	House Mountain Lowlands	Semi-Primitive Motorized	High
Powerline	House Mountain Lowlands	Semi-Primitive Motorized	Moderate, touching High at one point
Ranch Loop	House Mountain Lowlands	Semi-Primitive Motorized	High, but crosses a Moderate corridor
Schnebly Hill	Red Rock (Sedona Neighborwoods)	Semi-Primitive Motorized	High
Smasher Canyon	House Mountain Lowlands	Semi-Primitive Motorized	Moderate
Soldier Pass	Red Rock (Sedona Neighborwoods)	Semi-Primitive Motorized	High
Vultee Arch	Red Rock (Sedona Neighborwoods)	Semi-Primitive Motorized	High

Table 1: FRs used for Motorized Recreation and their relevant Management Areas, ROS designation, and SIOs as described the Coconino National Forest Plan.[25]

[25] ibid.

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Cultural Resources

The Red Rock District contains many cultural resource sites, having been inhabited by indigenous peoples for upwards of 10,000 years. In particular, the Palatki[26] and Honanki[27] Heritage Sites lie within close proximity to FRs used for motorized recreation accessed off of FR 152C and 525. Thousands visit these sites each year. A reservation is needed at Palatki but no reservations are required at Honanki.

Relevant Additional Activities in the Greater Sedona Area

Additional relevant activities in the greater Sedona area near common motorized recreation areas include:

- **Camping:** Camping in the greater Sedona area primarily occurs in designated developed camping sites or designated dispersed camping areas. One designated dispersed camping area on FR 525 is in close proximity to motorized recreation use areas in the national forest area between Sedona and Cottonwood. Some users of this camping area bring their own OHVs to the area for motorized recreation purposes.
- **Cattle Permittees:** There are multiple cattle ranchers permitted to use the greater Sedona area. Cattle use the same areas that many motorized recreators utilize. According to local ranchers, cattle change their behavior (e.g., dispersal) in areas with motorized recreation use areas, and important resources for cattle (e.g., vegetation, water tanks) have been damaged by irresponsible motorized recreation behavior.[28]
- **Hot Air Balloon Permittees:** There are several hot air balloon tour companies that are permitted to operate and retrieve balloons in the Red Rock Ranger District. These permittees utilize areas of motorized recreation during their operations and require access to balloon retrieval sites.
- **Non-Motorized Recreation:** Non-motorized trails (e.g., hiking, biking, equestrian) are a popular recreation activity in the greater Sedona area. These trails sometimes parallel or cross FRs used for motorized recreation which can lead to interaction between different user groups. Broken Arrow, Cliffhanger, Schnebly Hill, Soldiers Pass, and Vultee Arch are examples of FRs used for motorized recreation that are close to, and cross, non-motorized trails. Due to this proximity, non-motorized users often use motorized roads as shortcuts or connections to other trails and parking areas. There are also several non-motorized recreation guided tours that are permitted by the Red Rock Ranger District in the greater Sedona area.
- **Scenic Driving:** Scenic driving is also a popular activity in the Red Rock Ranger District. Passenger vehicles often share the access roads of Forest Roads 525 and 152C west of Sedona, which are popular with motorized recreators.
- **Spiritual and Metaphysical Permittees:** There are several spiritual and metaphysical organizations that are permitted to lead tours in the greater Sedona area. Most tours occur in areas away from common motorized recreation areas, though they may sometimes interact with motorized recreationists.

New and Emerging Uses for Motorized Recreation

Shift to Electric OHVs

[26] https://www.fs.usda.gov/recarea/coconino/recarea/?recid=55368
[27] https://www.fs.usda.gov/recarea/coconino/recreation/outdoorlearning/recarea/?recid=55318&actid=119
[28] Windmill Ranch permittee, pers. comm.

The shift toward electric vehicles is underway within the OHV industry though it may be many years before they are the dominant vehicle types used and sold. Electric models offer benefits in performance, sustainability, and reduced noise, though higher costs and limited range remain hurdles for most users. Over time, technological progress and policy changes may accelerate the transition, though gasoline OHVs will still likely dominate for many years.

While quieter, electric OHVs are also significantly heavier and offer greater acceleration, increasing the potential of dust creation on dirt roads and many worry about the environmental impact of heavier vehicles. There have been recent attempts in the Arizona State Legislature that would increase the weight limit for all permitted OHVs from 2500 pounds to 3500 pounds in order to accommodate newer hybrid or electric vehicles or allow for aftermarket modifications that increase the weight of the vehicle. Some speculate that permitted changes in vehicle weight would allow for higher-powered, higher-impact vehicles whether electric or not.

It is possible for new electric OHVs to be 'geofenced.' Geofencing uses GPS technology to create a virtual geographic boundary. A device - in this case an electric OHV - is then limited to only operating within that boundary. If the vehicle moves outside the designated area, features like speed reduction, warning alarms, or propulsion disabling could be triggered.

Several benefits of geofencing electric OHVs could include:

1. Limiting access to sensitive areas: Geofencing could prevent electric OHVs from entering environmentally sensitive areas like wildlife refuges or botanical reserves in order to reduce impacts.
2. Controlling where vehicles can operate: Geofencing boundaries could match designated trails or roadways where electric OHVs are legally allowed to drive. This would enforce compliance with access restrictions.
3. Reducing potential for trespassing: Geofencing private property boundaries could prevent electric OHVs from inadvertently trespassing onto closed lands.
4. Supporting fleet management: Businesses or rental companies with fleets of electric OHVs could geofence vehicles to ensure they stay within specified operational areas.

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3. Convening of the Motorized Working Group

Introduction

As discussed earlier in this document, the WG was the first group to convene under the broader GSRC (for membership, see Appendix B). Utilizing a consensus-based approach, the WG convened to develop potential strategies for addressing the effects of motorized recreation in the greater Sedona area. Below is a robust description on how the WG came together, the roles that the participants committed to, and a timeline of the work that has ensued since May of 2022. See Figure 8 (below) for a graphical representation.

Assessment and Working Group Development

First, the Co-Conveners and the facilitation team (roles defined in Table 2) convened to identify and organize steps toward convening a balanced WG. At this time, Southwest Decision Resources (the selected facilitation team) conducted Co-Convener and community assessments to inform the construction of the collaborative process, structure, and Standards of Conduct for the collaborative. This assessment included 39 interviews, three site-visits, and four site-specific assessments for the Bear Mountain, Broken Arrow, Dry Creek, and Soldier Pass areas. Assessment results identified top priorities to address (i.e., motorized recreation) and provided the foundation for meeting topics and timelines. For additional information, the site-specific assessment meeting notes can be found in Appendix C and the full assessment synthesis report can be found in Appendix D.



Figure 7. Assessment site visits to Bear Mountain (above) and Broken Arrow (below).

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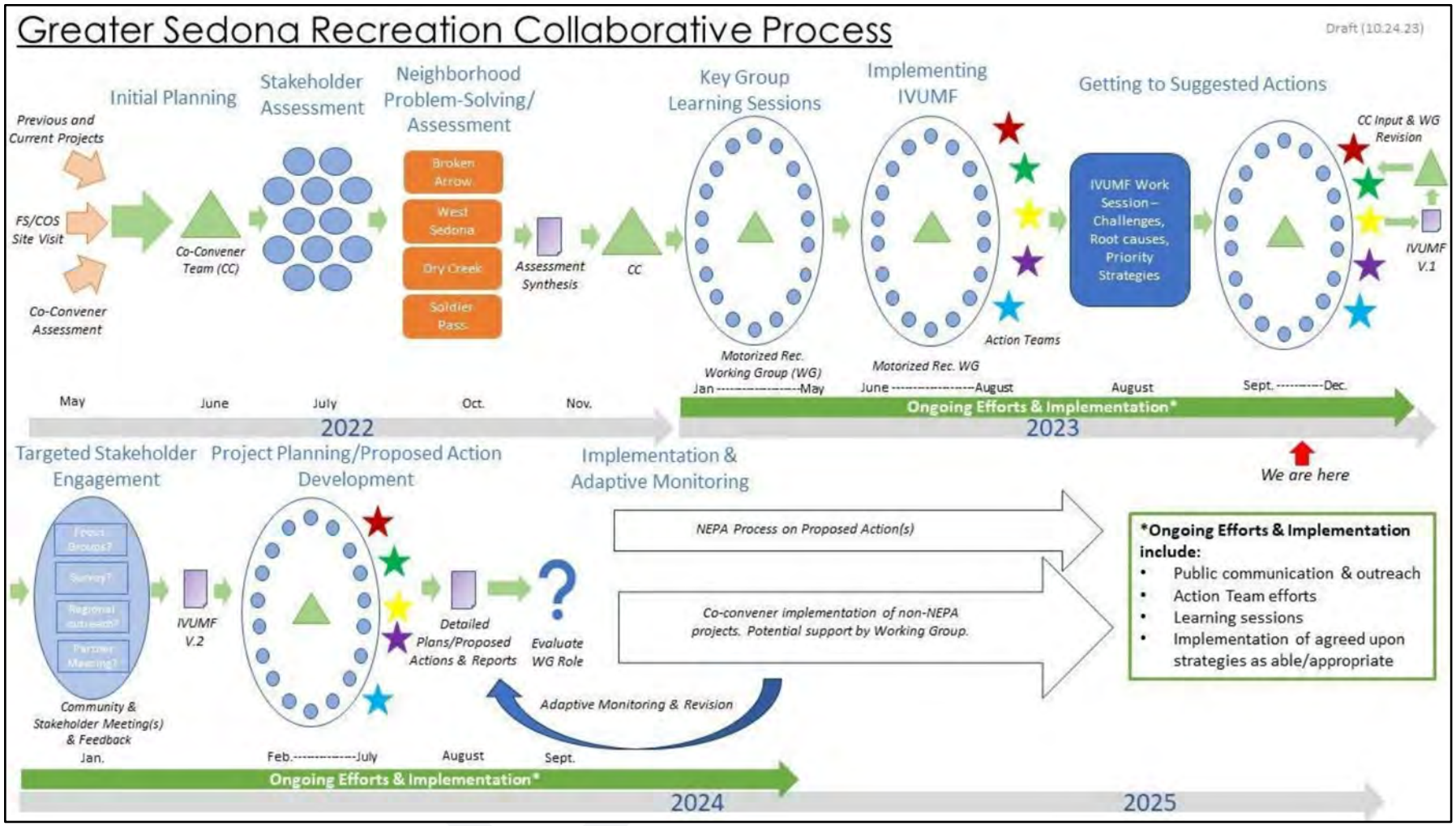


Figure 8. GSRC process diagram and timeline.

Co-Conveners Roles	Facilitation Team Roles
• Makes decisions related to recreation planning and operations in the greater Sedona area • Works closely with the facilitation team to: ○ Identify and convene a representative group of participants ○ Provide appropriate support for meetings and activities ○ Encourage the WG to work in a timely fashion, meet its milestones, and achieve its overall goal ○ Review and share public and/or media communications • Provides necessary background information and technical input • Establishes clear sideboards consistent with law, policy, procedure, and directives • Prepares for and participates actively in meetings and activities • As much as feasible, incorporates input from the WG into decision-making and planning processes for recreation • Remains willing to change policies, procedures, and/or directives when such changes are deemed necessary by the WG to enact a solution • Does not participate in consensus for WG strategy development	• Works under a contractual agreement with co-funding partners in the Co-Convener team (FY23 included COS, COF, and ASPT; FY24 includes COF and ASPT) • Strives for effective collaboration, neutral perspective, and balanced representation of affected interests involved in the process • Develops an overall timeline and series of activities for the process • Organizes and schedules meetings and activities • Fosters engagement of a broad range of participants and perspectives • Reaches agreement on group working agreements and protocols; strives to ensure these are adhered to by participants • Provides facilitation and regular communication, as needed, for group discussions including Co-Convener, WG, and stakeholder meetings • Provides documentation of group discussions and outcomes • Provides a website and necessary materials to support effective communication and discussions

Table 2. Co-Convener and facilitation team roles.

Next, the facilitation team invited primary WG Members by utilizing the following criteria:

- Demonstrated knowledge, experience, and interest in the subject
- Affected by, or have an understanding of, the effects of the outcomes
- Ability to participate collaboratively and constructively:
  - Willing to think creatively about a range of solutions
  - Contributes useful information to the process
  - Networks effectively with people or groups with similar interests
  - Electronically accessible and capable of accessing relevant information from the internet
  - Available and willing to commit time and energy to the process, including attending the majority of WG meetings

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Selected WG members included a range of interested citizens, residents, representatives of non-governmental organizations, businesses, advocates, and participating agencies and governments. Tribal input and participation were solicited but there was no formal tribal representation. The role of the WG members is found below in Table 3, and the composition of the WG is found in Appendix B.

WG Member Roles
• Provide input on recreation planning and operations in the greater Sedona area • Respect and follow the collaboratively built Standards of Conduct, Working Agreements, and Protocols • Provide technical input as appropriate to their individual or organizational expertise • Work collaboratively to achieve the overall goals of the effort • Work within project sideboards set by Co-Conveners • Consistently prepare for and participate actively in meetings and activities • Assist in obtaining necessary information to achieve WG goals • Provide timely comments and feedback on planning documents • Work toward providing potential solutions to issues raised during the planning process • Gather feedback from constituents to relay back to fellow WG members • Provide regular updates to the public and present efforts of the WG via outreach platforms and presentations • Be willing to serve on at least one Action Team

Table 3. WG member roles.

In addition to primary WG members, the WG included alternate WG members. Alternate WG members were invited to attend WG meetings in place of the primary WG member and fill the role of the primary WG member when they were unable to attend. When in attendance at meetings, alternates participated as observers only and were not part of gauging consensus on proposed strategies. Alternates were also invited to be full members of Action Teams charged with diving deeper into potential strategies in smaller groups (outside of regular WG meetings) on the following topics:

Action Teams:

- Communications and Education
- Data Gathering and Monitoring
- Environmental Conservation and Restoration
- Policy and Legislation
- Sustainable Funding

The purpose and outcomes of each Action Team is summarized in Section 5 and detailed reports from each Action Team can be found in Appendix G.

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Convening of the Working Group

To address the growing concern and priority for motorized recreation management in the greater Sedona areas, as evidenced by the results of the assessment, the GSRC convened the Motorized Recreation WG. Between January 2023 and January 2024, the WG (Co-Conveners, primary and alternate WG members, and the facilitation team) met monthly to learn about, discuss, and seek consensus on the range of proposed strategies detailed in Section 4. Monthly meetings brought the WG together for shared learning opportunities, law and policy review, and discussions to detail the suite of proposed strategies. Additional (optional) meetings were convened to document challenges, statements, root causes, and a desired conditions analysis between August and December 2023 to provide support for proposed strategies. See meeting dates, shared learning topics, and key tasks and outcomes below. For meeting notes, visit the GSRC website.[29]



Figure 9. First WG meeting at the City Library (upper left), site visit to west Sedona with Forest Service specialists (upper right), site visit to Jeep and OHV rental companies (bottom left), and WG members making seedballs for restoration (bottom right).

[29] www.greatersedonarecreation.com

Meeting Date	Shared Learning Topics	Key Tasks/Outcomes
January 4, 2023	• Results of the assessment: Key motorized recreation challenges and root causes in the greater Sedona area	• Discussed assessment results • Reviewed Standards of Conduct and Collaborative Process
February 9, 2023		• Formally established WG Standards of Conduct and Collaborative Process Protocols (see Appendix D) • Utilizing assessment results and group experience, identified key root causes of motorized recreation challenges and potential solutions • Identified future WG and Action Team learning needs
March 9, 2023	• Past and current OHV management efforts in the area (e.g., previous City efforts) • Policy and legislation considerations for motorized recreation in the greater Sedona area	• Established Action Teams to pursue key potential solutions (as identified by the WG and assessment)
April 13, 2023	• Jeep and OHV rental and education processes	• Visited Jeep and OHV rental companies to learn about the rental and education processes
May 11, 2023	• Current Forest Service & RROCC closures, signage, and rehabilitation efforts, resource impacts on the ground, and strategies to address those impacts	• Visited west Sedona area to see impacts on the group as well as previous and current Forest Service RROCC efforts

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June 8, 2023	• Interagency Visitor Use Management Framework (IVUMF) and its relevance to the GSRC • Opportunities as identified by WG members for an unlimited permit system, speed limits, and motorized system planning	• Adopted the IVUMF to streamline WG efforts and enhance WG effectiveness • Shared top strategy priorities for WG to pursue
June 15, 2023 (optional site visit)	• Best-practices for conservation, restoration, and monitoring related to motorized recreation management	• Visited west Sedona with Forest Service specialists and the Environmental Conservation and Restoration Action Team to identify best-practices for conservation, restoration, and monitoring
July 13, 2023	• Considerations for key strategies proposed by the WG (e.g., speed limits, permit systems, motorized system planning)	• Reviewed the IVUMF and roles for the WG and Action Teams
August 10, 2023	• Desired conditions and their relevance to the IVUMF and management actions • Policy and Legislation Action Team's proposals for changes to state motorized recreation legislation	• Discussed WG desired conditions and compared to the desired conditions outlined by the Forest Service • Agreed to utilize the desired conditions outlined by the COF
August 18, 2023 (optional full day work session)	• Root causes of motorized recreation challenges and the viability of potential strategies to address them	• Revisited and further outlined root causes of motorized recreation • Identified and evaluated strategies to address root causes
September 14, 2023	• Key outcomes from August 18 work session	• Reviewed outcomes of the strategy session in August and sensed initial consensus for strategies identified • Identified needed next steps and learning topics to inform additional consensus work

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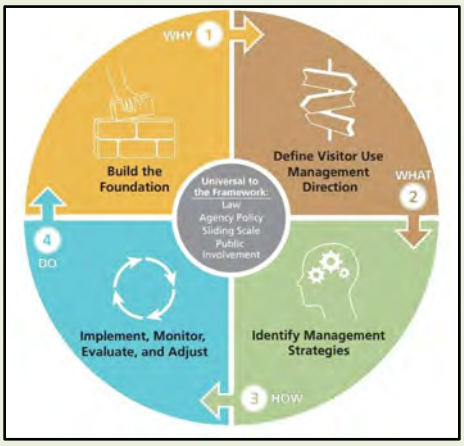
October 12, 2023	• Further considerations and elements of a permit system and of motorized recreation system plans as presented by the Forest Service and a motorized system planning specialist • Greater Sedona cultural history and values	• Agreed to an outline of the final report and IVUMF elements • Pursued consensus on proposals for changes to motorized recreation state law • Continued planning of elements and strategies for motorized system planning and permit systems
November 9, 2023	• Motorized system planning processes and key considerations • Noise restriction and decibel limit policies of western states	• Pursued planning and consensus on proposals for user behavior, permit system, and motorized recreation system planning
December 14, 2023	• Forest Service policy considerations related to speed limits	• Continued to pursue consensus on proposals for permit system and speed limit
January 11, 2024	• Co-Convener and WG feedback on the political and technical feasibility and potential impacts of proposed strategies from the WG	• Based on Co-Convener and WG feedback, finalized proposed strategies and guidance for implementation of proposed strategies • Reviewed next steps for final review and reporting of the WG proposed strategies

Table 4. Timeline of WG meetings from January 2023 - January 2024.

Collaborative Use of the Interagency Visitor Use Management Framework

Given the complexity of the issues and the need to document the proposed strategies in line with land manager frameworks for ease of adoption and implementation, the WG chose to employ the Interagency Visitor Use Management Framework to enhance the effectiveness of their work and streamline the collaborative process (see Figure 10).[30] The IVUMF is a "*planning process for visitor use management*," and its purpose is to "*provide cohesive guidance for managing visitor use on federally managed lands and waters*.[31]

[30] https://visitorusemanagement.nps.gov/VUM/Framework
[31] ibid.



The IVUMF process

Consists of four key steps with the goal of maximizing the visitor experience while sustaining resources:

1. Build the foundation by defining the problem.
2. Define visitor use management direction and associated desired conditions.
3. Identify management strategies to achieve desired conditions.
4. Implement, monitor, evaluate and adjust applying the principles of adaptive management.

Figure 10. IVUMF Process.[32]

Utilizing the IVUMF informed discussions and outcomes of this WG, with special consideration given to defining the issues, comparing them to existing desired conditions and management goals, and identifying strategies to address current challenges related to motorized recreation.

This report is the result of applying the IVUMF process, where appropriate, to analyze motorized recreation challenges and develop strategies to address them in the greater Sedona area. Prompted by the IVUMF, a small team of the WG performed the following key analyses related to motorized recreation in the greater Sedona area: 1) a sliding scale analysis and 2) desired conditions analysis both of which are detailed in Appendix F.

[32] ibid.

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4. Proposed Strategies for Motorized Visitor Use Management

Introduction

The WG reached consensus on a set of proposed strategies to guide land management decisions for motorized recreation in the greater Sedona area. The following Table 5 displays the strategies to address three key topical challenges, with strategies achieving partial consensus highlighted in yellow, and full consensus in green. It is important to note that the Co-Conveners did not participate in any consensus related to proposal development and that these strategies are being proposed by WG members only.

Challenge	Strategy
1. Volume and Recreation Desire	1.1: Implement speed limits *(most agree)*
	1.2: Implement a permit system *(most agree)*
	1.3: Continue to coordinate voluntary efforts with RROCC and others
2. Physical Infrastructure and Environment	2.1: Conduct short- and long-term motorized system planning *(most agree)*
3. User Behavior	3.1: Increase the visibility of existing positive educational programs and create new ones
	3.2: Increase effectiveness and consistency of signage and barriers
	3.3: Increase enforcement

Table 5. Overall strategies proposed for motorized visitor use management in the greater Sedona area to address three key topical challenges. Level of consensus is indicated by color: full consensus (green) or partial consensus (yellow).

For each of the three major topics, the WG identified challenges and root causes underlying the impacts linked to motorized recreation. These challenges and root causes informed the development of corresponding strategies with special consideration of how to best address the root cause of challenges rather than just the symptoms.

For each of the proposed strategies, the following is documented:

- Description of the strategy
- Tactics recommended to implement the strategy
- Implementation guidance: where, who, when and cost (where discussed by the WG)
- Level of consensus achieved – "full consensus" means that the WG was unanimous in proposing, while "partial consensus" means that one or more from the WG did not agree with the proposal
- Root causes addressed by the strategy
- Why this strategy was proposed
- Potential unintended consequences of implementing the strategy
- Potential roadblocks to implementing the strategy

The entire WG collaboratively developed these strategies through site visits, shared learning opportunities, data collection and a comprehensive review of political, legal, and feasibility considerations related to motorized recreation management.

The WG achieved full consensus on many proposed strategies. In instances where full consensus was not reached, dissenting opinions or reservations are reported below. This document strives to inclusively capture diverse perspectives with accompanying rationale, highlighting areas where the WG reached alignment.

Section 5 details additional strategies developed by individual Action Teams.

Rejected Alternatives

In the process of strategy proposal development, the WG evaluated and rejected the following proposals as they did not meet the expectations of the WG for positive impact and addressing identified challenges related to motorized recreation:

- **No Action** - This alternative would make no changes to the current situation, and it is always an option when considering a change. The "no action" alternative was discussed but did not address the challenges that the WG came together to address (e.g., environmental, social impacts). The WG felt that action must be taken to address such challenges and thus rejected this alternative.
- **Banning OHVs** - This alternative would prohibit all OHVs from the Red Rock District. The WG recognized that this would not be in line with many jurisdictions' directives and was not a viable option.
- **Increasing Motorized Recreation Use** – This alternative was rejected summarily. Many in the WG believe that current use levels meet or exceed capacity.
- **Paving Forest Roads** - While some in the WG noted that dust impacts could be mitigated by paving high use FRs (e.g., 525 and 152C), the WG determined that this strategy would be costly, increase burden for maintenance for Yavapai County and the Forest Service, and lead to increased speed, noise, volume, and environmental impact. Therefore, the WG did not propose this strategy.
- **Dust Abatement Measures -** Though some WG members recognized that dust abatement treatment and other road improvement measures could reduce dust impacts, the WG recognized that the high cost of implementing, the need for regular reapplication of abatement treatment, and the potential environmental impact of the abatement treatment materials made this strategy unattractive. This strategy was also not proposed.

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1. Proposed Strategies for Volume and Recreational Desire

Background

The WG determined that the combined effects of limited motorized opportunities and the current volume of use and recreational desire were key contributors to the environmental and social issues presented in this report. Mitigating the effects of motorized use was a primary motivator for the WG, and reducing impacts related to volume were priorities. The WG put extensive thought into the differences in positive impact and consequences of both unlimited and limited permit systems, ultimately determining that any permit system that reduces environmental and social impacts would be beneficial.

The recommended strategies presented below include:

1. Implementing speed limits *(Partial Consensus -Most Agreed)*.
2. Implementing a permit system *(Partial Consensus -Most Agreed)*.
3. Coordinating voluntary efforts with RROCC *(Full Consensus)*.

Challenges

1. The current volume of and recreational desire for motorized recreation use is perceived to exceed the existing capacity (of the environment and infrastructure) in certain areas within the GSRC.
2. Current volumes in some areas result in significant social and environmental impacts, including, but not limited to, noise, dust, speed, and disturbance.

Root Causes of Challenges

Volume and recreation desire challenges were analyzed to better understand and address their root causes. See Table 6 for these root causes and how volume and recreational desire strategies address them.

Volume and Recreational Desire Root Causes	**Volume and Recreational Desire Strategies**		
	Speed Limits	**Permit System**	**Voluntary Efforts**
The proximity of motorized recreation opportunities to residential areas intensifies impacts, leading to the invasion of neighborhood privacy, primarily due to noise.	X	X	X
The proximity of motorized recreation opportunities to sensitive environments, such as fragile desert landscapes, exacerbates the impacts of volume.	X	X	X
Recreational desire is heightened in the greater Sedona area due to its unique terrain, natural beauty, and proximity to Phoenix.		X	X

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Motorized use predominantly attracts "day use" users who may lack education on and/or appreciation of the natural environment.	X	X	X
The presence of multiple motorized recreation rental companies increases day use in the area.	X	X	X
The absence of formal/long-term tools for quantifying use hinders the identification of trends in volume changes and user behavior.		X	X
OHV noise is perceived to have a more pronounced impact than other vehicle types, amplifying their social and environmental impacts. This noise creates a large “cone of disturbance.”	X	X	X

Table 6. Proposed strategies addressing root causes of volume and recreational desire challenges.

Strategy 1.1: Implement Speed Limits

Description

Define and enforce a 15 MPH speed limit on Schnebly Hill Road, Morgan Road, and Forest Roads 525 and 152C.

Tactics

1.1.1 Conduct relevant studies and processes to implement speed limits.

- For Forest Service roads:
    - Contract an Engineering Study and Speed Study.
    - Routinely re-evaluate and re-conduct engineering and speed studies if use continues to change (every 3-5 years).
    - Reconsider Forest Plan desired conditions related to road management and speed limits.
    - Re-evaluate the Road Maintenance Objective and Road Maintenance Level.
    - Work with the WG to inform engineering and speed study contracts.
- For roads within COS and/or County limits, complete any other required analyses to implement speed limits.

Implementation Guidance

- Where: Roads specified in the strategy
- Who: Coconino County, COF, COS, Yavapai County
- Timeframe:
    - Short-term: Conducting needed engineering or other studies
    - Medium-term: Implementing speed limits if supported by engineering studies.

Level of Consensus

Partial consensus achieved (most agreed), with some dissension and reservation.

While most WG members supported the strategy, there was disagreement on specific roads and the proposed speed limit. A few WG members felt that 15 MPH was unreasonably slow, especially on FR 525 due to its high use levels. One WG recommended that 25 MPH be the proposed speed limit in line with the results of the 2021 Forest Service Engineering Report for FR 152C that indicated 85% of

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drivers were going 25 MPH or slower. Another WG member suggested that 20 MPH be the limit on paved roads (e.g., Schnebly Road, Morgan Road) while agreeing that dirt roads should be 15 MPH. Generally, there was mostly support for 15 MPH speed limits on Morgan Road, Schnebly Hill Road, and FR 152C with more dissension surrounding appropriate speed limits on FR 525.

Almost all WG members fully supported the tactics as outlined, but one WG member expressed reservation without explanation of why.

Evaluation - Strategy 1.1: Implement Speed Limits	
Why Recommended	Reduced speeds: • Enhance safety for motorists and residents by increasing visibility, improving awareness/reaction times, and lessening potential impact of collisions • Improve the non-motorized recreation experience by reducing social impacts • Reduce dust, mitigating associated issues such as vegetation mortality, human health hazard, and safety issues • Lower engine noise, reducing the "cone of disturbance"
Potential Unintended Consequences	• Potential conflict between motorists due to reduced speed limits • Challenges with compliance and enforcement
Potential Roadblocks	• 15 MPH speed may conflict with Forest Service engineering standards or City/County policies • Lack of residential support for 15 MPH speed limits on some of the proposed roads within the COS limits may impede implementation

Table 7. Evaluation of Strategy 1.1.

Strategy 1.2: Implement a Permit System

Description

Implement a permit system that, in conjunction with the other proposed strategies, will reduce adverse environmental and social impacts.

Tactics

1.2.1 Include and define quotas for volume.

1.2.2. When determining new quotas, consider volume holistically including permitted and non-permitted use.[33]

[33] The U.S. Forest Service completed an environmental analysis when authorizing commercial permits for Jeep and ATV tours. These permits limit use by area and trips per day.

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1.2.3 Require permits for any vehicle on motorized recreation routes with route determination informed by Co-Convener and WG input.

1.2.4 Offer various permit durations (by day, week, year).

1.2.5 Adaptively manage considering volume, environmental and social impacts, and seasonal trends (e.g., weather, closures, holiday/seasonal demand).

1.2.6 On high-use days, enforce the permit system with a higher Law Enforcement Officer and/or Forest Protection Officer presence.

1.2.7 Effectively enforce the permit system with strong recommendations for the following tools:

- Gates: Utilize a phased-in approach for implementation, looking first at highly impacted areas, such as Broken Arrow and Bear Mountain.
- Intermittent Law Enforcement Officer and Forest Protection Officer presence.
- Video/electronic capture and review of license plates (long-term, when ready for implementation).

1.2.8 Investigate funding opportunities to support motorized recreation management (e.g., through a permit fee).

1.2.9 Include the following elements for a permit system application:

- Ensure that permittees indicate their vehicle/recreation experience type in the permit application.
- Include educational materials in the permit application process.
- Require viewing of the AGFD OHV video before receiving permit (i.e., in complement with proposed mandatory education course proposed for requirement at the state level).

Implementation Guidance

- Where: GSRC footprint
- Who: U.S. Forest Service, Resource Advisory Council for fee approval
- Timeframe:
  - Short-term: Initial proposal development (6 months - 1 year)
  - Long-term: National Environmental Policy Act (NEPA) analysis (18 months)
  - Long-term: Subsequent fee proposals (minimum 12 months)
- Cost: High. Administrative and staff costs. In addition, the Forest would need to hire additional staff and contract work for high complexity NEPA study and implementation.

Level of Consensus:

Partial consensus achieved (most agreed), with some dissension. One WG member felt that tactic 1.2.2 would lead COF to reduce numbers of commercial permits for existing permittees who have a demonstrated legacy of positive partnership with COF. Due to this potential for reduction of exiting commercial permits, the WG member did not support the permit strategy.

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Evaluation - Strategy 1.2: Implement a Permit System	
Why Recommended	• The WG considered a permit system the most direct way to control volume, demand, and associated impacts • A permit system avoids unintentional consequences of motorized system planning that might draw more use/interest to the area
Potential Unintended Consequences	• Permits may displace users to other areas, including areas currently receiving little motorized recreation, and increase use in unintended ways
Potential Roadblocks	• Unknown capacity for increased enforcement • Time-consuming planning, approval, and implementation of the permit system • May require an additional capacity study to inform the permit number • Public opposition to any restrictions on public land access or activities

Table 8. Evaluation of Strategy 1.2.

Strategy 1.3: Continue to Coordinate Voluntary Efforts with RROCC and Others

Description

Continue to work with RROCC members, other OHV rental companies, and residents to implement the following voluntary elements:

- Modify vehicles (mufflers, governors) to reduce noise and speed levels where possible.
- Explore options to direct rental users to go down Diamondback, then up to 525 to reduce the number of people on 152C.
- Implement a "voluntary" speed limit of 15 MPH on all dirt roads for rental companies and outfitters/guides.
- Explore and potentially develop a voluntary commercial permit system for OHV rental companies.

Implementation Guidance

- Where: GSRC footprint
- Who: GSRC Co-Conveners and WG, RROCC, other OHV rental companies and outfitter/guides

Level of Consensus:

Full consensus achieved.

Evaluation - Strategy 1.3: Continue to Coordinate Voluntary Efforts with RROCC and Others

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Why Recommended	• Voluntary efforts can be implemented in shorter time frames without substantial policy change processes • Rental fleets can change more frequently than private user vehicles, providing an opportunity for vehicle changes to be made • Recommended changes to rental fleets and practices help to address both social and environmental impacts
Potential Unintended Consequences	• Vehicle modifications may impact user experience
Potential Roadblocks	• Additional costs to the rental companies for changes to their fleet • Lack of compliance with voluntary efforts • Rental fleet providers and manufacturers may not allow or make possible the modifications suggested

Table 9. Evaluation of Strategy 1.3.

2. Proposed Strategies for Physical Infrastructure and Environment

Background

The WG identified that modifying the current motorized recreation system (access, road locations, and road design) could positively address environmental and social impacts. Full consensus was achieved on guiding future work for collaborative motorized recreation system planning efforts.

The proposed strategy presented below calls for holistic motorized system planning for the GSRC footprint *(Partial Consensus - Most Agreed)*.

Challenges

1. The physical infrastructure available for motorized recreation may not be appropriate for desired conditions or to meet volume/demand.
2. Some areas, due to the sensitive desert ecosystem and physical capacity, may limit opportunities for new infrastructure.

Root Causes of the Challenges

Physical Infrastructure and Environmental challenges were analyzed to better understand and address their root causes. See Table 13 for these root causes and how the Physical Infrastructure and Environment strategy addresses them.

Physical Infrastructure and Environment Desire Root Causes	**Physical Infrastructure and Environment Strategy**
	Motorized System Planning

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Locations of current motorized roads: • Limited access roads and entry points concentrate use intensity. • Traffic types pass closely through residential areas and water holes used by ranching permittees.	X
Current roads were not engineered or designed for recreational use: • Designated motorized roads in the greater Sedona area lack proper engineering, as many were not initially designed for recreation but for other purposes such as accessing stock tanks and pastures or for commercial uses. • Motorized recreation roads in Sedona fail to accommodate modern recreational vehicles, do not align with users' desired experiences, and are positioned too closely to private inholdings and priority natural resources • The original intentions behind roads like Schnebly Hill (for transportation), Broken Arrow (originally for a movie set and recreation), or the Bear Mountain area (for ranch operations) do not align with the current uses and traffic volumes in the Sedona area. • Existing roads in Sedona are incompatible with various vehicle types and purposes. These roads are currently utilized for diverse activities, including accessing inholdings, pleasure driving, heritage sites, ranch uses, emergency response, and administrative purposes.	X
Fragile ecosystem: • Sensitive vegetation communities and wildlife habitats are easily damaged by current volume and use, with slow or no self-repair and limited resources to mitigate and/or restore impacts.	X
Seasonality and patterns of use: • Concentrated traffic volumes during busy times affect wildlife, water holes, and private property.	X

Table 10. Physical infrastructure and environment root causes addressed by short- and long-term motorized system planning.

Strategy 2.1: Conduct Short- and Long-Term Motorized System Planning

Description

Pursue short- and long-term motorized system planning to address existing use without attracting new users or creating a high volume “destination”. Work with a motorized recreation system planner and the WG to plan motorized recreation system changes that align with specified criteria.

Tactics

2.1.1 Short-term: Pursue short-term route, road, trailhead, and/or signage and barrier modifications that:

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- Enhance safety by including additional signage, implementing safety awareness campaigns, and providing additional enforcement.
- Keep users on the trail. Potential strategies include route maintenance, fencing and barriers, environmental restoration, non-system route closures, and route re-alignments.
- Reduce speed. Potential strategies include additional signage, route maintenance, and route re-alignment.

2.1.2 Short-Term: Pursue Broken Arrow trailhead reconfiguration to improve traffic flows and prevent stopping/staging where Morgan Road meets the dirt road in front of residences including:

a. Paving and redirecting traffic within the Broken Arrow parking lot to improve the traffic flow between passenger vehicles and motorized recreation.
b. Establishing staging areas for private jeeps/SUVs/trucks to prevent them from stopping along Morgan Road.

2.1.3 Short-Term: Pursue realignment for Forest Road 152C to move traffic away from the Estrella Noche residential area.

2.1.4 Long-Term: Plan an intentional route system within the GSRC footprint that:

- Avoids residential areas.
- Improves recreation experiences and includes options for 2-hour, 4-hour, and full-day experiences.
- Minimizes intersections with other roads (circular loops, single entrance/exit).
- Maximizes safety.
- Minimizes impacts and proximity to water tanks, archaeological/cultural sites, residential areas, wildlife habitat, and other important social and natural resources.
- Maintains an appropriate speed limit.
- Is designed or constructed to best management practices for erosion, soil stability, etc. (i.e., “sustainable trail design”).
- Can be balanced with cattle use, other permittee needs, and other recreators.
- Encourages multiple uses.
- Directs users away from 525 and 152C where practical.

Implementation Guidance

- Where: GSRC footprint
- Who: Forest Service, motorized recreation system planner, WG
- Timeframe:
  - Short-term: Analysis and planning
    - Cost: Variable (low- to medium-high)
  - Short- to medium-term: Existing road modifications
    - Cost: Variable (low- to medium-high)
  - Long-term: GSRC-wide, intentional route system
    - Cost: High

Level of Consensus

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Partial consensus (most agreed) achieved, with some dissension. Two WG members did not agree with the language to "plan an intentional route system", though they were open to "exploring" the potential benefits and consequences of new or different routes in the greater Sedona area.

Evaluation - Strategy 2.1: Conduct Short- and Long-Term Motorized System Planning	
Why Recommended	Intentional system design and route improvements can: • Improve safety • Avoid sensitive areas such as tanks, cultural sites, and other administrative areas • Keep users on designated roads • Provide defined trip lengths (2-hour, 4-hour, full day) to align with user desire • Improve user experience • Allow existing roads to be closed or rehabilitated for original use • Provide clear wayfinding and regulatory messaging throughout the planning area • Limit transportation time within/through residential areas or avoid residential areas entirely
Potential Unintended Consequences	• Any increase in motorized use due to better design may exacerbate social and environmental impacts • OHV rental companies could face challenges if entry points fail to adhere to their safety regulations. These companies restrict highway travel for clients, potentially affecting their access to motorized opportunities • Nearby jurisdictions may experience increased use and impacts if access is reduced in the GSRC area
Potential Roadblocks	• Lack of capacity and funding • Insufficient staff needed for implementation and monitoring

Table 11. Evaluation of Strategy 2.1.

3. Proposed Strategies for User Behavior

Background

Irresponsible user behavior is often cited as a key challenge leading to exacerbated social and environmental impacts of motorized recreation in the greater Sedona area. The WG achieved full consensus on a series of strategies that will improve user behavior while reducing social and environmental impacts.

The recommended strategies presented below include:

1. Increasing the visibility of existing positive educational programs and creating new educational programs *(Full Consensus).*
2. Installing more effective signage and barriers *(Full Consensus).*
3. Increasing enforcement of laws and regulations *(Full Consensus)*.

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Challenges

1. Some, but not all, motorized recreation users intentionally or unknowingly act illegally or inappropriately while in the greater Sedona area exacerbating the social and environmental impacts of motorized recreation.
    a. *Definition of "Illegal"*: Something that can be enforceable by law.
    b. *Definition of "Inappropriate":* Acting in a way that is within the confinement of the laws but may cause negative social and/or environmental impacts and/or behaving in a manner that does not align with Tread Lightly! Principles.

Root Causes of the Challenges

User Behavior challenges were analyzed to better understand and address their root causes. See Table 12 for these root causes and how user behavior strategies address them.

User Behavior Root Causes	**User Behavior Strategies**		
	Education Programs	**Signage/ Barriers**	**Enforce-ment**
Social media and OHV industry advertise inappropriate and illegal behavior.	X	X	X
Some users are not familiar with/do not understand off-roading ethics, operation, area, legal considerations, or terminology.	X	X	X
Insufficient enforcement and lack of official presence on the landscape contribute to inappropriate/illegal user behavior.	X	X	X
Effective signage or barriers are lacking, leading to inappropriate/illegal behavior.		X	

Table 12. User behavior root causes addressed by proposed user behavior strategies.

Strategy 3.1: Increase the visibility of existing educational programs and create new programs

Description

Increase the visibility of existing positive educational programs and create new educational programs.

Tactics

3.1.1 Require periodic, AGFD-managed motorized recreation education prior to OHV operation.

3.1.2 Collaborative with courts to offer educational resources to individuals cited for OHV infractions.

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3.1.3 In Yavapai and Coconino counties, require AGFD education courses for OHV operators.

3.1.4 In Yavapai and Coconino counties, require motorized recreation rental/outfitter/guide businesses to educate clients using AGFD-authorized materials.

3.1.5 If mandatory education is required by the State or Counties, include proof of completion as a prerequisite for obtaining any Red Rock District OHV use permit.

3.1.6 Expand the use of current and create new channels, platforms, and campaigns for positive messaging and education by:

- Employing diverse in-person and online methods, such as social media, show me rides,[34] trailside meet and greets, events, and tech checks for messaging and education.
- Utilizing various online platforms, including social media, to reach diverse audiences and generations.
- Utilizing public service announcements to communicate the consequences of inappropriate behavior, such as receiving tickets.
- Incorporating QR codes for sharing messaging and information where appropriate.
- Highlighting alternative experiences that promote responsible land use, including family rides, open-use areas, and scenic options.
- Collaborating with industry and authorized application developers to share positive educational materials that encourage ethical behavior.
- Continuing to partner with Tread Lightly! and RROCC to implement and elevate peer-to-peer education and to positively influence manufacturers to depict responsible OHV use and spread positive educational messaging (social media, in person, and other relevant platforms).

3.1.7 Document and share existing education resources widely, including but not limited to:

- Social Media (ASPT, USFS, ambassadors).
- Tread Lightly! messaging and educational programs.[35]
- RROCC Ambassadors and messaging.[36]
- AGFD rental video, virtual and in-person courses,[37] and train-the-trainer program for law enforcement.
- ASPT OHV Dealership Backpack Program and Ambassador Program.[38]
- Appreciate Arizona - statewide messaging and toolbox.[39]

3.1.8 Support cross-jurisdictional educational resources and message sharing via a summit or other avenues.

3.1.9 Develop or support existing brand standards for messaging with a shared resource library such as the Arizona Office of Tourism Toolbox.[40]

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[34] https://azstateparks.com/arizonas-ohv-ambassadors
[35] https://treadlightly.org/learn/
[36] https://www.facebook.com/RedRockOHVCC/
[37] https://www.azgfd.com/education/off-highway-vehicle-education/
[38] https://azstateparks.com/arizonas-ohv-ambassadors
[39] https://tourism.az.gov/wp-content/uploads/2021/02/Appreciate-AZ-Toolkit_AOT_FY21_2.pdf
[40] ibid.

3.1.10 Convey stewardship messaging by using positive restoration and landscape management techniques.

3.1.11 Allocate more resources (funding, staff, administrative support) for ambassador, volunteer, and educational programs to enhance their reach and impact.

Implementation Guidance

- Where: Internationally, nationally, statewide, and locally
- Timeframe:
    - Short-term: Utilizing and amplify existing resources
    - Medium-term to long-term: Create new resources, coordinate shared message development, and implement educational requirements for OHV operation
- Who: All relevant jurisdictions and non-governmental organizations
- Cost: Variable (low- to medium-high)

Level of consensus

Full consensus achieved.

Evaluation - Strategy 3.1: Increase the visibility of existing educational programs and create new programs	
Why Recommended	• Education can target diverse audiences through various platforms • Education does not impede user access and improves behavior • Education is scalable beyond GSRC footprint with broader positive impacts • Education can build positive relationships across jurisdictions and users
Potential Unintended Consequences	• Increased use due to events and social media efforts • Inconsistent communication strategies across organizations causes confusion and are less effective
Potential Roadblocks	• Lack of interest from industry or users to support, spread, or participate in responsible messaging and education • Lack of capacity and funding may be a challenge

Table 13. Evaluation of Strategy 3.1.

Strategy 3.2: Increase Effectiveness and Consistency of Signage and Barriers

Description

Increase the effectiveness and consistency of signage and barriers to encourage improved user behavior.

Tactics

3.2.1 Conduct an inventory of current barriers and signs.

3.2.2 Identify gaps in signage and barrier effectiveness and consistency.

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3.2.3 Define effectiveness and best practices of accessibility for signages/barriers through research and professional experience.

3.2.4 Work with a motorized recreation system planner and the WG to create and implement a signage and barrier plan that:
- Is consistent where possible while still meeting location-specific needs.
- Includes both responsive (i.e., post-impact) and preventative (i.e., pre-impact) options.
- Follows defined effectiveness and best practices.
- Utilizes simple messaging (e.g., images) that conveys preferred behavior (e.g., "quiet" in residential zones, "this is not a play area").

3.2.5 Use restoration and landscape management techniques to convey stewardship messaging.

3.2.6 Identify additional funding to support effective signage and barrier implementation.

Implementation Guidance
- Where: GSRC footprint
- Timeframe:
  - Short-term: Inventory of existing signage/barriers
  - Medium-term: Funding and implementation of more effective signage/barriers
- Who: COF, COS, contracted motorized system planner, and the WG
- Cost: Medium

Level of Consensus
Full consensus achieved.

Evaluation - Strategy 3.2: Increase Effectiveness and Consistency of Signage and Barriers	
Why Recommended	• Signage and barriers can be powerful tools to prevent/educate illegal behaviors • Cost-effective and quickly implementable in certain circumstances
Potential Unintended Consequences	• Scenic degradation due to increased signage and barriers
Potential Roadblocks	• Lack of funding to create new signage and barriers • Lack of resources to remove old signage and erect new signage • Achieving interagency consistency may be challenging

Table 14. Evaluation of Strategy 3.2.

Strategy 3.3: Increase Enforcement

Description
Increase enforcement in the GSRC footprint to cite illegal behavior and provide a presence to encourage positive user behavior.

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Tactics

3.3.1 Secure sufficient resources for increased law enforcement.

3.3.2 Increase interagency coordination and pooling of resources.

Implementation Guidance

- Where: GSRC footprint
- Who: AGFD, COF, COS, Yavapai County Sheriff's Office
- Timeframe: Medium-term
- Cost: Relatively low cost for utilizing existing resources (e.g., Forest Service staff), high cost for new resources (e.g., new hired law enforcement officers)

Level of Consensus

Full consensus achieved.

Evaluation - Strategy 3.3: Increase Enforcement	
Why Recommended	• Enforcement is effective for citing illegal behavior and encouraging positive behavior • The impact of enforcement may be amplified through social media • Enforcement officers can share positive educational information with offenders
Potential Unintended Consequences	• Pulling law enforcement resources away from higher priority activities
Potential Roadblocks	• Lack of capacity and funding may limit increased enforcement

Table 15. Evaluation of Strategy 3.3.

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5. Action Team Purpose and Proposals

Five Action Teams were established within the WG to explore and address key topics related to motorized recreation. Each Action Team prepared a summary report of their participants, key objectives and efforts, and any proposed strategies based on their efforts which are included in Appendix G. These Action Teams and their proposed strategies are summarized below.

1. Communications and Education

The Communications and Education Action Team provided initial insights about the GSRC website and developed an initial press release announcing the launch of the WG. They also provided key feedback on the development of the "At A Glance" communications released monthly to those who have signed up to "stay informed" on the GSRC website. However, the group decided to pause efforts until the WG had developed strategies to release out the public and thus did not develop a final Action Team report to be included in this document. Active members included Cliff Hamilton, Craig Swanson, Nena Barlow, and Pete Sanders.

2. Data Gathering and Monitoring

The Data Gathering and Monitoring Action Team's scope and purpose was to evaluate and implement methods of collecting and analyzing data on the impact of motorized vehicle use on the Red Rock District of the COF. This data was to be used on an ongoing basis to develop strategies for mitigating damage to the land and to the health of residents and visitors.

This Action Team researched (and in several cases implemented*) several data gathering methods to monitor vehicle use including:

- Recreation Impact Monitoring System: https://www.cmc.org/conservation/rims-mobile-app
- Solocator GPS Field Camera: https://solocator.com/
- *Flock Safety Device: https://www.flocksafety.com/
- *Motion Sensor Game Cameras
- OHV Permit System (Tonto National Forest): https://www.recreation.gov/vehiclepermits/3332401
- *TRAFx Road Counters: https://www.trafx.net/

Furthermore, the Action Team did several tests monitoring including impact of vehicle type and speed on dust generation, subsequent air quality, and noise (decibel levels). Based on their data collection and team discussion, the group proposed the following management strategies:

1. **Establish a monitoring team** to work with the Forest Service to monitor vehicle volume and vehicle type for *at least one year* to establish a baseline vehicle volume and vehicle type data that can inform future management decisions. This includes conducting 4-hour manual counts and camera vehicle counts at each TRAFx counter location on a quarterly basis to: 1) evaluate and re-calibrate (if necessary) the TRAFx counters, and 2) to determine the vehicle type.
2. **OHV rental companies install noise dampening mufflers to reduce noise.**
3. **OHV rental companies eliminate single seater UTVs from their fleet to reduce noise impacts.**

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4. **Conduct further dust and air quality tests by ADEQ** to evaluate the impacts on roadside vegetation and residents.
5. **Establish an Action Team to evaluate current OHV trails and potential new areas** to reduce volume, OHV concentration, environmental and social/residential impacts, noise levels, and dust impacts.
6. **Establish a reduced speed limit** to reduce public safety concerns, decrease noise levels, and lessen dust impacts to roadside vegetation - especially in residential areas and heritage sites.
7. **Establish a greater law enforcement presence** to address behavior related issues and/or to administer/enforce a OHV permit system.
8. **Establish an OHV limited permit system(s)** for the greater Sedona area to reduce environmental and social impacts - including enforcement and engineering strategies similar to Bulldog Canyon OHV area on Tonto National Forest[41]

To review the entire Data Gathering and Monitoring Report, including results, see Appendix G.1.

3. Environmental Conservation and Restoration

The Environmental Conservation and Restoration Action Team's scope and purpose was to:

- Develop best management practices (BMPs) to restore areas impacted by motorized use
- Develop a monitoring strategy for damaged areas to prioritize restoration and track restoration sites
- Establish a team to implement restoration
- Recommend tactics to preempt damage from motorized use

The Team worked with several FS experts to identify BMPs for the greater Sedona area, conducted extensive inventory of environmental damage and restored sites, and made the following recommendations:

- In the short-term - reinforce signs, further delineate (with fence/boulders) the trails most traveled, and rehabilitate/restore with hydroseeding where possible and/or seedballs where it is harder to get the machines to.
- Monitor for failed structural areas (breaks in the fencing/bouldering) and for success/failure of the various seeding processes.
- Document monitoring results for the Working Group to review
- Perform photo documentation of restoration work before, during, and after
- Continue existing partnerships to address restoration and conservation needs. Deepen the communication between the organizations conducting work so that work is not duplicated, ignored, or chaotic

To review the entire Environmental Conservation and Restoration Action Team report, see Appendix G.2.

[41] https://www.recreation.gov/vehiclepermits/3332401

4. Policy and Legislation

The Policy and Legislation Action Team's scope and purpose was to identify and recommend changes to existing relevant policies and legislation based on observations and data gathered from the GSRC area to help mitigate negative impacts from off highway vehicles statewide. Key efforts of this team included:

- Identifying deficiencies with existing state legislation
- Benchmarking with other states OHV laws to compare existing state laws with other states
- Recommending changes to legislation to improve clarity, consistency, correct problems with enforcement, and address language no longer consistent with OHV management/enforcement

General proposed changes to state legislation included:

- Defining "side-by-side" vehicles and clarifying the definition of vehicle types considered in the statutes
- Adding "operate or ALLOW a minor child to operate" to several statutes so that parents who allow their children to drive a vehicle can be held accountable for violations
- Adding clarifications for helmet requirements and restraints
- Replacing "indicia" with "decal" for clarity
- Adding a 35 MPH speed limit, unless otherwise posted, while driving an OHV across the State
- Requiring a functioning muffler for OHVs
- Allocating jurisdiction to local authorities for setting decibel limits for OHV operation
- Requiring mandatory education for OHV operation with standards set by AGFD
- Adding language that would allow local jurisdictions to set lower decibel levels where necessary

The proposed changes above received full consensus by the entire WG. There are additional proposals included in the full report that were not discussed at the full WG level due to their less substantial impact. Though the WG did not seek consensus on the remainder of the proposals from the group, two WG members noted dissent about a legislative change that would formalize allowing out-of-state vehicles to be registered for street legal driving due to concerns about increasing OHV use and traffic. To see the full Policy and Legislation Report, including the entire set of proposed legislative changes and justifications, see Appendix G.3.

5. Sustainable Funding

The Sustainable Funding Action Team's purpose and scope was to:

- Research and compile a variety of motorized and non-motorized funding opportunities to be utilized by the WG and its action teams to develop creative and collaborative solutions to issues impacting the Sedona area.
- Guide WG and Action Teams towards the most appropriate funding source based on project need.

The key efforts of this Action Team included:

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- Researching suitable grants and funding opportunities for federal, state, county and municipal agencies
- Developing a reference library of available funding sources

Recognized future efforts could include creating a table of GSRC funding needs for implementation strategies and working with local organizations to guide the process for applying for funds.

To see the full Sustainable Funding report and reference library of funding sources see Appendix G.4.

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6. Conclusion and Next Steps for the GSRC

The WG developed full or partial consensus on a set of strategies intended to guide motorized recreation management in the greater Sedona area and to address key challenges of high volume and recreational desire; limited physical infrastructure and sensitive environment; and inappropriate and illegal user behavior. Addressing and mitigating the impacts of these challenges were the primary motivator for the WG and the justification behind many of the strategies proposed. These proposed strategies are intended for Co-Convener consideration in their development of motorized recreation management actions. The development of this report and the strategies proposed within concludes Phase One of the WG efforts.

The immediate next step for this effort will be Co-Convener response to and discussion with the WG about the viability of the proposed strategies; feasible timelines and associated needs (e.g., funding, capacity) to implement them; and the role of the WG and the public to move implementation forward.

Additional steps will be determined via Co-Convener and WG discussion. However, it is likely that key steps for the Co-Conveners and WG will include:

1. Conducting targeted outreach to share the strategies in this report and update leaders and the broader public about the efforts to date of this WG.
2. Evaluating WG membership, roles, and responsibilities for next phase of work to support implementation of strategies that Co-Conveners deem viable. Roles for the WG could potentially include assisting with implementation of strategies that are immediately actionable; development of project plans and proposed actions for NEPA and other relevant processes; and pursuit of funding to support implementation efforts among other things.

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7. Appendices

Appendix A. Complementary Efforts and Investments

Current Complementary Efforts

This effort is being convened concurrently, but separately, from several complementary efforts that address recreation broadly or motorized recreation specifically. Examples of these efforts include:

1. **Arizona State Off-Highway Vehicle Legislative Committee**: This Committee was established by Senate Bill 1596 in 2022 and is required to meet, collect, and study information from the public and interested parties regarding OHV issues in Arizona. This committee, appointed by the legislature, includes several lawmakers as well as representatives from law enforcement, government agencies, the OHV industry, agricultural industry, and members of the public. This group continues to meet and recently decided to extend their efforts beyond 2023 and includes some members of the GSRC.

2. **COS Community Plan Update:** [42] The COS is conducting an extensive community engagement process to inform their Community Plan update and will address recreation topics through this engagement process. This effort can both inform and be informed by GSRC efforts.

3. **COS-COF Transportation Assessment Group Report:** The landscapes surrounding Sedona attract millions of visitors annually that lead to a variety of safety, environmental, congestion, and quality of life issues in the region. To develop a thorough approach to addressing these issues, the City of Sedona and Coconino National Forest partnered with the U.S. Department of Transportation's John A. Volpe National Transportation Systems Center (Volpe Center) to form a Transportation Assessment Group (TAG).

   The soon-to-be released 2024 TAG report concludes with a list of strategies and recommendations to address issues in the region. These strategies center around forming a long-term stakeholder group to develop a scope of work for and then guide the creation of a comprehensive transportation and access plan for the region that focuses on trailheads and water access points. The group could also explore funding opportunities and a communications strategy to better inform visitors about the best ways to travel to and within the greater Sedona region.

   Collectively, these actions can help the region move towards achieving a vision of:
   - Sustainably managing multimodal transportation within the region,
   - Minimizing negative impacts of visitation while maximizing options and access,
   - Increasing the efficiency of the existing road network and associated features such as parking lots, and
   - Maintaining a high quality of life for residents throughout the region.

[42] https://plansedona.com/

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4. **Red Rock OHV Conservation Crew (RROCC):** [43] As described on their website,[44] *"RROCC is a coalition of a dozen private OHV/ATV businesses and Jeep rental and guided tour companies from Cottonwood, Sedona and Flagstaff, along with TreadLightly!, a national nonprofit dedicated to ethical and responsible motorized recreation. The Sedona Chamber [of Commerce] convened this group and continues to work with them in partnership with the US Forest Service – Coconino National Forest Red Rock Ranger District, AZ State Parks, AZ [Game and Fish], Yavapai County Sheriff, and the City of Sedona Police and staff." RROCC strives "to balance the right to recreate on public lands with the environmental stewardship, preservation of our cultural heritage and care for resident quality of life required to ensure OHV access to our national forest is sustainable."*

   The 12 OHV Rental and Jeep Tour company RROCC members contribute 1% of sales revenue to rider education and trail enhancement initiatives. They have completed a number of education, restoration, mitigation projects and have more planned.

5. **Verde Front:** [45] The Verde Front is described on their website[46] as *"a regional collaborative in the Sedona-Verde Valley that fostersproactive dialogue, coordination and collective action on stewardship of natural andcultural resources."* This collaborative includes a Trails Working Group whose work is most relevant to that of the GSRC. The GSRC WG includes representatives of the Trails Working Group and complements, but does not replicate, the effort of this group.

6. **The Yavapai County Comprehensive Plan 2032**[47] has the following Goals and Policy Recommendations related to motorized recreation:
   - Goal 3: Increase Public Safety
     - Policy C3: *"Collaborate with USFS, and seek funding to enforce speed limits for vehicles such as OHVs on unpaved roads, where persistent speeding is reported by local residents."*
   - Goal 8: Preserve Natural Landscape and Wildlife
     - *"Ensure that OHV operators obey posted speed limits, stay on established roads, and drive in a manner that avoids damaging the landscape."*
   - 7.8 Policy Recommendations
     - *"Partner with local jurisdictions about OHV use, trails, and preferred locations to develop a regional OHV plan."*
     - *"Collaborate with State and Federal land agencies, and with local jurisdictions, to develop a regional OHV management plan that includes posted speed limits, signage that clearly indicates appropriate areas for vehicles, plans for necessary trail maintenance, and noise limits in residential areas."*

Recent Complementary Investments

[43] https://visitsedona.com/sustainable-tourism-plan/red-rock-ohv-conservation-crew/
[44] ibid.
[45] https://sites.google.com/site/verdefront/
[46] ibid.
[47] https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Planning-Unit/Comprehensive-Plan

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The previously mentioned COS efforts as well as many others at the local and state levels have led to substantial recent investments for motorized recreation management in the greater Sedona area and beyond. Examples of these investments include:

5. **Data Collection**
    - COF and RROCC
        - 2022: Placed vehicle counters in frequently used motorized recreation areas. These vehicle counters continue to gather data to this day
        - 2021: Completed FR 152C Engineering Study[48] and review of dust-impacted vegetation
    - COF, RROCC, and Tread Lightly!:
        - 2023: After discussions with the COF, RROCC members agreed to voluntarily share rental data in coordination with Tread Lightly!
    - COS:
        - 2023: Contracted with Kimley-Horn to complete an Environmental Impact Assessment[49]
    - Keep Sedona Beautiful and Pink Jeep:
        - 2023: Purchased and placed speed monitoring signs on FR 152C
6. **OHV Enforcement and Education Improvements**
    - AGFD:
        - Ongoing: Conducted several OHV law enforcement saturation patrols within the GSRC
        - 2024: Hired full time OHV law enforcement officer with primary responsibilities in the greater Sedona and Flagstaff areas
        - 2023: Attended annual Justice of the Peace Association conference and presented "Challenges with OHV Management in Arizona"
        - 2022: Released an OHV educational video based in Sedona.[50] This educational video is being utilized by most rental companies throughout the greater Sedona area and in several other areas in the state
    - AGFD, ASPT, Arizona State Land Department
        - 2021: Creation of the Arizona Off-Highway Vehicle Guide[51]
        - 2021: Creation of rack card in English[52] and Spanish[53] covering OHV laws
    - ASPT:
        - Ongoing: Developing an Ambassador Program
        - Ongoing: Distributing information backpack kits to OHV dealers in Arizona to share educational materials and responsible use messaging

[48] https://drive.google.com/file/d/1yTXLC0B80WHCPzDsUxVJpM5wQtPMJoS8/view?usp=sharing
[49] https://drive.google.com/file/d/1MBtVmGAzxFt3KDTTHb4JQo2qI7TosoT5/view?usp=sharing
[50] https://www.youtube.com/watch?v=Ikg0Z0mYiVk&feature=youtu.be
[51] https://arizona-content.usedirect.com/storage/gallery/0004/0052/0A8A49E978E648E58690E47DF37F080C/Arizona-Off-Highway-Vehicle-Guide_WEB_Version.pdf
[52] https://live-azgfd-main.pantheonsite.io/wp-content/uploads/2023/03/OHV-Laws-Rack-Card_May2021.pdf
[53] https://live-azgfd-main.pantheonsite.io/wp-content/uploads/2023/03/OHV-Laws-Rack-Card_Spanish_June2021.pdf

        - Ongoing: Website and social media updates to dispurse use throughout the state and educate riders on "Where to Ride" and how to behave while on the trail
        - 2023: Funded $93,040 for OHV law enforcement material/equipment and $243,000 for OHV staffing and program development
        - 2024: Funded $100,000 for OHV enforcement equipment for Yavapai County Sheriff's Office
    - RROCC:
        - Ongoing: Hosting an Ambassador Program and volunteer contact days ($7,500 investment in tents, educational materials)
        - 2022: Members enhanced educational process and increased route considerations (e.g., quiet in neighborhoods, routes to pass by residential areas less, wet conditions)
        - 2022/23: Funded two new seasonal, field-based employees for the Red Rock Ranger District ($40,000)
    - RROCC and Tread Lightly!
        - 2022: Funded radio advertising with educational messaging ($10,000)

7. **Restoration and Mitigation of Impacts**
    - COF, Friends of the Forest, and RROCC:
        - Ongoing: Implementing resource protection and rehabilitation projects
    - COF:
        - Ongoing: Pursuing Broken Arrow Trailhead modification
        - Ongoing: Reviewing proposal for realignment of FR 152C to move traffic from the Estrella Noche residential area
        - Ongoing: Investigating native seed sources to support revegetation
        - 2022: Implemented dispersed camping and campfire closure order[54] on over 32,000 acres west of Sedona
    - Friends of the Forest:
        - 2023: Created new motorized recreation group to implement restoration, conservation, signage, and other related projects to support motorized recreation management
    - RROCC:
        - Ongoing: Exploring voluntary permits for rental companies
        - Ongoing: Reducing number of single-seater vehicles to reduce number of vehicles and associated noise
        - Ongoing: Pursuing muffler system in conjunction with Polaris (reduces decibel levels by up to 7 decibels)
        - 2023: Implemented a wet weather agreement to reduce rental numbers when there are closed trails

[54] https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd1021731.pdf

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        - 2021: Implemented rental flag system to aid easier reporting of illegal or inappropriate behavior ($4,000)

8. **Signage Improvements**
    - COF:
        - 2022: Placed large digital informational signs on Forest Road 152C
    - COF and RROCC:
        - 2022: Implemented more visible signage and kiosks for frequently used motorized recreation areas in west Sedona
    - COS:
        - 2022: Placed large digital informational signs on Morgan Road
    - RROCC:
        - 2022: Purchased informational signage ($5,600)
        - 2022: Implemented speed sign project (warning signage about suggested speeds and upcoming turns) ($2,500)

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Appendix B. Working Group and Co-Convening Members

Motorized Working Group Members

Amanda Maxwell, Sedona Westerners*
Annie Glickstein, Friends of the Forest
Becki Ross, Windmill Mountain Ranch
Carl Jackson, Broken Arrow Resident
Cliff Hamilton, Dry Creek Resident*
Craig Swanson, Keep Sedona Beautiful
DeAnna Bindley, Bear Mountain Resident
Dustin Ross, Windmill Mountain Ranch *(Alternate)**
Heather Klomparens, Verde Front Trails Working Group, Yavapai County Community Health
Janet Johnson, Bear Mountain Resident *(Alternate)*
John Fitzgibbons, Pink Jeep, Red Rock OHV Conservation Crew
Kelley Malek, Sedona Westerners *(Alternate)**
Kevin Adams, Red Rock Trail Fund, Verde Valley Trail Fund
John Johnson, Yavapai County Sheriff's Office*
Matt Caldwell, Red Rock OHV Conservation Crew, Tread Lightly!
Melissa Pontikes, Friends of the Forest *(Alternate)*
Nena Barlow, Red Rock OHV Conservation Crew, Barlow Adventures (Alternate)
Pandora Harris, Schnebly Hill Resident*
Pete Sanders, Sedona Metaphysical Association
Rob Adams, Broken Arrow Resident *(Alternate)**
Stephanie Giesbrecht, Backcountry Horsemen, Verde Front Trails Working Group
Steven Warburton, Yavapai County Sheriff's Office
Tim Angus, Red Rock OHV Conservation Crew, Outback ATV

**Member was unable to attend the majority of meetings where consensus was achieved for the reported strategies. However, these WG members' input was considered during consensus discussions and were important for informing the direction of the WG throughout the process.*

Co-Convening Members

Alicia Peck, Sustainability Coordinator, City of Sedona *(involved in early process only)*
Amy Tinderholt, District Ranger, Red Rock Ranger District, Coconino National Forest
Brian Poturalski, Recreation Staff Officer, Coconino National Forest
Charley Pitcher, Commissioner, Yavapai County Planning and Zoning Commision
Karen Osburn, City Manager, City of Sedona
Kevin Lehto, Recreation Staff Officer, Coconino National Forest *(on detail)*
Matt Eberhart, State Off-Highway Vehicle Coordinator, Arizona State Parks and Trails
Melissa Dunn, Councilor, Sedona City Council
Philip Walrod, Recreation Staff Officer, Red Rock Ranger District, Coconino National Forest *(on detail)*
Tim Holt, Field Supervisor, Arizona Game and Fish Department

Note: Co-Conveners did not participate in consensus efforts for the strategies in this report, instead they provided technical information to the WG for consideration in the development of strategies.

Facilitation Team

Andi Rogers, Jessica Archibald, Mark Loseth, Southwest Decision Resources

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Appendix C. Greater Sedona Recreation Collaborative Site-Specific Assessment Notes

Bear Mountain Site Visit Notes

Greater Sedona Recreation Collaborative (GSRC)
Greater Bear Mountain- Site Visit and Meeting
Tuesday, August 23, 2022 | 11AM-2PM

Participants

- Greater Bear Mountain Residents: DeAnna Bindley, Dustin and Becki Ross, Janet and Kurt Johnson, Charley Pitcher
- AZ State Parks and Trails (ASPT): Matt Eberhart
- AZ Game and Fish Department (AGFD): Lee Luedeker
- City of Sedona (COS): Alicia Peck
- Coconino National Forest (CNF): Brian Poturalski, Amy Tinderholt
- Yavapai County: Charley Pitcher

Meeting Notes

Motorized Recreation in the Greater Bear Mountain Area - Discussion

Trends and changes

- **The volume of OHV users has increased substantially** since COVID, especially rental side-by-side users in this area. There are also a substantial number of Pink Jeep, Safari, and other OHV permittee users in the area
    - **Vehicle type can change the level of impact** (e.g., heavy tour Jeeps impact road more than other vehicles)
    - **Electric vehicles could be coming** to this area which may reduce noise but would increase road impacts, dust, and danger
- **Marketing and social media** surrounding OHV use have painted a picture of "tearing up the land" and promote irresponsible behavior
- **152C takes the brunt of the OHV impact,** but the impacts are felt everywhere

Concerns and Issues

- **Volume of OHV users and vehicles** in the area is well beyond capacity and is leading to negative impacts for residents and their property, the ranching operations, and the natural resources of the area
- **Speed** is often excessive by OHV users in the eyes of residents. High speeds lead to more noise, more safety issues, and increased dust in the area
- **Dust impact** is substantial even when monsoon conditions have helped to knock down dust
    - Dust can negatively affect air quality, vegetation, health problems of residents, archaeological sites, and quality of life for residents
- **Noise** from the engines, radios, and users themselves is a major concern
    - Noise can be heard from inside of houses even with windows and doors shut and even in new houses with high-quality insulation

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    - Because background noise is so low in this area, the difference between the OHV noise and the regularly very quiet area makes the noise impact even more noticeable
- **Attitudes and behaviors** of OHV users are often rude and can lead to conflict between residents and OHV users
    - Some renters will drive by the Estrella Noche neighborhood and yell at residents or flip them off
    - Even in the case of OHV permittees, some guides use derogatory language toward residents
- **Accidents and safety concerns**
    - OHV user's speed and driving behavior has led to many accidents (e.g., rollovers, crashes, etc.) which poses a threat to residents and to the users themselves
    - On several occasions, residents driving in their vehicles have almost been in accidents due to OHV users
    - Cell service is limited in the area, so emergencies are especially risky to have in the area
- **Cost of emergency response** for OHV renters or people from out of town is being paid by Sedona residents and taxpayers when those resources could be put to better use
- **Lack of enforcement**
    - Enforcement in the area is underfunded and rarely present, leading to continued bad behavior by OHV users in the area
    - The level of enforcement should match the level of use in the area
    - Difficult to cite offenders, AZGF officers primarily write tickets for juveniles not wearing helmets
- **Road maintenance**
    - CNF is supposed to maintain 152C and grade it twice per year but has stopped road maintenance in order to maintain low speeds
        - Some suggest that this is ineffective and actually draws OHV users to use the road more
        - Even when the road is graded by CNF, it often is not done effectively or on a coordinated schedule with Yavapai County
        - Residents often have to do significant vehicle repairs due to driving on these poor road conditions
    - Most Forest Service roads are completely unmaintained in the area and have significant damage and erosion, making them difficult and dangerous to use
    - There are numerous pullouts, donut sites, and other negatively impacted areas (over 347 sites by Bear Mountain resident estimates- Contact Becki Ross for pictures and site locations) on and along Forest Service Roads in the area that have substantial maintenance and restoration needs
    - The gas company reported that they will have to do a major maintenance project to cover an exposed gas line due to OHV use impact

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    - Though restoration and closures in some area have had value, the restoration practices need to be improved
- **Tree and other vegetation mortality**
    - Juniper and other vegetation are dying along roads used for OHV due to dust impacts
    - Dead vegetation along roads pose a **fire risk**
    - The environments in the area and sensitive and take long times to recover
- **Archaeological impact**
    - Dust from OHV use in the area is eroding archaeological sites such as Palatki and Honanki among others
- **Wildlife is impacted** by OHV presence in the area, particularly due to disturbance from noise and other OHV-related impacts
    - Residents report seeing less wildlife in the area than before the increase in OHV use
    - Damage to water tanks also could negatively impact wildlife in the area
- **Hunting**
    - The Bear Mountain area used to be a popular hunting area, but there are much fewer hunters now, likely due to declines in wildlife and increases in disturbance of the area
- **Cattle and ranching operations impacts**
    - Some of the cattle range is now nearly unusable due to OHV presence and impacts
    - Stock tanks have been damaged by OHV users
    - Roads used by ranchers are damaged and in poor condition
    - Vegetation impacts can negatively impact range conditions for cattle
    - Ranch capacity has been reduced by the Forest Service on the forest due to drought conditions, but damages from OHV use is still permitted
- **Bathroom needs of recreation users** are not being met
    - Likely due to this unmet need, recreation users (OHV and otherwise) have been spotted leaving toilet paper and other remains behind on people's property and in the forest generally

<u>Questions and Information Needs</u>

- Crash, emergency response, and injury data from Yavapai County Sheriff's Office, AGFD, CNF, and Sedona Fire Department
- Monitoring of OHV impacts for
    - Resident quality of life
    - Vegetation (especially in relation to dust impacts)
    - Air quality
    - Noise
    - Cone of disturbance (i.e., the area disturbed by OHVs as they travel through the forest based on noise, dust, etc.)
    - Wildlife
    - Types and numbers of vehicles

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- How is money used from RROCC funds and OHV Permittee funds?
- What is the maintenance agreement between CNF and Pink Jeep / other OHV permittees in the greater Bear Mountain area?
- What is the number of trips allowed per day for Forest Service OHV permitees in the greater Bear Mountain area?
- Why were “OHV Route” signs placed in the greater Bear Mountain area and on maps without formal designation of these OHV routes or a NEPA process?
- What are post-OHV use damage restoration best practices for the Sedona area and how can these be better implemented in future restoration efforts?
- What are the rules, regulations, and sideboards related to OHV use for all relevant jurisdictions for the greater Sedona area?
- What is considered “reasonable access” for an easement?
- What does “disperse use” look like, and does that ROS currently align with recreation levels in the greater Bear Mountain area? If not, how can that ROS be met?
- What is the appropriate level of enforcement needed to manage the amount of visitors and use in the area? Is it feasible to obtain that level of enforcement?
- Who are the user types in the area and how do we reach them for education?
- Could there be a new road designed away from residential houses beyond just the eyebrow road?
- Data from rental companies:
    - Rental fleet crash and accident reports
    - GPS data on rental vehicles - data quality and access, records of going off-road
    - Number of rental vehicles and companies in the greater Sedona area
    - What are the current education practices and protocols before renting a vehicle? Do you require a signature from renters acknowledging the educational materials?
    - If fines are collected for bad behavior or crashes, where does that money go to?
    - Would you be open to collecting an environmental fee to mitigate damage? What about a donation system?
    - What is the feasibility of unique rental vehicle numbers on vehicle?
    - What data do you collect and can you share it?
    - Would you place GPS units on vehicles if they were paid for by another entity?

<u>Potential Solutions</u>

- **Reduce volume** through restricting the number of rental vehicles, OHV permittees, and other motorized users in the area
- **15 MPH enforceable speed limit** to reduce impacts associated with noise, dust, and safety
- **Road engineering to enforce low speeds** and thus alleviate impacts of noise, dust, and safety
- **Open the eyebrow road** to alleviate dust and noise impacts felt by those in the Estrella Noche neighborhood
    - The Estrella Noche HOA has submitted a formal request to re-open the eyebrow road and has offered to pay for restoration and maintenance costs

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    - This road seems to be in good condition and may provide better drainage and views for motorized users traveling on the road
    - The Forest Service policy generally only permits one conservation easement for neighborhood access which currently already exists at Red Spirit Ranch. However, there still may be an opportunity to make an exception to this policy in the case of the eyebrow road. This decision is currently under review by the Forest Service
- **Create an intentional OHV-only designated recreation area**
    - Would need to be far away from residential areas (e.g., Beaver Head Flats Rd)
    - The consolidation of OHV use would make education and enforcement easier and would consolidate impacts to one area only
- **Update maps** to better show private property and to reduce advertisement of the greater Bear Mountain area as an OHV destination
- **Improve road maintenance** along 152C and other Forest Service Roads
    - Road maintenance improvements should be accompanied by speed limits and/or road engineering to ensure that speeds are kept low
    - Yavapai County and CNF should coordinate to ensure that their grading schedules compliment one another
- **Standardize restoration of damaged areas** using best practices for dry lands restoration
- **Use incentives for OHV rental companies** to promote good behavior
    - Good behavior practices could include
        - **Requiring that the education video is watched and that the users sign to acknowledge** they watched the video (may assist with citations)
        - **Implementing speed governors** in machines
        - **Enforcing strict management of keeping renters on road through GPS**
- **Create an environmental fee or donation program** to address restoration needs
    - This could be in the form of a “round up” fee option at rental companies
    - It could be a mandatory fee that renters must pay to rent OHVs
    - It could be a donation program that could be linked to on educational signs in the area (e.g., “Text X to donate to OHV route maintenance”)
- **Set up OHV ambassador programs or volunteer days**
    - Having a presence in the area, even if just from volunteers, could help encourage better behavior from OHV users
    - These programs could also help to educate
    - The Red Rock Trail Fund could be a program to learn from
- **Place large numbers on rental vehicles** will help residents and other recreationists in the area better report bad behavior in the area
    - Even if it is still difficult to read numbers as OHVs pass, the knowledge that they could be reported may discourage bad behavior from OHV users
- **Pursue grant opportunities** for enforcement, emergency mitigation, dust mitigation, and more
    - Many of these grants are available from ASPT

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- **Consider making one-way roads** to reduce the number of trips along roads
- **Have a seasonal closure** to allow for road maintenance, restoration, and more
- Realign roads to be further from residential areas
    - Could there be a new road designed away from residential houses beyond just the eyebrow road?
- **Stop OHV access entirely** was identified as a "wishlist" solution but an unlikely one

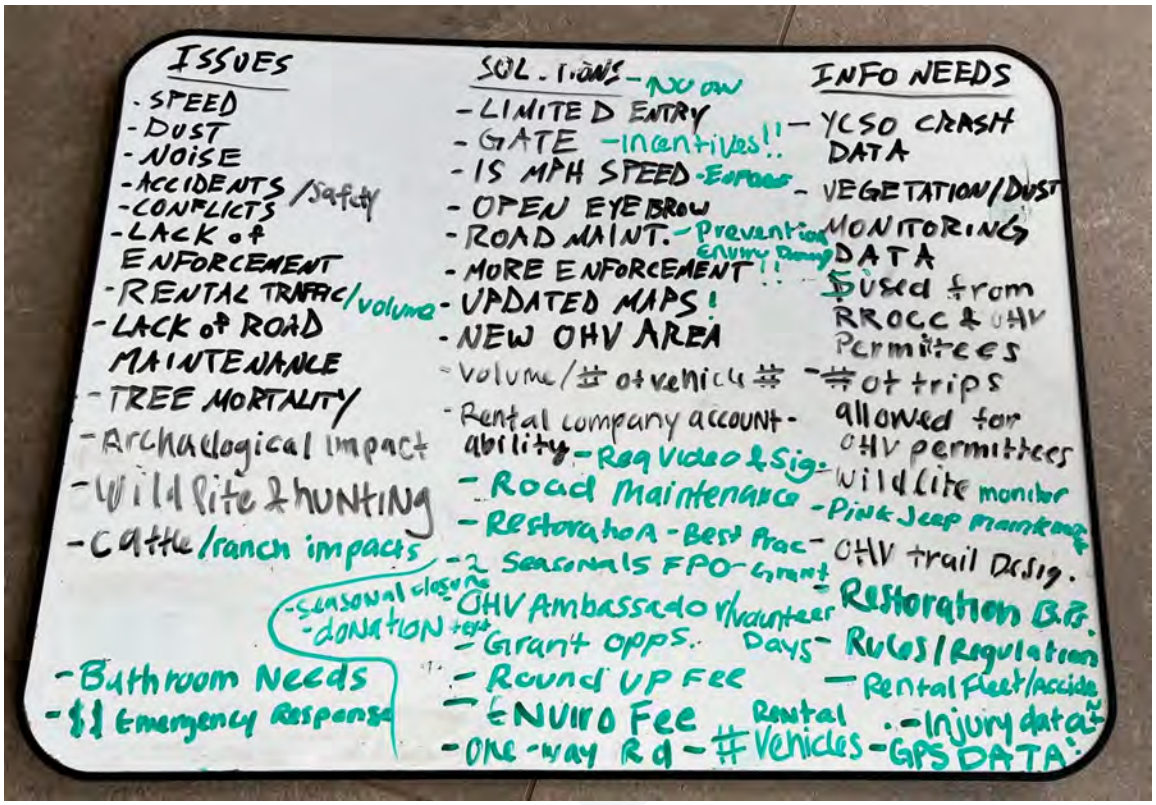


Figure 1. Summary of issues, solutions, and information needs for OHV use and management in the greater Bear Mountain and greater Sedona area. Black text came from the results of interviews and previous conversations had by SDR. Green text was added from the discussion during the site visit.

Wrap-up: Takeaways and New Things Learned

- Takeaways emphasized by meeting participants
    - We need to better understand the types of users in the area; this can be informed by monitoring efforts
    - We have a volume problem in this area. Regulation needs to cut levels of use to reduce impacts on residents and the environment. Speed needs to be regulated
    - Engineering options could exist to help reduce environmental, safety, and other impacts
    - Other E's to consider include environmental damage and environmental assessment in addition to engineering, education, and enforcement
    - The eyebrow road reopening would be incredibly valuable for some residents; other efforts to move users away from residents would also be valuable

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    - The impact of OHVs is outsized for residents, recreationists, wildlife, the environment, and more. The cone of disturbance is far greater than any other vehicle or recreation type. This cone of disturbance must be mitigated
    - Residents would like to see roads returned to the condition and use levels that they used to have; road conditions need to be improved for safety, fire, and other concerns
    - Grassroots efforts and legislation will help to address the current OHV trends; this work can build a snowball to change current trends
    - Ranchers are incredibly important for maintaining and stewarding the land. Recreation impacts in the area make this more and more difficult while also negatively impacting their ability to provide food resources. These impacts need to be mitigated
- New things learned for meeting participants
    - The 347 data points and landmarks provided by residents as areas in need are incredibly useful to inform future efforts for monitoring and regulation
    - Diamondback Gulch and other routes are actually designated as roads

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Broken Arrow Site Visit Notes

Greater Sedona Recreation Collaborative
Broken Arrow Neighborhood Meeting
Friday, July 22, 2022 | 11AM-2PM

Meeting Goals

- Build relationships between and among residents, agencies, and SDR
- Listen to and see concerns from Broken Arrow residents
- Identify potential solutions and information needs

Participants

- Coconino National Forest: Brian Poturalski
- Yavapai County: Charley Pitcher
- AZ State Parks and Trails: Matt Eberhart
- Broken Arrow Residents: Carl Jackson, Shaeri Richards, Kate Khosla, Rob Adams, John Duchnowski
- Greater Bear Mountain Residents: DeAnna Bindley, Becki Ross
- Southwest Decision Resources: Jessica Archibald, Mark Loseth

Meeting Notes

Welcome and introductions:

The group convened at Rob Adam's house in the Broken Arrow Neighborhood. Rob Adams and SDR welcomed the group and reviewed the day's purpose: to build relationships with one another, listen to concerns, and identify potential solutions and information needs. All participants introduced themselves and their affiliations and where they live (see participant list).

SDR provided some process updates to the group which included:

- SDR will be scheduling a similar neighborhood meeting with residents in the Greater Bear Mountain area soon
- SDR continues to conduct interviews and will be doing so with non-resident stakeholders soon
- SDR meets monthly with the co-convener group and will try to provide summary co-convener meeting notes by the end of two weeks after the meetings
- SDR aims to convene larger stakeholder meetings in the Fall that will extend beyond the neighborhood boundaries

Other updates shared from the group included:

- Laura Jo is going to retire at the end of the month and will be followed by a temporary detailer while her replacement is being hired. This detailer will have the authority to make decisions and approve plans depending on the depth of changes

Group Discussion:

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As a group, the participants shared their concerns and issues related to the OHV trends and impacts, the questions and information needs that they had, and their ideas for potential solutions for OHV management and impact mitigation

- Trends and changes
    - Many residents noted that there has been a substantial increase in the use of the area for OHV, especially for “side-by-side” type vehicles from both private and rental users
        - Side-by-sides used to be for labor work only, but now they are much larger and faster, making them more impactful
    - Residents noted that in the past there were generally only Jeeps or other 4X4 type vehicles, but now those vehicles are there in addition to lots of “side-by-sides” and even dirt bikes
    - The intensity in the volume of traffic, especially from OHV use, has increased in the past 8 years especially
    - Amendment 12 seemed to illustrate USFS's mentality of reducing occupation of the forest by OHV, but now it seems that mentality has changed
    - Marketing surrounding OHV use has painted a picture of “tearing up the land” and has promoted irresponsible behavior
    - Most users seem to be private users in the Broken Arrow area; rental companies do not usually suggest that users come to Broken Arrow due to the challenge
- Concerns and Issues
    - OHV users are coming in groups amplifying impacts
    - OHV users are using spots in the neighborhood for staging (e.g., near John, Shaeri’s, and Kate’s house)
    - Noise (from the engine, from radios, and from users themselves) is a major concern
        - Noise can be heard from inside of houses even with windows and doors shut, in some cases even shaking houses and preventing some rooms from being useable
        - Noise likely has impacts on wildlife in addition to humans (e.g., bats). Some residents note seeing less wildlife, especially bats, in the basin since the increase in OHV use
        - One participant noted that a noise corridor of an OHV can be 2 miles wide
    - The roads in Broken Arrow, including Morgan Rd., are narrow and do not have sidewalks. This is a safety concern when OHV users are using the roads
    - There have been substantial conflicts between neighbors and OHV users, and many OHV users have an aggressive attitude toward residents and other recreationists
        - In some cases, this aggressive behavior has nearly led to fights, and residents have been threatened
        - In some cases, residents have been forced to call the police
    - Though residents generally expressed that Pink Jeep tours are mostly not a major problem, there were concerns expressed including:

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        - That the tours are passing through more than allowed (i.e., more than 5 Jeeps per hour)
        - That the narrative tour guides use paints a negative picture of the residents (e.g., derogatory comments about the "rich royalty"), the residential area (e.g., comments about the house values), and the types of recreation appropriate for the area (e.g., calling the area the "Rodeo of Sedona")
        - That Pink Jeep climbing rock is leaving them all blackened
        - Residents also noted that Pink Jeep was allowed to make trailhead modifications (i.e., road widening) by the USFS without any NEPA
            - Though residents did not approve of this modification due to lack of NEPA, several noted that the modifications have been useful for reducing traffic backup and bottlenecks
        - That the amplified speakers are too loud in the forest and near the neighborhood
    - Several residents expressed concerns regarding pollution and emissions. OHV vehicles are not required to meet emission testing in the Sedona area. These fumes smell bad, are bad for health and the environment, and linger in the basin sometimes resulting in inversion
        - Note: street legal OHVs are required to pass emissions testing in some parts of Arizona, in Pima and Maricopa County
    - Residents noted that there are negative impacts to the flora and fauna in the region from OHVs due to dust and from OHVs going off-road and running over vegetation. Some residents have lost vegetation in their front yard from OHV staging
    - Some shared that they were concerned about the potential fire risk posed by OHVs in the forest near the neighborhood. This is an environmental concern and also safety and quality of life threat for residents
        - Dead trees impacted by OHV use need to be cut down and removed to reduce fire risk
    - Wreckless behavior and accidents from OHV users are a threat to the safety of residents and other recreationists and also can be a waste of public resources (e.g., emergency services)
    - There are conflicts between the different recreation users in the Broken Arrow area
        - Even if hikers go into the wilderness area, they must cross the OHV routes to exit. OHV users can be rude to other recreationists and also lessen the experiences of other recreationists (e.g., smell, noise, dust, safety, etc.)
        - Some suggested that OHV use leads to single-use because the recreation experience is ruined for other recreationists
    - Overall, these impacts were noted as most importantly affecting the environment and the quality of life of residents
    - The dust, noise, and pollution impacts of OHVs were noted to impact both the physical and mental health of residents and recreationists

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        - E.g., it shouldn't be unhealthy to hike in Broken Arrow
- Questions and Information Needs
    - Residents would like to know why a gate was placed at Soldier's Pass but cannot be placed at Broken Arrow
    - A participant expressed wanting to know who is actually in the area recreating (e.g., Jeeps, rentals, private owners, etc.) and where they are from
    - One participant asked if per USFS regulations are OHVs required to have access to all national forest areas
    - Why can rental companies make money from the National Forest without having to pay a permit or having to be responsible for impacts?
        - It was clarified that there are different types of permits with the USFS
            - Outfitter/guide permitees (e.g., Pink Jeep) for providing services on National Forest land
            - Entry permit (e.g., Soldier Pass) where private users can pay to receive a permit to enter or use an area
        - Rental companies are currently not required to have a permit with the USFS; they operate similarly to rental car agencies
    - What is the appropriate level of OHV use and capacity related to the opportunities for other recreation types and the desired conditions for the forest?
    - Why, despite the Forest Plan mentioning the need to reduce residential impacts, is this not being followed or implemented by the USFS? Residents would like to know how the Forest Plan is interpreted and applied
    - How can the resistance from the USFS to limit public access be overcome?
        - USFS considers the motorized experience as a legitimate use of the forest
    - How have recreation trends changed in Broken Arrow and other Sedona areas? What percent of recreationists come for motorized opportunities compared to other recreation opportunities?
    - What successful models exist for permit and gate systems?
        - Is Bulldog Canyon a good example?
    - How are funds from RROCC used? How are decisions made?
    - Why have residents not been allowed to engage in RROCC meetings?
    - What are the relevant jurisdictions in the area, where are they, and how do they impact potential solutions?
    - Where do the fines for OHV misbehavior and accidents go?
    - Are rocks that are being climbed on by OHVs part of the trail system or not? Can rock-climbing be prevented?
- Potential Solutions (short-, mid-, and long-term)
    - Creating an OHV-only designated recreation area
        - Would need to be far away from residential areas (e.g., Beaver Head Flats Rd)
        - The consolidation of OHV use would make education and enforcement easier and would consolidate impacts to one area only

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        - This would require a NEPA process but could be feasible
            - Note: there are several types of NEPA. Categorical exclusions are the quickest. EA is medium. EIS is the most comprehensive
            - This could take 2+ years
            - Residents would want this to be paired with restricted use at Broken Arrow and other areas to ensure that the volume of OHV use in these areas would be reduced substantially or eliminated
            - A potential consequence of creating an area like this could be more OHV users coming to Sedona
    - Implementing a gate and permit system for OHV companies and private users
        - This would be the most effective way to reduce the volume of OHVs
        - Though a gate is logistically easy to place, the displacement and restriction of use would require NEPA and a change of management decisions. This would be a longer-term solution
    - A complete ban on all “side-by-sides” and limited entry for Pink Jeep or other 4X4s
    - No motorized use at all in the Broken Arrow Basin
    - There was general support for a holistic approach and the recognition that OHV management needs to be addressed more broadly than just at the neighborhood level
        - Some areas may require similar solutions while others will require different solutions
        - There needs to be buy-in from multiple levels of stakeholders
    - USFS limiting acceptable noise levels in National Forest
        - This would likely have to be addressed at the state, regional, or federal level
    - Revising the 2010 Travel Management Plan especially as it relates to suitable use for the Broken Arrow area
    - The Three E’s
        - Engineering
            - Can be used to control OHV speeds (e.g., less straightaways)
            - Trails can be modified to reduce interaction between OHV users and other recreationists
            - Trailheads can be modified to reduce traffic impacts and address safety concerns
            - Boulders and other modifications can be used to prevent staging or OHV access
            - A bypass could be built to get OHVs from Sedona to the National Forest without passing through neighborhoods
            - Note: Some success has been achieved with engineering efforts from RROCC at the “donut hole”; accidents have been reduced
            - Eyebrow roads could potentially be used

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            - If cross-country travel is occurring off the trail system (e.g., on rocks off the trail system) then these areas can be bouldered off to prevent access
        - Education
            - Education may be easier with renters than with private owners.
            - Efforts underway include:
                - AZGFD OHV educational video is being adopted by many rental agencies who are requiring renters to watch it before renting
                    - There is no statute that requires that renters watch this video. An opportunity may exist with insurance companies who could require that rental companies mandate watching the video
                - AZGFD is providing dealer bags with educational materials for private users that buy new OHVs
            - Education must be paired with enforcement to be effective
                - Need enforcement to be posted on social media to spread awareness about the seriousness of it
        - Enforcement
            - Enforcement is currently understaffed and underfunded
                - Difficulties hiring in the USFS and AZGFD currently
            - Need proper education so that enforcement can be effective (can't enforce something that users don't know)
            - Rental company flags are still ineffective because rental companies are unable to determine which vehicle was misbehaving
            - Could a medallion system be implemented for enforcement and tracking?
    - Signage
        - Residents suggested that speed signs are not useful. In some instances, they may prolong the impacts felt by the residents (e.g., noise for longer times). Speeding is generally not a concern on the roads
        - Electronic information signs have had some success, but they must be obtrusive to be effective (i.e., not the brown signs that are meant to blend in with nature; they need to be large enough to be noticeable)
    - Disperse use
        - AZ State Parks is publicizing all the motorized routes in AZ in an attempt to disperse use and reduce the concentration of impacts in certain areas
    - Monitoring
        - This needs to be done in multiple environments over long timeframes to understand OHV's lasting impacts in a variety of environments

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        - Bat and other wildlife monitoring need to be conducted to understand the impacts of noise, dust, pollution, etc.
    - State legislation
        - E.g., SB 1596 and 1377. SB 1596 establishes a statewide OHV committee with a mix of representatives from recreation interests. State Parks will be part of this committee SB 1377 did not pass but attempted to establish an education requirement for all OHV decal purchasers
        - Noise suppression devices (e.g., mufflers)
        - Making OHVs illegal on streets
        - Changing the way that OHVs are considered under state law (currently considered like cars)
        - Requiring emissions testing
    - Another solution was that GPS tracking can be used to shut off when users go off trail
    - It was noted that in the past, efforts have only managed to work on the "low-hanging fruits" or the "token gestures" without implementing real mitigation solutions. The residents emphasized that while they are open to short-term solutions (e.g., signage, education, engineering solutions, etc.), they want to focus on achieving the mid and long-term solutions that will actually mitigate impacts
    - Overall, the most important solution identified was OHV capacity management and reducing the volume of traffic

Discussion Summary:

To wrap up the discussion, SDR shared a summary list of issues, potential solutions, and information needs (see picture below) which was revised by the group to create this list:

- Issues
    - OHV Capacity
        - Type
        - Volume/quantity
        - Impacts
            - Noise
            - Dust
            - Pollution
    - OHV Users
        - Education
        - Attitude
        - Marketing
            - Outfitters and renters
    - OHV Behavior
        - Conflict
        - Staging
        - Safety and fines

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- Potential Solutions
    - Limit capacity
    - Gate and permit system
    - OHV-only designated area
    - Engineering
        - Trails
        - Trailhead
        - Access points
        - Boulders
    - Monitoring
        - Environmental
        - Social
    - Effective signage
    - Education
        - Rental
        - Private
    - Disperse use
    - Emission testing (requires State Level)
    - Noise suppression devices
    - Enforcement (paired with education)
    - State legislation
- Information Needs
    - How does the USFS use OHV permit and fine money?
    - What are the jurisdictions in the area, where, and how do they impact potential solutions?
    - Successful permit/gate models in Arizona or elsewhere
    - Off-Road
    - Legislative updates and implications
        - SB 1596 (passed)
        - SB 1377 (did not pass)
    - Appropriate monitoring methods, indicators, and locations
    - Types of engineering improvements (e.g., for trailheads)
    - USFS definitions of capacity and desired conditions related to OHV use
    - Resource protection (e.g., road) regulations and applicability to OHV management
    - Forest Plan interpretation and decision-making processes
    - How does RROCC use its funding and how are decisions made?
    - Possibility of using GPS to restrict access/ impose fines
    - How do rental companies use the fines that they give out for OHV misuse?

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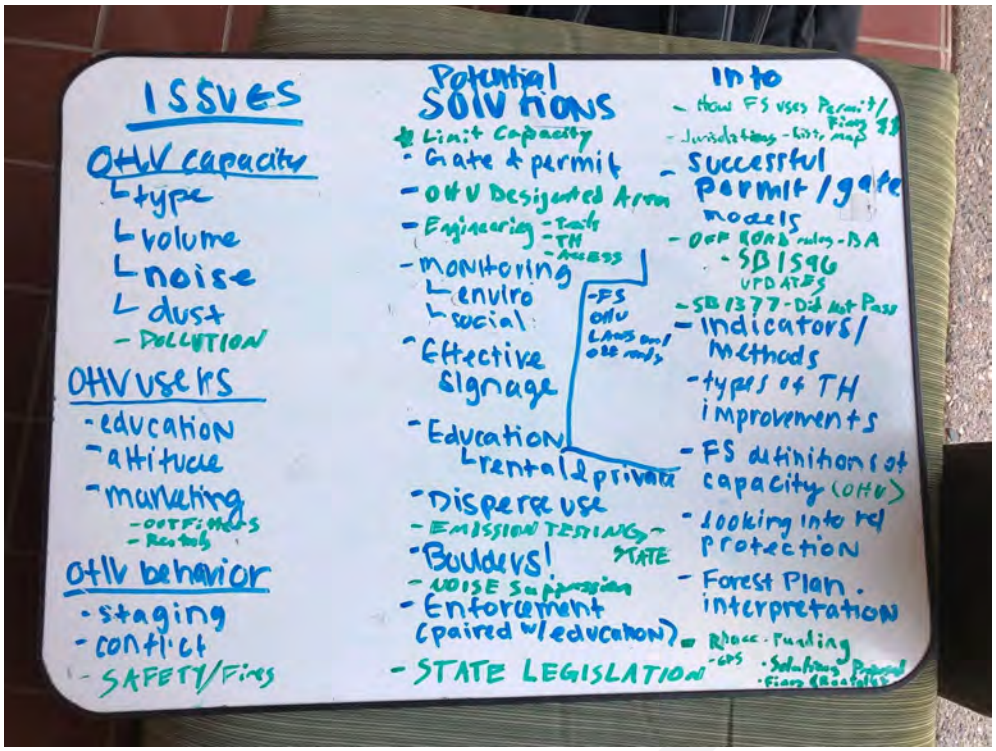


Figure 1. Issues, solutions, and information needs identified through the Broken Arrow neighbordhood site visit and discussion.

Neighborhood and Trailhead Walk:

- The group walked from their meeting site through the Broken Arrow neighborhood to the trailhead. Sites shown included
    - Staging areas
    - Now-bouldered areas to prevent staging
    - Signage (recognized as ineffective by residents)
    - Pink Jeep traffic
    - Road widening done by Pink Jeep
- The group discussed potential trailhead modifications that could be useful which included
    - A bigger bump for the filter to reduce exit speeds from the OHV route
    - Creating more strictly designated staging areas
    - Creating a small loop for exit and entry to reduce traffic and the need to back up
    - Road widening was already done by Pink Jeep which addressed much of the traffic bottleneck
    - If a gate was implemented, it would need to be placed far enough along the trail to ensure that lines do not form in the neighborhood
    - Engineering modifications may be restricted by Wilderness boundaries
- Trail modifications were also discussed to reduce the conflict between motorized and non-motorized users
    - Trail rerouting could be used to separate OHV routes from hiking/biking trails
    - There could be a new entrance developed to allow hikers and bikers to avoid OHV routes

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    - Despite these modifications, impacts of noise, dust, and pollution would still be felt by recreationists
- An additional solution discussed was the idea of implementing a self-paid, unmanned gate system where OHV users would have to pay to enter, thus reducing the volume of traffic
    - The fee would need to be substantial enough to reduce the interest in using the area
    - Commercial permitted users could have a code or sensor that allows them to pass
    - It was noted that there may be a backlash to having to pay a fee as OHV users usually have already paid a fee for the OHV decals
    - A fee could also change the mentality of users to be more responsible
- The residents suggested that the trails and routes should be closed at night to reduce the possibilities of emergencies occurring during the night
    - This would also reduce noise impacts at night
- To wrap up the session, participants shared one takeaway to leave with and one thing learned.
    - Takeaways:
        - OHV equals single use and these areas are not meant to be single-use
        - Broken Arrow and Greater Sedona areas need limited access for OHVs
        - It is important to come up with a holistic answer and approach
        - Gated and permitted access is doable and justifiable, this is what Broken Arrow residents want despite the challenges
        - The education component for OHV users has not been effective
        - The user number needs to be matched to the law enforcement numbers in the area
        - Need to have 15 MPH enforceable speed limits with severe tickets for speeding to reduce environmental impacts
        - Hearing concerns helps improve education and management options
        - Vehicle type is important for impacts and should be restricted differently
        - Don't be distracted by short-term only solutions; we need to focus on the long-term solutions
        - Understanding the user types and vehicle types can help inform the management opportunities and solutions
        - Protecting resources and habitats is really important. Grant opportunities exist from AZ State Parks to address this protection
        - There needs to be an emphasis on protection, not only mitigation later
    - New things learned
        - The beauty of the Broken Arrow area
        - Only .5% of tourists come for OHV activities
        - Not everyone likes to hike or bike. Some people use OHV as their preferred form of recreation
        - AZ State Parks has OHV route maps to help disperse use

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- There is more uniformity in terms of looking at OHV use than previously thought despite different geographical areas
- There is value in learning from different neighborhoods and perspectives

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Dry Creek and Soldier Pass Meeting

Greater Sedona Recreation Collaborative (GSRC)

Dry Creek and Soldier Pass Neighborhood Assessment Summary

9.28.22 Assessment Summary

Note: There was no site visit to the Dry Creek and Soldier Pass neighborhoods. We proposed to use these sites as learning opportunities for future solutions-oriented discussions.

Recreation in the Dry Creek and Soldier Pass Neighborhoods

Trends and changes

Dry Creek

- There has been an increase in OHV recreation and other forms of outdoor recreation, especially since the pandemic
- There has been a large increase in the volume of OHVs, especially from rental companies
- An increase in the number of short-term rentals has contributed to increases in use and bad behavior on public lands and in neighborhoods
    - Renters bring a party mindset to Sedona
- There has been a decline in the quality of life for residents (air quality, noise, safety, etc.)
    - Noise is particularly loud along Dry Creek Rd.

Soldier Pass:

- The permit and gate system at Soldier Pass has helped reduce the volume of motorized use in the area and the conflicts with residents, but there are still issues with one permit holder letting in large groups of OHV users
- Occasionally, jeeps and OHVs do not stay on the trail despite mitigation efforts from the Forest Service. Off-trail damage occurs when vehicles try to get closer to the arch

Concerns and Issues

Dry Creek:

- **Traffic** has increased due to volume of rental OHVs
- **Noise** from OHVsis loud and disturbing to residents along Dry Creek Rd. and surrounding areas
- **Dust** has increased with OHV use
- **Lack of regulation and enforcement** leads to more impacts
- **Negative impacts to the natural environment** from OHV use, especially in west Sedona
    - Vegetation impacts
    - Wildlife impacts
        - Dust
        - Noise
        - Physical OHV presence
        - Disturbances to tanks and water sources
        - Especially impactful in drought conditions
    - Erosion (and downstream impacts for Oak Creek and the Verde River)
- **Speeding** is dangerous and leads to impacts to the land

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- **Increased rollovers and other OHV accidents**, needing to helicopter to Flagstaff Medical Center
- **Declines in quality of experience for other recreational users**
- **Lack of parking at trailheads leads to parking along the shoulder of the roads**
    - Can be 30-40 cars parked along the shoulder
    - Can be a safety concern for hikers walking along the road
- **Large groups of bicycle users** on Thunder Mountain are a safety concern for hikers in the area
    - Sometimes bikers ignore the wilderness signs, threatening the safety of hikers and increasing degradation of the wilderness

Soldier Pass:

- **Irresponsible behavior on public lands**
- **OHV users go off trail** in the area
- **Speed** is a safety threat
    - OHVs drive faster and are more of a safety threat than Jeeps
- **Dust** can be inches deep during dry periods
- **Vehicles will circle the neighborhood when waiting for a permit holder to open the gate,** especially on days the HOA gate is closed
- **Excessive noise** from OHVs idling at the parking lot or at the HOA gate
- **Digital, shuttle-related signage and information** does not educate motorists about when parking is restricted at Soldier Pass traihead
- **At times, multiple vehicles will access the Soldier Pass route on 1 permit.** This typically happens during spring break, holiday weekends and other weekend days.
- **Wildfire risk** associated with OHV use off designated trails
- Without personnel monitoring the gate, **multiple vehicles enter with one permit**
- **Safety concern** when people are parked in the parking lot (evacuation, emergency response)
- **Unauthorized parking and camping** in the Soldier Pass lot in front of the Forest Service gate (code always required) and behind the HOA gate (Thursday - Sunday there is a code for access)
    - There is illegal, long term camping in the area
- **Shuttle system** brings too many tourists at a time, many of which are uneducated about the trails
- **Social trails** are being created that lead close to people's homes

<u>Potential Solutions</u>

Dry Creek:

- Require rental businesses to **repair damage on the land**
- **Mufflers** to reduce noise
- **Holistic planning approach** based on a geographic area that involves all stakeholders
- **Effective education campaigns**

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- **Quota system for OHV companies** (similar to Jeep regulation on some trails) would be better for OHV users, other users, and the land
- **Increased funding for OHV regulation and code enforcement**
- **Volunteer ranger program** for volunteer rangers/patrollers to help educate users on the most popular trails (in addition to, but wouldn't replace enforcement)
- **Safety and environmental awareness** for motorized users
- **Volunteer hosts at the new camping along FR 525**
- **Forest Service directives that keep OHVs on trails and reduce speeds**
- **Define what volume is appropriate** for the Ranger District and OHV trails
- **Provide large capacity parking (e.g., structured parking off 89A) and shuttles to trail heads**

Soldier Pass:

- **Permit system** but at a level of intensity that is less than now
- Pursue **noise enforcement** options that may include; updates to Forest Service regulations, outreach to OHV companies (voluntary reduction of noise), and City of Sedona code changes
    - Education- decibel testing on agency/other units to understand how noise varies across different OHV types/brands and how to monitor for noise (how close, what environments, in front or behind machine, etc…)
        - Possible test: 2 identical units- one from a rental, one from a private owner (with possible modifications) to compare noise levels
- **RROCC ambassadors** to station at Soldier Pass on holiday weekends to interact with the public and watch for unauthorized behavior during peak visitation
- **Disperse use** - encourage users to use the underutilized trails near the greater Sedona area (e.g., east of I-17, north of Camp Verde) where there are miles of unimproved dirt roads
- **'No Parking' sign at Soldier Pass** to reduce unauthorized parking
    - Better information at the trailhead to use the shuttle
    - Update the electronic sign board near Posse Grounds Park e.g. "there is no parking allowed Thurs. - Sun." to reduce traffic and people circling around neighborhood
- **Better information/signage** before the trailhead to educate drivers that the parking lot is closed
- **A re-engineered parking lot** that makes it possible for shuttles to pull through and also discourages parking. Currently, the shuttle stops at HOA gate and this system is working well at this time
- **Improve the Soldier Pass description on the Forest Service website** when applying for a permit
    - Clearer instructions on good behavior
    - Deterrents for bad behavior
    - Localized rules and regulations
- **Clear dead brush away** from OHV routes and parking areas
- **Decrease volume of OHV use** to mitigate impacts on the land

<u>Questions and Information Needs</u>

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- What changes are possible related to zoning codes?
- What are other communities doing to address OHV-related issues? Are there strategies that could be useful to Sedona?

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Appendix D. Greater Sedona Recreation Collaborative Assessment Synthesis Report

Greater Sedona Recreation Collaborative Assessment Synthesis Report

DRAFT: December 2022

Prepared by: Southwest Decision Resources

Executive Summary

To address recreational challenges and opportunities in the greater Sedona area, relevant jurisdictions in the area are co-convening the Greater Sedona Recreation Collaborative (GSRC). The GSRC seeks to engage a balanced set of interested partners for outdoor recreation in the Sedona area, and as a first step will convene a Motorized Recreation Working Group.

To achieve these goals, the co-convening entities have selected Southwest Decision Resources (SDR) as a neutral, third-party facilitator to help establish and facilitate the GSRC. In advance of creating a Working Group, SDR has conducted an extensive assessment to better understand the perspectives of key interested partners via interviews and site visits.

The results of the assessment are synthesized in this document. Interview results are maintained as confidential to protect the privacy of interviewees. This synthesis document captures most sentiments and perspectives expressed to SDR during interviews, and it is intended to illustrate both the relative quantity of perspectives expressed as well as the diversity of perspectives expressed. The synthesis is valuable for Co-conveners and Working Group members to understand diverse perspectives surrounding motorized and non-motorized recreation in the greater Sedona area.

In addition to an introduction to the GSRC and an explanation of the assessment, key themes of this document are detailed in the following sections:

- Changes in outdoor recreation use, behavior, and management
- Outdoor recreation challenges and concerns
- Desired outcomes for outdoor recreation use and management
- Relationships between interested parties and agencies
- Desired outcomes for this collaborative process

The synthesis concludes with a brief discussion of the assessment management implications and future engagement opportunities.

Key takeaways from this report include the following:

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Changes in outdoor recreation use, behavior, and management

Many indicate that all forms of outdoor recreation have increased in the Sedona area, especially since the pandemic. Several indicate that these levels of outdoor recreation use have subsequently decreased in 2022, with a few suggesting that they are almost back to pre-pandemic levels. Many indicate a change in the type of recreation in the area potentially due to social media, short-term rentals, advertising, management decisions, and the pandemic. Most notably these trends suggest that there is a much higher rate of motorized recreation through Sedona, especially for OHVs and particularly in the west Sedona area. Additionally, for non-motorized recreation, it appears that more users are going to areas previously only known to residents (e.g., cultural sites only accessible through social trails) in addition to previously popular areas (likely due to social media and blog posts online).

Outdoor recreation challenges and concerns

Overall, concerns surrounding outdoor recreation in the greater Sedona area focus on the volume of use the area receives. Many noted that the use of Sedona is similar to that of a National Park. Motorized recreation concerns centered around volume; user and vehicle types; capacity and enforcement; monitoring and information needs; environmental and cultural site impacts; resident quality of life impacts; safety concerns; other recreational use impacts; and business operations impacts. Non-motorized recreation concerns focused on infrastructure and engineering needs; education and signage needs; enforcement needs; outdoor recreation volume; and recreation user conflict mitigation.

While residents have significant concerns about motorized recreation, including environmental damage, user behavior, and current road/route conditions, other recreation groups and interested parties seem to believe that motorized users have the right to recreate responsibly on public lands and have not reported many conflicts.
There is general agreement that there is a lack of enforcement and monitoring data to support potential decisions along with the recognition that the issues are complex and cross-jurisdictional in nature.

Non-motorized interested parties expressed concerns about parking, bathrooms, a lack of diverse and sufficient recreational opportunities, and a need for more information and education for all trail users.

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Desired outcomes for outdoor recreation use and management

For recreation overall, several suggested that managers should treat Sedona like a National Park rather than a National Forest due to the high quantity and intensity of use of the area (e.g., extensive signage, parking, restrictions, educational efforts, agency presence, etc.).

While residents most often focused on ways to restrict motorized access to areas, many residents and interested parties were open to a diversity of solutions including ways to disperse use, change policy to address concerns; enhance the Three E's (Engineering, Enforcement, and Education); improve signage and information sharing; monitor OHV use and impact; improve restoration and road maintenance; work with rental companies and permittees to improve behavior and reduce impacts; and to secure more funding. Notably, in some cases, OHV businesses and permittees were open to restricting access (e.g., supporting a permitted system at Broken Arrow). Interestingly, many OHV permittees and rental companies are already implementing solutions proposed by others, but this is not recognized by residents and several other interested parties. This emphasizes the need for more collaboration and communication between interested party types.

For non-motorized recreation, solutions centered around improving education as a top priority for most as well as ways to improve shuttle use; disperse use on non-motorized trails; enhance restoration and maintenance of trails; and improve equestrian access.

Relationships between interested parties and agencies

There was a diversity of perspectives related to relationships with and perspectives of the agencies and jurisdictions in the greater Sedona area. Generally, residents expressed the most frustration, distrust, and ideas about "conspiracy" between jurisdictions and motorized recreation users. However, many interviewees expressed frustration with the long and complicated bureaucratic processes that prevent progress on the ground. This was often mentioned in reference to the Forest Service. However, groups with volunteer and work agreements with the Forest Service generally expressed a positive view of working with the Forest Service and its staff. Few suggested that City of Sedona and Yavapai County generally do not fund or support recreation efforts well. Many expressed a general desire for all jurisdictions to take more action for recreation management. Overall, very few interviewees mentioned relationships with State agencies.

Desired outcomes for this collaborative process

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Generally, there was support and excitement about using a collaborative process to address recreation management challenges and opportunities. Many recognized the value of a collaborative approach to ensure that there is a balance of representation; to improve communication and decision-making across jurisdictions and interested party types; to focus on long-term, effective strategies for recreation; and to generally increase effectiveness in recreation management. Many emphasized the need for the collaborative to move beyond the "low-hanging fruit" and to address meaningful projects. Several recognized the value of the collaborative learning from other places, projects, and organizations.

Management Implications

Based on the results of the assessment, SDR has identified several implications for management. These include to immediately pursue short-term opportunities to address recreation concerns while also making strides towards long-term efforts; build trust and understanding through transparent processes; proactively engage diverse and balanced interested parties; improve communication about recreation planning and efforts; build capacity within agencies and organizations to address recreation challenges; collaborative across jurisdictions to align efforts; provide robust engagement opportunities for the public and interested parties; and to engage with broader efforts and contexts beyond the greater Sedona area.

These key takeaways, in addition to other takeaways and perspectives, and detailed in the full synthesis below.

Section 1. Introduction

Background

The recent growth in the volume of motorized and non-motorized recreational use in the greater Sedona area (i.e., the City of Sedona and the surrounding national forest) has prompted active conversations within the community and among interested parties. Currently, issues that have been identified range from cultural and natural resource protection; residential impacts; economic and social impacts; and education and enforcement needs. Recreational use and impacts cross jurisdictional boundaries, further complicating these issues.

Local land managers/agencies and governments recognize the cross-jurisdictional complexity of recreation management and understand that management strategies

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implemented in one area may impact other areas or interested parties (e.g., prompt users to disperse to other areas). Key jurisdictions and decision-makers in the area include the City of Sedona, Yavapai County, Coconino County, Arizona Game and Fish Department, Arizona State Parks and Trails, Arizona State Lands Departments, and the USDA Forest Service (Coconino National Forest - Red Rock Ranger District) among others. Therefore, to best address these issues, it is vital to pursue an inclusive, collaborative, and comprehensive public/private process.

To that end, in a joint effort, Coconino National Forest, the City of Sedona, Arizona State Parks and Trails, Arizona Game and Fish Department, and Yavapai County are co-convening the Greater Sedona Recreation Collaborative (GSRC), facilitated by Southwest Decision Resources.

GSRC Description

GSRC is a comprehensive, interested party-driven process that seeks to actively engage interested parties in a space of shared learning and collaborative problem-solving to recommend potential solutions for a range of issues related to outdoor recreation in the greater Sedona area.

Key objectives for GSRC include:

- Develop and propose strategies for addressing a variety of outdoor recreation challenges in the greater Sedona area, including strategies that better mitigate, manage, and maintain sustainable outdoor recreation.
- Provide a platform for learning, analysis, and discussion that strives for solution-oriented contributions to recreation management and planning
- Encourage broad participation, collaboration, and consensus in the development of strategies and solutions
- Build upon, not replicate, previous efforts related to recreational planning in the greater Sedona area

Related Collaborative Efforts

This effort is being convened at the same time as, but separately from several related collaborative efforts that address recreation. Examples of these efforts include the State Off-Highway Vehicle Committee established by Senate Bill 1596 required to meet, collect, and study information from the public and interested parties regarding OHV issues in Arizona as well as the Verde Front, a sustainable recreation collaboration for the Verde Valley. Additionally, the City of Sedona is conducting an extensive community engagement process to inform their Community Plan Update and will address recreation topics through this engagement process. These efforts can inform and be informed by the GSRC but are convened and facilitated outside of the GSRC collaborative process.

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Collaborative Process Facilitation

Southwest Decision Resources, an independent, third-party facilitation group, has been hired to lead the collaborative process. The first phase of the collaborative process is the assessment phase undertaken by the facilitation team, the results of which are detailed in the following sections.

Section 2. Assessment Methods

This assessment is intended to represent a small subset of interested party voices in the greater Sedona community. It is recognized that additional content and ideas will be added as the broader Sedona community engages in this effort.

Interview Process

The assessment phase of the process was completed through three group site visits and conservations (individual and group conversations) with 39 (2 additional pending) interested parties with relevant agency representatives, residents, and key interested parties in the community. Six of these interviews were conducted in pairs based on the interests of the interested parties. To begin the assessment, a 5-hour site visit with representation from the Forest Service and the City of Sedona was conducted. In the case of the greater Bear Mountain area and the Broken Arrow neighborhood, 3-hour site visits with co-conveners and residents were conducted to better understand and synthesize recreation concerns, solutions, and information needs. In the case of Dry Creek and Soldier Pass neighborhoods, a virtual 1.5-hour meeting was held to synthesize the same information.

The feedback from these interviews and site visits will inform upcoming interested party and community engagement methods as well as serve as the basis for the development of the collaborative structure and engagement process for the Greater Sedona Recreation Collaboration.

The following were interviewed as interested parties: In total, SDR conducted interviews with 42 interviewees.

Interviewed Interested Parties

- AZ Game and Fish Department (1)
- AZ State Parks and Trails (1)
- Bear Mountain Residents (4)

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- Broken Arrow Residents (6)
- City of Sedona (1)
- Dry Creek Residents (3)
- Emergency Response (2)
- Environmental NGOs (3)
- Forest Service Permitees
    - Jeep and OHV Permitted Guides (1)
    - Metaphysical Permitted Guides (1)
    - Ranchers (2)
- Jeep and OHV Rental Services (3)
- Motorized Recreation Groups and NGOs (1)
- Non-Motorized Recreation Groups and NGOs (4)
- Sedona Chamber of Commerce (1)
- Soldier Pass Residents (3)
- Schnebly Hill Residents (2)
- Utility Companies (1)
- Yavapai County (2)

Identification of Key Themes

This document summarizes the key themes and ideas gathered from the assessment interviews. Individual responses have been summarized and are not attributable by name.

Overarching themes include:

1. Changes in outdoor recreation use, behavior, and management
2. Outdoor recreation challenges and concerns
3. Desired outcomes for outdoor recreation use and management
4. Relationships between interested parties and agencies
5. Desired outcomes for this collaborative process

To quantify the relative frequency of interviewees that expressed a sentiment or theme, we utilize **few** (three or fewer interviewees), **several** (between four and ten interviewees), **many** (between ten to 20 interviewees), and **most** (greater than 20 interviewees). ***Please note that these quantifying words represent the number of people that brought up concerns, solutions, and other ideas but do not necessarily represent the number of people that support/do not support or agree/disagree with those concerns, solutions, and other ideas.***

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Changes in Outdoor Recreation Use, Behavior, and Management

Motorized Recreation

- Most indicate that the **intensity in the volume of motorized traffic and use,** especially from OHV use, has increased on Forest Service lands and in the City of Sedona
    - Many: recent intensity increase could be due to the changing recreation trends during COVID-19, increased number of OHV rental companies in Sedona, increased number of short-term rentals in Sedona, displaced traffic from the Soldier Pass, or social media and marketing of Sedona
    - Several: motorized recreation use and rental numbers have lowered to almost pre-pandemic levels recently
    - Several: recently decreased levels could be due to lack of marketing by the Chamber of Commerce and that in a "post-pandemic" world, visitors now have the opportunity to travel further and internationally, dispersing use
    - Few: recently there have been even fewer rental trips than before the pandemic
    - For Broken Arrow, this has been true for the past 8 years and especially in the past three years. Now, traffic is particularly intense during holidays
    - For the greater Bear Mountain area and Dry Creek, this has been true since COVID and since the signage of OHV roads in the area
        - Many: this area is the primary destination for rental users and overall OHV use
    - For Soldier Pass, implementation of the gate and permit system has reduced the volume of motorized use but there are still some concerns about volume
- **Different motorized recreation vehicles:** Many indicate that in the past, there were generally only Jeeps or other 4X4 type vehicles, but now those vehicles are being used in addition to ATVs, side-by-sides, and even dirt bikes
    - Many: power and size of OHVs have increased; this can increase the level of impact felt by the vehicles for the environment and residents
    - Several: electric OHVs are likely coming to the Sedona area
    - For Broken Arrow, several indicated there has been a substantial increase in the use of the area for OHV, especially for side-by-sides from both private and rental users

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    - For greater Bear Mountain, many indicate the most users are side-by-sides or permitted guided tours
- **User types:** Many indicate that in Sedona, there are **private, rental, and permitted motorized recreation users**
    - In Broken Arrow, all types of users (private, rental, permittees) are prevalent. Most users seem to be private users in the Broken Arrow area; rental companies do not usually suggest that users come to Broken Arrow due to the challenging terrain
    - In Schnebly, all user types are prevalent. Generally, private side-by-side users come from the top of Schnebly Hill while rentals come from City of Sedona
    - In Bear Mountain and Dry Creek, all user types are prevalent, especially rental users
    - At Solder Pass, all user types are prevalent but must be permitted
- **User behavior:** Many suggest that most motorized users are responsible, but there is a small portion that exhibit concerning bad behavior
    - Many: there have been increases in the number of accidents and safety threats due to OHV users
        - Few note that the increases in motorized recreation accidents are not substantial and are not more concerning than other types of non-motorized recreation safety-related incidents (e.g., lost hikers, hurt mountain bikers)
    - Many: OHV users are uneducated and do not have appropriate environmental ethics or knowledge about responsible use of Forest Service lands
    - Many: reasons for bad behavior could be lack of education, lack of experience on public lands or awareness of appropriate behavior on Forest Service land, social media, a lack of environmental ethics, or lack of meaningful enforcement
- **Many suggest that marketing and social media** surrounding OHV use have painted a picture of "tearing up the land" and have promoted irresponsible behavior on Forest Service land

Non-Motorized Recreation

- Many indicate that **non-motorized recreation use in Sedona has increased substantially, especially since the pandemic**
    - Several: recently these numbers have lowered almost back to pre-pandemic levels
    - Several: levels are still higher than before the pandemic

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    - Several: the decline in numbers may be due to decreased marketing from the Chamber of Commerce and the world opening back up for international travel
- Several indicate that **social media has caused more use of trails and accessing new area**s that were previously used by locals for "photo opportunities"
    - Few: social media provides misinformation about trails and access to trails
- Several suggest that **non-motorized trail users are not properly educated** about their routes, proper gear, or proper behavior on public lands
- **User types:** Few indicate that most non-motorized users are on foot, followed by bikes. There are few equestrian users in Sedona currently

Outdoor Recreation Challenges and Concerns

Motorized Recreation

<u>Volume</u>

- Many share a concern over the **increase in OHV traffic, including in residential areas**
- Several indicate the **limited OHV opportunities in Sedona** exacerbate issues in the area. There are only a handful of routes that appeal to OHV users
- Several describe the **volume of use** as similar to National Parks, but the area only has Forest Service level funding
- Several suggest that OHV users are coming in **groups** and amplifying impacts
    - Few: at times, **multiple vehicles will access the Soldier Pass route on 1 permit.** This typically happens during spring break, holiday weekends, and other weekend days
- Several believe that **poor road conditions actually encourage increased OHV use**

<u>User and vehicle types</u>

- Many indicate the large, **out-of-state client base** and that local media ads and education campaigns will not help
- Many believe the **high horsepower OHVs** make them more dangerous and damaging to the land
    - Few: OHV manufacturers (Polaris) have a strong influence over the types of rentals that are in Sedona, this reduces the ability to restrict types of vehicles being used in Sedona

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- Many indicate that OHV renters and tour customers are not 4WD enthusiasts where they live and are **uneducated in regards to stewardship and OHV ethics**. Larger educational campaigns are needed
- Several believe that **permitted Jeep tours** are generally not as much of a problem, but there are still concerns:
    - Several residents: tours are passing through than are allowed (e.g., more than 5 Jeeps/hour in Broken Arrow)
    - Several residents: negative narrative tour guides use paints a negative picture of the residents, the residential area, and the types of recreation appropriate for the area
    - Several residents: concern over tour company making trailhead modifications at Broken Arrow (i.e., road widening) without NEPA process

<u>Capacity and enforcement</u>

- Many expressed the need for **more dedicated staff and resources** to address OHV issues, especially at the federal level
- Few expressed the need for **more work to be done by OHV users and organizations**; there is not enough work being done and too much to do
- Few indicate the confusing nature of **rules across National Forests in Arizona and the differing travel management plans** as contributing to bad behavior (rules are not consistent)

<u>Lack of information and monitoring</u>

- Most believe the **lack of monitoring** limits understanding of the issues and the ability to make decisions
    - Several indicate that volume is a good start for monitoring purposes and believe data needs to be trusted for actionable purposes
    - Few indicate the need to understand who is behaving badly (private owners, renters, etc.)

<u>Impacts to natural environment and cultural sites</u>

- Many believe OHVs cause **negative impacts to the natural environment**
- Many believe **negative impacts to the flora and fauna** in the region are occurring, presumably, from OHV dust, OHVs going off-road and running over vegetation, OHV noise, and OHV staging
    - Many: contribute wildlife impacts to dust, noise, disturbances and damage to stock tanks, erosion (and downstream impacts for Oak Creek and the Verde

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River), and the physical presence of OHVs all contribute to deteriorated environmental conditions, and are especially impactful in drought conditions
        - Most of the residents of Broken Arrow and Bear Mountain note seeing less wildlife in those areas than in the past
    - Many believe that tree and vegetation mortality along Forest roads is due to dust and the sensitive nature of the environment takes a long time to recover
        - Many: there is substantial trail/route damage in Sedona
        - Many: OHV users go off trail and exacerbate environmental impacts (road widening, unauthoried trails)
- Many feel the **lack of regulation and enforcement** leads to more environmental impacts
    - Many: enforcement is not effective and underfunded and rarely present and contributes to bad behavior
    - Few: strong policies, laws, and language are viewed as empty threats when not enforced
    - Few: see jurisdictional issues with enforcement, despite the various agencies working closely together (local agencies are not able to enforce federal regulations)
- Many indicate **fire risk posed by OHV use and dead vegetation** on Forest Service lands is a concern for the environment
- Many indicate dust has negatively impacted **cultural sites**
- Many noted that **there are numerous pullouts, donut sites, and other negatively impacted areas** (over 347 sites by Bear Mountain resident estimates) on and along Forest Service Roads in the area that have substantial maintenance and restoration needs
- Several indicate concern for OHVs climbing rocks and leaving them blackened **reduces natural aesthetics** of the area
- Few describe the **confusing nomenclature surrounding OHV use in Arizona (off-roading, OHV routes, OHV trails, etc.) contribute to environmental impacts**. This is off-pavement riding, not off-road
- Few noted that **irresponsible motorized recreation use has impacted other restoration or conservation** efforts in the Sedona area

<u>Resident quality of life impacts</u>

- Many indicate **noise** from the engines, radios, and users themselves is a major concern

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    - Many indicate noise can be heard from inside of houses even with windows and doors shut, in some cases even shaking houses and preventing some rooms from being useable
    - Several think the noise corridor of an OHV can be up to 2 miles wide
        - Without traffic, the affected neighborhoods are naturally very quiet. The difference between no traffic and 96 decibels is significant
    - Several feel the amplified music and/or loudspeakers are too loud in the forest and near the neighborhood
- Many believe **dust** from OHVs impacts the quality of life for residents as well as both the physical and mental health of residents
- **Pollution and emissions**: Many recognize that OHV vehicles are not required to meet emission testing in the Sedona area; but these fumes smell, are bad for the health of humans and the environment, and they can linger in low lying areas
- Several indicate OHV users are using undesignated spots in the neighborhoods for **staging**

<u>Safety concerns</u>

- Many feel **reckless behavior and accidents from OHV users are a threat to the safety of residents and other recreationists and also can be a waste of public resources** (e.g., emergency services)
    - Many: higher power vehicles have contributed to more rollovers and accidents
    - Many: social media promotes bad behavior of OHV users in Sedona
    - Several: lack of meaningful consequences for bad behavior and law violations contribute to the problem
    - Several: other recreationists in the area are a much higher safety risk and use of emergency services (e.g., lost hikers)
    - Few: emergency services had to modify or get new vehicles to be better-able to respond to motorized recreation outfits of poor condition roads
- Many believe **speeding** is dangerous to residents and other recreation users
    - Several: on several occasions, residents driving in their vehicles have almost been in accidents due to OHV users
    - Several: do not believe OHVs are consistently speeding
- Many feel there has been an **increase in rollovers and other OHV accidents**
    - Several: OHV related accidents have not increased and expressed the importance of gathering and analyzing data to determine what is really going on

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- Many feel there have been substantial **conflicts between neighbors and OHV users**, and many OHV users have an aggressive attitude toward residents and other recreationists
    - Several: this aggressive behavior has nearly led to fights, and residents have been threatened. Residents have been forced to call the police
    - Several: OHV users can be rude to and also lessen the experiences of other recreationists (e.g., smell, noise, dust, safety, etc.)
- Many indicate that **poor road/OHV route conditions** negatively impact user safety
    - Several: roads in Broken Arrow, including Morgan Rd., are narrow and do not have sidewalks. This is a safety concern when OHV users are driving
    - Several: feel the Forest Service limits maintenance to promote slower speeds
    - Several: increased maintenance costs to residents' vehicles due to road conditions
    - Several: poor conditions are the primary cause of accidents
        - Speed on off-camber terrain and speed crossing washes are the most significant causes of accidents
        - The majority of accidents are single vehicle events
- Many indicate **fire risk** posed by OHVs on Forest Service lands are a safety threat
- Several noted the danger of road conditions for an **exposed gas line** on the Pipeline Road

<u>Other recreational use impacts</u>

- Many believe that motorized recreation is **reducing multi-use opportunities to single-use opportunities:**
    - Many residents: areas that are used by motorized recreation vehicles are reduced to a singular use as they negatively impact non-motorized experience (e.g., reduced safety, more dust and noise, general disturbance)
    - Several: there are only a few areas in which non-motorized recreation users come in contact with heavy motorized use and generally there is not much contact between them
    - Few: OHVs are not compatible with equestrian use
- Several indicate the Bear Mountain area **used to be a popular hunting area**, but there are much fewer hunters now, likely due to declines in wildlife and increases in disturbance of the area

<u>Business operation impacts</u>

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- Several recognized substantial **cattle and ranching operations impacts from motorized recreation:**
    - Several: some of the cattle range is now nearly unusable due to OHV presence and impacts
    - Several: stock tanks have been damaged by OHV users and scare away cattle from their water source
    - Several: roads used by ranchers are damaged and in poor condition
    - Several: OHV vegetation impacts can negatively impact range conditions for cattle
    - Several: frustration that ranch capacity has been reduced by the Forest Service on the forest due to drought conditions, but damages from OHV use is still permitted
- Few noted that due to high levels of use, **tour permittees have had to extend tour times and the tour experience has decline**
- Few noted that **the gas company needs to perform extensive maintenance on FR 9513** to protect an exposed gas pipeline in west Sedona
    - Few: challenges with getting permission and the deteriorated road condition have prevented a comprehensive solution thus far, require increased monitoring from 1-2 times per year to once per month

Non-motorized Recreation

<u>Infrastructure and engineering needs</u>

- Many feel the **lack of parking at trailheads** leads to parking along the shoulder of the roads
- Several feel **bathroom needs of recreation users** are not being met
    - Likely due to this unmet need, recreation users (OHV and otherwise) have been spotted leaving toilet paper and other remains behind on people's property and in the forest generally
- Few expressed **frustration with the Western Gateway trails not accommodating equestrian use** and there are **not enough equestrian trails** in the Sedona area. Trails that were used in the past are no longer safe for horses

<u>Education and signage needs</u>

- Several indicate that there is a **high need for education out on the trail**; trail ambassadors are constantly being asked where to go
- Few indicate a generational **disconnect between people and natural environments** and that stewardship efforts are needed

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- Few indicate the **digital, shuttle-related signage and information** does not educate motorists about when parking is restricted at Soldier Pass trailhead
- Few believe there is a **lack of signage on the trails**

Enforcement needs

- Several indicate graffiti and **poor visitor use management** has impacted Honanki and Palatki cultural sites
- Few feel **unauthorized parking and camping** in the Soldier Pass lot in front of the Forest Service gate (code always required) and behind the HOA gate (Thursday - Sunday there is a code for access) is an ongoing issue
- Few express frustration with **illegal drone use and lack of enforcement**

Outdoor recreation volume

- Few indicate the **overcrowded nature of Sedona during popular times require dispersing use**
- Few believe **over use of trails is making them wider**
- Few believe that **social media has increased tourism in Sedona, with creation of social trails a major problem**
- Few suggest that **local organizations publishing (for paid access) how to get to cultural sites are increasing use of sacred areas and illegally benefitting from these sites and forest land**
    - This is causing degradation of cultural sites

Recreation conflicts

- Many indicate that OHV use has impacts that **reduce multi-use to single-use** as other recreation interests don't enjoy the recreation experience any longer
- Few believe that **large groups of bicycle users** are a safety concern for hikers in the area
- Few describe **conflicts between mountain bikers and permitted meditation** as they use the same areas
- Few indicate that **OHVs are not compatible with equestrian recreation**
    - Few: user conflict between equestrians and other users due to lack of etiquette awareness
- Few suggest that there is **conflict between drone use in the forest and hikers**

Desired Outcomes/Solutions for Outdoor Recreation Use and Management

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Motorized Recreation

Dispersing use

- Many like the idea of **creating an intentional OHV-only designated recreation area**
    - Several: The area would need to be far away from residential areas (e.g., Beaver Head Flats Rd) and not be environmentally sensitive
    - Several: The consolidation of OHV use would make education and enforcement easier and would consolidate impacts to one area only
    - Several: This would require a NEPA process but could be feasible; This could take 2+ years
    - Several: Would be best if paired with restricted use at Broken Arrow and other areas to ensure that the volume of OHV use in these areas would be reduced substantially or eliminated
    - Several: A potential consequence of creating an area like this could be more OHV users coming to Sedona
    - Few note: There is a difference between a recreation area (where people can go off-trail) and designated OHV routes (where OHVs must stay on a route)
        - 'Routes' may be more appropriate for Sedona to define use, limit speeds, etc… A trail system with routes and connections with defined routes, defined experiences
        - The intent is to reduce OHV use in impacted areas to a more appropriate location to mitigate impacts (environmental, cultural, quality of life)
        - Designated routes can be enforceable if users go off-route. Routes are the only appropriate way to travel in this area
        - A consolidated area for designated routes can provide a range of experiences.
    - Few: State Lands Department has land in the area. It could be possible to have a special use area permit for OHV use on these lands
    - Few: There could be a shuttle from OHV rental companies in town to the OHV-designated area to reduce the volume of OHV traffic in town
- Several support **encouraging users to use the underutilized trails near the greater Sedona area** (e.g., east of I-17, north of Camp Verde) where there are miles of unimproved dirt roads

Restricting access

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- For most residents and several other interested parties**, managing motorized use capacity and reducing the volume of motorized traffic was the primary desired outcome**
    - Many: to manage capacity desired conditions and capacity levels would need to be defined by the Forest Service
    - Several residents: restrict the number of rental, private, and permitted motorized users
    - Several: create a quota system for OHV companies (similar to permittees)
- Several suggested **implementing a gate and permit system for OHV companies and private users at Broken Arrow**
    - Several: This could be the most effective way to reduce the volume of OHVs
    - Several: Though a gate is logistically easy to place, the displacement and restriction of use would require NEPA and a change of management decisions. This would be a longer-term solution
    - Several: The gate could also be used to implement a complete ban on all "side-by-sides" and limited entry for Pink Jeep or other 4X4s
    - Few: There are some challenges with motorized gates (e.g., users uneducated about how to access the gate, multiple users entering on on permit)
    - Note: Several rental companies and motorized permittees support a gate system at Broken Arrow
- Several also liked the idea of **implementing an unpersoned, paid gate system at Broken Arrow**
    - Several: The fee would need to be substantial enough to reduce the interest in using the area
    - Several: Commercial-permitted users could have a code or sensor that allows them to pass
    - Several: It was noted that there may be a backlash to having to pay a fee as OHV users usually have already paid a fee for the OHV decals
    - Several: A fee could also change the mentality of users to be more responsible
    - Few: There are some challenges with motorized gates (e.g., users uneducated about how to access the gate, multiple users entering on on permit)
    - Note: Several rental companies and motorized permittees support a gate system
- Several suggested **closing OHV routes at night** to reduce the potential for accidents and use of emergency resources as well as to reduce noise at night
- Few suggested **creating a reservation system for Pulatki and Honanki** to reduce motorized traffic and impact on the area

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- Few suggested **reducing the number of permits at Soldier Pass**

<u>Changing policy</u>

Forest Service

- Many suggested **implementing speed limits on FS roads, especially near residential areas**
    - Several: electronic signs could be more noticeable and helpful
    - Most Schnebly Hill and greater Bear Mountain residents desired speed limits on Forest Service Roads. Several Broken Arrow residents suggested that speed limits actually make impacts (e.g., noise, smell, traffic) last longer and do not want more speed limits in their area
    - Schnebly Hill residents suggested as a speed limit of 25 MPH. Greater Bear Mountain residents desire a 15 MPH speed limit
    - One tour company supports speed limits as long as all are required to follow the limit
- Several suggested that **USFS limits acceptable noise levels in National Forest**
    - Note: this would likely have to be addressed at the state, regional, or federal level
- Several recommend **revising the 2010 Travel Management Plan**
    - Broken Arrow residents support this especially as it relates to suitable use for the Broken Arrow area
- Several desired that the **Forest Plan be amended to reduce OHV traffic volume** on the Forest Service land of the greater Sedona area
- Several desired that an emergency closure be put into place for the Bear Mountain area to address concerns about appropriate use

State

- Several like the idea of **requiring noise suppression devices (e.g., mufflers)**
- Several residents supported **making OHVs illegal on streets**
- Several suggest **changing the way that OHVs are considered under state law** (currently considered like cars)
- Several suggest **requiring emissions testing**
    - Note: street legal OHVs are required to pass emissions testing in some parts of Arizona (e.g., Pima and Maricopa Counties)
    - Note: Few interviewees suggested that standard (i.e., not modified) OHVs must pass emission standards for manufacturers that sell in other counties or states that require emissions testing

<u>The Three E's (Engineering, Education, and Enforcement)</u>

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- Many support **engineering solutions**
    - General recommendations
        - Many: Use to control motorized recreation speeds (e.g., fewer straightaways)
        - Many: Use boulders and other modifications to prevent staging or innappropriate motorized access
        - Many: Reroute commonly used OHV roads away from neighborhoods and houses
        - Many: Close illegal off-trail/road routes with boulders to prevent access
        - Several: Modify trailheads to reduce traffic impacts and address safety concerns
        - Several: Build bypasses to allow OHV users to the National Forest without passing through neighborhoods
        - Several: Modify trails to reduce interaction between OHV users and other recreation types
    - Recommendations for Broken Arrow
        - Several: increase the filter size to reduce exit speeds from the OHV route
        - Several: create a small loop for exit and entry to reduce traffic and traffic back up onto Morgan Rd.
            - Pink Jeep already widened the road which helped to reduce traffic bottleneck
        - Several: if a gate is implemented, place it far enough in on the trail to prevent lines forming in the neighborhood
        - Several: reroute trails to separate OHV trails from hiking and biking trails
        - Several: create a new entrance to allow hikers and bikers to avoid OHV routes
        - Few: create a new road from HWY 179 to access Broken Arrow without passing through Morgan Rd.
        - Few: create a staging area on 89A so that people don't air down their tires or prepare on Morgan Rd.
        - Note: Broken Arrow engineering options may be limited by Wilderness boundary
    - Recommendations for Bear Mountain
        - Several: utilize engineering to reduce speeds

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        - Several: re-open the “Eyebrow Road” to reroute traffic from residential areas
        - Several: consider making one-way roads to reduce the number of trips along roads
        - Several: coordinate road maintenance scheduling between Forest Service and Yavapai County to better spread out maintenance during the year
        - Several: improve restoration processes for closing impacted sites and widened roads. More responsive action is desired
    - Recommendations for Schnebly
        - Few: sidewalks near the paved part of the road
- Many **support more and better education efforts**
    - Many: require the AGFD OHV educational video be watched by all motorized renters
    - Many: promote Tread Lightly! messaging and information sharing for all motorized users including private users and renters
    - Many: promote safety messaging about OHV use (e.g., keep arms inside the vehicle)
    - Many: emphasize education so that enforcement feels comfortable citing bad behavior
    - Many: utilize social media and public postings about enforcement so that users recognize enforcement is happening and could happen to them
    - Many: share messaging that combats the idea of being able to “tear up the land”. Set the expectation that the experience is roads and trails, not play areas
    - Many: set up OHV ambassador programs, volunteer days, volunteer ranger program, and/or preventative contact stations for motorized recreation
        - Having a presence in the area, even if just from volunteers, could help encourage better behavior from OHV users
        - These programs could also help to educate about Tread Lightly and Leave No Trace principles
        - The Red Rock Trail Fund could be a program to learn from
        - Add volunteer camp hours at the new designated camping aeras to help education about OHV use and proper behavior
        - These ambassador or volunteer programs could be hosted through RROCC or Tread Lightly
    - Several: require private and rental users to take an education course
    - Note: education may be easier with renters than private users

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    - Note: several feel that education efforts are ineffective and do not tangibly impact behavior or impacts
- Most **strongly support more enforcement**
    - Many: better staff and fund enforcement for the Forest Service and AGFD
    - Many: emphasize education so that enforcement officers feel comfortable citing bad behavior
    - Few: enforce permitted access (1 vehicle per permit) at Soldier Pass

<u>Signage and information sharing</u>

Signs

- Many: **signs need to be obtrusive to be effective** (i.e., not brown signs that blend into the background)
- Several: **electronic informational signs have been effective and show be used more**
- Few: **add a 'No Parking' sign at Soldier Pass** to reduce unauthorized parking and updating the electronic sign board near Posse Grounds Park to reduce traffic and people circling around neighborhood (e.g., "There is no parking allowed Thurs. - Sun."
- Few: add **direction signs and trailheads signs** along Schnebly Road
- Few: **adding signs** (e.g., "restoration in process", "healing in progress") **in addition to physically closing** routes has been successful for some organizaitons in the Sedona area

Maps

- Several want to **update motorized maps** to:
    - Several: disperse use to other areas
    - Several: reduce advertisement of the greater Bear Mountain area as an OHV destination
    - Few: better show private property
    - Few: educate and include information about proper behavior

Other information

- Few suggest **improving the Soldier Pass description on the Forest Service website** when applying for a permit
    - Few: clearer instructions on good behavior
    - Few: deterrents for bad behavior
    - Few: localized rules and regulations

<u>Monitoring</u>

- **Many supported monitoring to better understand OHV trends, impacts, and opportunities**

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    - Many: quantity and type of motorized use throughout greater Sedona
    - Many: vegetation impacts
    - Many: wildlife impacts
    - Many: air quality impacts
    - Many: resident quality of life impacts
    - Many: impacts ot other recreation use
    - Many: safety impacts (accidents, resources used for emergency response, speeding)
- Many recognized that **management decisions need to be informed by monitoring information**

<u>Restoration and road maintenance</u>

- Many note the need for **more restoration of motorized impacted areas**
    - Several: there is a need to standardize restoration of damaged areas using best practices for dry lands restoration
- **Many desire improved road maintenance** along Forest Service Roads
    - Several: road maintenance improvements should be accompanied by speed limits and/or road engineering to ensure that speeds are kept low
    - Several: Yavapai County and CNF should coordinate to ensure that their grading schedules compliment one another on 152C
    - Several: there needs to be dedicated maintenance on the Pipeline Road to reduce threats and risks to exposing the natural gas pipeline
- Many support **clearing dead brush away** from OHV routes and parking areas to reduce fire risk
- Several support **requiring OHV rental companies to pay for and implement road maintenance and restoration**
- Few suggested **developing a mobile application or utilizing an existing one to report incidents, needs for illegal route/trail closure, and restoration needs to share with the Forest Service**
- Few suggest a **seasonal closure** to allow for road maintenance and restoration

<u>Promoting accountability and good behavior from motorized rental companies and permittees</u>

- Many support efforts to **hold motorized recreation rental users accountable**
    - Several: creating better identifiers (e.g., large painted numbers) on rental vehicles so that the specific rental user can be tracked and penalized
    - Several: GPS-tracking be used to fine bad behavior

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- Many like the idea of **using geo-fencing** to ensure that rental vehicles do not go off established roads
- Several supported **providing incentives for OHV rental companies** to promote good behavior
    - Many: requiring that the education video is watched and that the users sign to acknowledge they watched the video (may assist with citations)
        - Few: the video is too long to hold people's attention
    - Many: enforcing strict management of keeping renters on road through GPS (e.g., geofencing, fining bad behavior)
    - Many: implementing mufflers to reduce noise
    - Several: implementing speed governors in machines
    - Note: few suggested that incentives would not be enough and that regulation is necessary
- Several desire to require or request that **rental companies utilize lower horsepower options or electric options to reduce impacts**
- Several recommend **changing rental company and OHV permittees narrative** to reflect an appreciation of beauty of the landscape rather than 'adrenaline' or 'adventure'
- Several suggest that RROCC or other motorized users **better promote their positive actions** (e.g., restoration, education efforts, etc.) and **engage more often with the public** to promote better relationships
- Several suggested **building more partnerships** between businesses, land managers, and Tread Lightly!

<u>Securing funding</u>

- Many support **increased funding for OHV regulation and code enforcement**
- Many suggest **pursuing grant opportunities** for enforcement, emergency mitigation, dust mitigation, road maintenance, and more
    - Note: Many of these grants are available from ASPT
    - Note: Some funding opportunities may be available through collaborating with National Forest Foundation (e.g., utilizing Polaris funds, following the model of collaboration with NFF and Yamaha in Flagstaff for restoration work) and other conservation/restoration organizations
- Several support **creating an environmental fee or donation program** to address restoration needs
    - Several: This could be in the form of a "round up" fee option at rental companies
    - Several: It could be a mandatory fee that renters must pay to rent OHVs

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    - Several: It could be a donation program that could be linked to on educational signs in the area (e.g., "Text X to donate to OHV route maintenance")
- Few note that **having a diverse set of engaged interested partners increases the opportunities for funding**

Non-motorized Recreation

Improving shuttle use and behavior

- Few support providing **large capacity parking (e.g., structured parking off 89A) and shuttles to trailheads**
- Few suggest providing **better education about how to use the shuttle**
- Few indicate a need to provide **appropriate maps and signage at shuttle pick up and drop off locations**
- Few suggest including **new stops for the shuttle** including Chapel of the Holy Cross and Aiport Road Trailhead

Dispersing use

- Few suggest that **giving users more, better, and diversified trails** will help to disperse use and reduce conflict
- Few suggest **promoting hotels and lodging areas to create and advertise their own trail systems** to alleviate pressure from other trails while also reducing the volume of people driving to and parking at trailheads
- Few suggest **improving and creating more walkways near Tlaquepaque** to include art, a pass over the creek, places for meditation, etc.
- Few suggest **promoting and dispersing use to the Red Rock State Parks** as they are currently used less than other areas

Education and sharing information

- Several noted that **education is the primary need** for non-motorized recreation in Sedona
- Several indicated a **need for better signage on trails and at trailheads**
    - Several: about Leave No Trace principles and responsible behavior on Forest Service lands
    - Few: about proper equestrian etiquette
- Few suggested **using social media and other advertising to educate about proper trail use and Forest Service land use in Phoenix and others areas** to reduce inappropriate behavior in Sedona

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- Few noted that the RRRD visitor center is far from town and that **a visitor center closer to town** would be valuable

Maintenance and restoration

- Several suggest that trails have been heavily impacted by monsoonal rains and overuse and **need more maintenance**
- Several suggest that social trails have proliferated and need **more restoration and vigilance to be closed**
- Few support **creating or building upon existing volunteer programs to consistently monitor and cover up social trails**
- Few suggest that the **City of Sedona has an opportunity to improve the Sugarloaf Trailhead**

Enhancing equestrian opportunities

- Few suggest creating **more equestrian opportunities** in the greater Sedona area
- Few suggest ensuring that **Turkey Creek remains open and friendly to equestrian use**
- Few believe that the **Western Gateway trails be modified to be more equestrian accessible**

Relationships Between Interested Parties and Agencies

Forest Service

- Most indicated that they would like to **see more action from the Forest Service including trails and OHV projects, monitoring, restoration, enforcement, and management decisions**
- Many residents indicate a **distrust of and frustration with the Forest Service**
    - Many residents and other interested parties: frustration with the Forest Service bureaucracy
    - Several: feel that their concerns and requests have not been heard or acted on
    - Several: Forest Service is working in favor or "in cahoots"with motorized recreation rentals and permittees due to the influence of money
    - Several: Forest Service is unwilling to take action beyond "low-hanging fruit"
    - Several: Forest Service prioritizes recreation interests over the environment
    - Few: bureaucracy is difficult to track and get in contact with staff about issues (e.g., road damages)
    - Few: RRRD lacks knowledge about ranching permittees and agreements

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- Several interested party representatives expressed that they had a **positive working relationship with the Forest Service and appreciated Forest Service staff**
    - Many: frustration with the process for getting permission to do projects on Forest Service land
    - Several: RRRD is dedicated to taking action and is doing the best they can under the constraints that they face
    - Several: current COF and RRRD is much more collaborative and dedicated than previous staff
    - Several: agreements with NGOs to volunteer or fund trails and OHV route projects have been a successful way to help meet capacity and resource needs for the Forest Service. Having an NGO interact directly with the Forest Service saves businesses and volunteers the time and trouble of navigating Forest Service contracts and protocols
    - Few: COF Volunteer Coordinator position has been largely not useful or present in the area
    - Few: since the previous Volunteer Coordinator left, there has not been much engagement with NGOs for new work

Arizona Game and Fish Department

- Few expressed that they had a good relationship with AGFD but did not often see them enforcing in the greater Sedona area

City of Sedona

- Several residents **shared frustration with and distrust of City of Sedona**
    - Several: feel that their concerns and requests haven't been heard or acted on
    - Few: City of Sedona isn't acting on motorized recreation or other recreation issues due to the influence of money
- Few suggested **a lack of support for trails and outdoor recreation efforts** from City Council

Yavapai County

- Few expressed **good relationships with Yavapai County working on equestrian topics**
- Few expressed **difficulties receiving financial support from Yavapai County for recreation**

Desired Outcomes for this Collaborative Process

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- Most indicated the value of taking a **holistic perspective to understand recreation issues and solutions**
    - Many: there is a need to address recreation management beyond the neighborhood level
    - Several: there needs to be buy-in on solutions and efforts from a diversity of interested parties
    - Several: impacts of recreation ought to be distributed equally across the greater Sedona area
    - Several: if one neighborhood has a gate for recreation access than all neighborhoods should have a gate
    - Several: disagreed and thought that a gate should be context dependent
- Many indicated that they desired **better information about recreation including monitoring of use**
- Many indicated that they wanted to **pursue long-term solutions and strategic planning that goes beyond the "low-hanging fruit"**
- Several desired a **balanced representation of interested parties**
- Several suggested the importance of **education efforts related to recreation for the public, the collaborative, and the jurisdictions**
- Several noted wanting to **work alongside politicians to impact change**
- Few indicated that they desired **better information sharing and communication across interested parties** and about recreation-related topics, projects, and decision-making processes
- Few indicated that they wanted the collaborative to **be proactive in avoiding future recreation issues**
- Few indicated that the collaborative should **learn from other places and models about their challenges and successes** (e.g., other cities, forests, NGO projects, collaboratives, etc.)

Section 4. Management Implications and Future Engagement

Implications and recommendations for management and future engagement:

1. Immediately **pursue short-term and accessible opportunities to address concerns** related to recreation. However, ensure that the focus of the collaborative goes well beyond these initiatives to **focus on long-term, permanent, and strategic solutions and planning efforts**

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2. To build trust and understanding, **be transparent and open about internal decision-making processes, capacity and resource constraints, and project prioritization and funding**
    a. **Document decisions about recreation management well** including information used to make decisions, factors, and perspectives included in the decision-making process, and final decision rationale. Be willing to discuss and share these decisions publicly
    b. When possible, **consult or engage the public and interested parties for decision-making processes**
3. Engage a **diverse, balanced, and well-represented set of interested parties** that impact or are impacted by recreation in the greater Sedona area
    a. **Frequently revisit this balance to ensure that new interested parties be included** as they become relevant
    b. **Proactively outreach to interested parties** including potentially interested parties impacted by collaborative recommendations or actions rather than waiting for interested parties to ask to be involved
4. **Communicate often, well, and publicly about recreation** work in the greater Sedona area
    a. **Use multiple platforms** (e.g., in-person meetings or presentations, email newsletters, and via websites including agency websites and GSRC websites)
    b. **Publicize projects** to enhance understanding of progress made by organizations (e.g., volunteer efforts, trail modifications, restoration projects, interested party engagement initiatives)
5. **Build capacity and resources for recreation management** to meet high demands in the Sedona area through grants, NGO agreements, permittee agreements, and other opportunities
6. **Ensure that all jurisdictions are working collaboratively and in line with one another** to manage recreation in the greater Sedona area. Check-in and work often with all relevant jurisdictions to **promote shared strategy and messaging as well as to enhance capacity and resource availability**
7. **Provide consistent, accessible opportunities for interested parties and residents to share their perspectives** about recreation projects, **especially before** the project is implemented or designed even when not required by internal policy or law. **Meaningfully consider this feedback** before making decisions or implementing
8. **Consider and engage with broader contexts outside of the greater Sedona area** to align efforts or learn from external efforts

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Additional Interested Party Engagement

The assessment interviews were not conducted as a full community or interested party engagement effort, but rather as an initial foundation to be built upon with future, broader interested party and public participation. There was recognition that more, key interested party groups will need to be involved, these include:

- Tribal entities
- Additional jurisdictional entities in the area (Coconino County, Arizona State Lands Department, State Legislature representatives)
- Additional residents and neighborhoods impacted by recreation beyond motorized recreation
- Other recreation groups and Forest Service permitees not yet engaged (hunters, hot air balloon businesses)

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Appendix E. Greater Sedona Recreation Collaborative Process Protocols

Greater Sedona Recreation Collaborative (GSRC)

Collaborative Process Protocols

January 2023 DRAFT

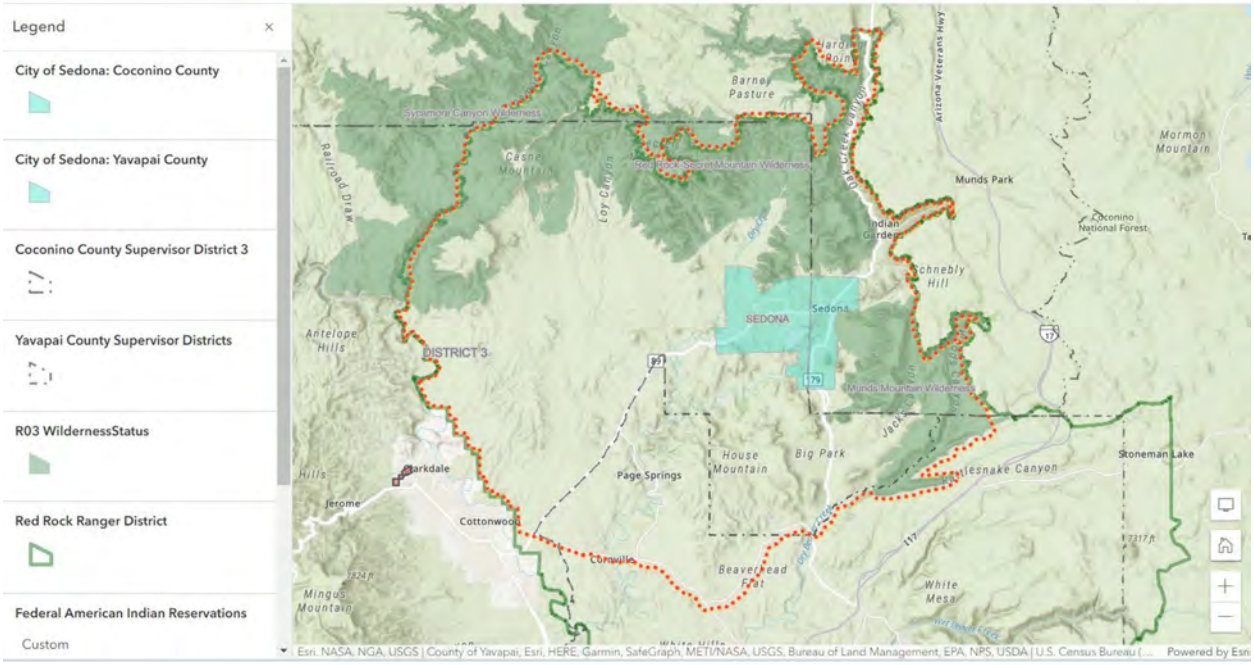
Background and Need

The prolonged growth in volume of motorized and non-motorized recreational use in the greater Sedona area (i.e., the City of Sedona and surrounding national forest) as well as population growth in the surrounding areas (e.g., the Phoenix metropolitan area) has prompted active conversations within the community and among partners. Currently, issues that have been identified range from cultural and natural resource protection; residential impacts including health and well-being impacts; economic and social impacts; and education and enforcement needs. Recreational use and impacts cross jurisdictional boundaries, further complicating these issues.

Local land managers/agencies and governments recognize the cross-jurisdictional complexity of recreation management and understand that management strategies implemented in one area often impact other areas or stakeholders (e.g., prompt users to disperse to other areas). Key jurisdictions and decision-makers in the area include City of Sedona, Yavapai County, Coconino County, Arizona Game and Fish Department, Arizona State Parks and Trails, Arizona State Lands Departments, and the USDA Forest Service (Coconino National Forest-Red Rock Ranger District) among others. Therefore, to best address these issues, it is vital to pursue an inclusive, collaborative, and comprehensive public/private process.

To that end, in a joint effort, Coconino National Forest, City of Sedona, Arizona State Parks and Trails, Arizona Game and Fish Department, and Yavapai County are co-convening the Greater Sedona Recreation Collaborative (GSRC). The City of Sedona, Arizona State Parks and Trails, and Coconino National Forest secured funding for the initiative as well as the services of Southwest Decision Resources as the third party facilitator in Summer of 2022.

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(Interactive map link)

The current GSRC project boundary follows the Red Rock Ranger District boundary on the West, north, and east sides. The southern boundary utilizes Cornville and Beaverhead Flat roads, east to the Munds Mountain Wilderness boundary.

GSRC Description and Key Objectives

GSRC is a comprehensive, interested party-driven process that seeks to actively engage partners in a space of shared learning and collaborative problem-solving to provide input for a range of issues and solutions related to outdoor recreation in the greater Sedona area.

Key objectives for GSRC include:

- Develop and provide input on short-term, mid-term, and long-term strategies for addressing a variety of outdoor recreation challenges in the greater Sedona area, including strategies that better mitigate, manage, and maintain sustainable outdoor recreation.
    - As a first step, the GSRC will be focused on motorized recreation challenges and strategies.
- Provide a platform for learning, analysis, and discussion that strives for solution-oriented contributions to recreation management and planning.
- Encourage broad participation, collaboration, and consensus in development of strategies and solutions.
- Build upon, not replicate, previous efforts related to recreational planning in the greater Sedona area
- Identify key gaps to achieve objectives and identify pathways to fill these gaps

Collaborative Approach

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Getting organized and initial process design

- Pursue and secure funding for a 3rd party facilitation team
- Identify/select appropriate and interested Co-Convener(s)
- Draft and reach agreement on an overall process design
- Gather relevant data, procedural information, and other sources to help inform and frame the process
- Establish a website and provide appropriate access to relevant materials
- Regularly evaluate and adapt the process

Initial assessment

- Identify interested parties and appropriate representatives reflective of a range of perspectives related to the issues to be addressed during the planning process
- Gather preliminary information and insight via interviews and other engagement approaches (e.g., neighborhood meetings, outreach surveys) that can inform the process design and effective functioning of the working group
- Generate final reports of assessment outputs
- Identify short-term potential solutions
- Regularly evaluate and adapt the process

Establish and implement collaborative structure

- Identify and outreach to Working Group candidates
- Map issues and potential solutions with Co-Conveners and Working Group(s) to prioritize next steps for the collaborative
- Convene topical meetings with Working Group and relevant experts to learn about opportunities, sideboards (e.g., law and policy constraints for decision-making), and challenges for solutions
- Establish Action Teams to work on specific issues and report back to the larger Working Group
- Regularly evaluate and adapt the process

Identifying and prioritizing solutions and strategies

- Prioritize next collaborative steps and solutions to pursue
- Hold learning sessions on solutions and strategies
- Use learning sessions to inform next collaborative steps
- Regularly evaluate and adapt the process

Communications

Internal communication

- A password-protected website portal will be utilized for education and coordination among Co-Conveners, Working Group members, and facilitation team. This website portal is not for public access.

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Public communication

- A public website is being utilized for disseminating information to the public and for accepting public questions, feedback, or interest. The site will include meeting notes, necessary background information, maps, and other pertinent documents. Content and structure for the website will be reviewed by Co-Conveners and information will be added, as requested, by the facilitation team (Southwest Decision Resources).
- Co-conveners and Working Group members are encouraged to share progress and outcomes from the collaborative process; this includes communication with larger constituent groups, posting on personal websites, sharing on social media, interviews, etc. However, members will strive to present accurate accounts and information representative of discussions held at GSRC meetings.
- Sharing personal opinions is not discouraged so long as it is clear that the personal opinion may not reflect the perspective of the group as a whole.
- As members speak and share information with individuals and groups, we also encourage members to solicit and share input that may be helpful in shaping the direction of the discussion. We once again ask that members convey this information in an accurate and objective manner.

Communication and access to information

- The facilitation team will promote regular and effective communication among participants
- A dedicated website will provide access to necessary documents (e.g., process documents, meeting summaries, etc.) and information about the project
- Co-Conveners and Working Group members are encouraged to utilize summary meeting notes, the GSRC Description and Key Objectives section in this document, the GSRC Communications Plan Key Points, and website content when communicating with interested parties in a way that adheres to the GSRC Communications Plan
- A password-protected website portal will be used to share internal and draft documents for facilitators, Co-Conveners, and Working Group participants
- Regular updates will be provided to the general public as well as leadership meetings as agreed upon by the GSRC Co-Convener group in the form of emailed updates to a GSRC dedicated email list, via the website, or via presentations to co-convener leadership meetings (e.g., City Council, Coconino National Forest Leadership Team, Arizona State Parks and Trails OHV Advisory Group, etc.)

Decision-making

Consensus

- Input will strive to achieve consensus, which is defined as the willingness of group participants to support a particular outcome
- If there is disagreement on a particular point, discussion will ensue to attempt to move the discussion point toward a consensus
- Participants have both the right to expect that no one will ask them to undermine their interests and the responsibility to propose solutions that meet everyone else's interests as well as their own

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- If consensus cannot be reached, areas of agreement and disagreement will be documented for the record, and for further consideration by the decision-making authority
- Consensus will be determined through show of thumbs from meeting participation
    - Thumb up: agree
    - Thumb to the side: agree with reservations and/or disagree but will not block the decision
    - Thumb down: do not agree, more discussion needed

Quorum requirement

- There is no quorum requirement
- The participants present and active at any given meeting have the authority and permission to continue to work on behalf of the group
- Those who are not present will make an attempt to provide their input (via phone calls, documented meeting notes, or other electronic forums) before a given meeting

Roles and Responsibilities

Co-Conveners:

Entities with decision-making authority, jurisdiction, and/or commitment relevant to outdoor recreation in the greater Sedona area

- Makes decisions related to recreation planning and operations in the greater Sedona area
- Works closely with the facilitation team to:
    - Identify and convene a representative group of participants
    - Provide appropriate support for meetings and activities
    - Encourage the working group to work in a timely fashion, meet its milestones, and achieve its overall goal
    - Review and share public and/or media communications
- Provides necessary background information and technical input
- Establishes clear sideboards consistent with law, policy, procedure, and directives
- Prepares for and participates actively in meetings and activities
- As much as feasible, incorporates input from the working group into decision-making and planning processes for recreation
- Remains willing to change policies, procedures, and/or directives when such changes are deemed necessary by the Working Group to enact a solution

Facilitation team:

A third party, currently Southwest Decision Resources, that provides facilitation support for Co-Convener, stakeholder, and Working Group deliberations

- Works under a contractual agreement with co-funding partners in the Co-Convener team (FY23 includes City of Sedona, Coconino National Forest and AZ State Parks and Trails)
- Strives for effective collaboration, neutral perspective, and balanced representation of affected interests involved in the process
- Develops an overall timeline and series of activities for the process
- Organizes and schedules meetings and activities

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- Provides a website and necessary materials to support effective communication and discussions
- Facilitates regular communication among Co-Conveners, stakeholders, and Working Group participants
- Fosters engagement of a broad range of participants and perspectives
- Reaches agreement on group working agreements and protocols; strives to ensure these are adhered to by participants
- Provides facilitation, as needed, for group discussions including Co-Convener, stakeholder, Working Group, and community meetings
- Provides documentation of group discussions and outcomes

Primary Working Group Members:

A range of invited participants including interested citizens, residents, representatives of non-governmental organizations, businesses, academics/scientists, advocates, and participating agencies and governments

- Provide input on recreation planning and operations in the greater Sedona area
- Respect and follow the Standards of Conduct
- Provide technical input as appropriate to their individual or organizational expertise
- Work collaboratively to achieve the overall goals of the effort
- Work within project sideboards set by Co-Conveners
- Adhere to working agreements and process protocols established for the process
- Consistently prepare for and participate actively in meetings and activities
- Assist in obtaining necessary information to achieve Working Group goals
- Provide timely comments and feedback on planning documents
- Work toward providing potential solutions to issues raised during the planning process
- Gather feedback from constituents to relay back to fellow Working Group members
- Provide regular updates to the public
- Willing to serve on at least one (1) Action Team
- Actively present efforts of the Working Group to the public via outreach platforms and presentations
- The following criteria will be utilized to identify Working Group participants (Note: Individual participants may not meet every criterion, but each of these factors should be considered):
    - Demonstrated knowledge, experience, and interest in the subject
    - Affected by, or have an understanding of, the effects of the outcomes
    - Participates collaboratively and constructively
    - Willing to think creatively about a range of solutions
    - Contributes useful information to the process
    - Networks effectively with people or groups with similar interests
    - Electronically accessible and capable of accessing relevant information from the internet
    - Available and willing to commit time and energy to the process, including attending the majority of working group meetings

Alternate Working Group Members

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- Attend Working Group meetings in place of the Primary Working Group Member and fill the role of the Primary Working Group member when the Primary Working Group Member is unable to attend
- If desired, attend additional Working Group meetings virtually or in-person as an **observer only**
- Expectations for observation
    - Remain silent or on mute throughout the meeting
    - Respect and follow the Standards of Conduct
    - Do not disturb the discussions through
        - Whispering or side conversations
        - Passing of notes
        - Disrespectful body language
- Participate directly in Action Teams where appropriate

<u>Adding Additional Working Group Members:</u>

- The goal of a well-balanced Working Group is that all/most perspectives are represented
- However, if it is recognized that there is an important missing representative from the Working Group, additional members may be considered for inclusion
- The process for consideration of an additional work group member is a follows:
    1. Existing Working Group member contacts facilitation team (SDR) to make recommendations to be discussed at the next meeting. Email should include the following information:
        - Name of person
        - Their organization and affiliation
        - How this person meets the above roles, responsibilities, and criteria for Working Group members
        - Justification of how this member presents a perspective not currently represented on the WG
    2. Working Group discusses individual at the next meeting and strives to come to consensus regarding the addition
    3. If there is no consensus achieved then the facilitation team will send the Working Group members an anonymous survey.
        - If two-thirds of the Working Group members are in favor of adding the recommended Working Group addition, they will be added

<u>Action Teams</u>

- Identify Action Team Lead(s) who will organize, convene, and facilitate Action Team meetings in a fair, and neutral manner
- Identify an Action Team Notetaker who will create meeting summaries for the Action Team (this role can shift at each meeting)
- Agree upon and establish Action Team goals, objectives, and timelines
- Follow Collaborative Process Protocols and Communications Plan in all Action Team efforts

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- Report out findings and results of Action Team efforts to the Working Group and Co-conveners
- Create an Action Team Charter

Invited Guests

- Attend meetings **only when invited and approved** by the Working Group
- Remain silent or on mute throughout the meeting unless invited to speak
- Adhere to Standards of Conduct (see below)
- Do not disturb the discussions through
    - Whispering or side conversations
    - Passing of notes
    - Disrespectful body language (e.g., eye-rolling)

General Public AND Media

- The Working Group will review the need and opportunity for engagement quarterly
- The Working Group will engage the public and media via the website and leverage the group's platforms (e.g., social media, newsletters, etc.) for sharing when appropriate
- A Communications Action Team can provide input and recommendations for communication with the public and the media

Standards of Conduct

In the spirit of progress and cooperation GSRC participants commit to the following standards:

Personal Conduct

- Treat one another with civility, both within and outside the meeting environment
- Respect each other's perspectives and other points of view; no idea is a bad idea
- Refrain from personal attacks on any participants, Working Group members, co-conveners, agency representatives, and facilitators
- Be honest in communications among and about one another
- Be proactively transparent about processes being pursued by yourself or your organization that are related to the efforts of the GSRC

Participation

- Prepare for and participate actively in meetings and activities
- Review write-ups of meetings to ensure accuracy
- Maintain group accountability to the goals, protocols, and standards of conduct
- Focus on the future rather than belaboring issues of the past. Recognize and learn from the past, acknowledge the present, and visualize a successful future
- Focus on realistic, practical solutions and implementable outcome

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Appendix F. IVUMF Analyses

IVUMF Sliding Scale Analysis for Motorized Recreation in the Greater Sedona Area

The sliding scale analysis used by the IVUMF provides a method of assessing the appropriate amount of visitor use management needed in protected areas, which allows land managers to customize management to specific areas.[55] Tables F.1. and F.2. below present a sliding scale analysis for motorized recreation in the greater Sedona area following the rating questions provided by the IVUMF and the rationale for their rating for this process. The sliding scale analysis was rated as high based on the rating questions and associated rationale, suggesting that substantial dedication of resources and implementation of new management strategies is warranted.

Rating Question	Rationale	
What is the likelihood that the situation involves sensitive, rare, or irreplaceable natural resources?	Lack of resources and irresponsible motorized recreation impacts to the land in this semi-desert environment is significant and long-lasting, likely requiring restoration.	Moderate
What is the likelihood that the situation involves sensitive, rare, or irreplaceable cultural resources?	Over an extended period, the increased dust raised by high speeds and irresponsible behavior may be detrimental to the nearby pictographs. Friends of the Forest, a volunteer group that works with the Red Rock District, is conducting a long-range study at Palatki to determine whether dust from vehicles is impacting the pictographs there, but to date, the results have been inconclusive.	Moderate
What is the likelihood of imminent and significant changes to the natural or cultural resources?	• Dust from vehicles is likely killing vegetation proximate to high-use Forest Service roads. • Off-trail driving is damaging fragile semi-desert vegetation and soil. • Visual impacts to natural resources are evident (e.g., rocks black with tire material in Broken Arrow). • The proposed strategies will mitigate these impacts, while proposed restoration efforts will address already existing impacts. • Cultural resources will experience increased protection by decreasing the amount of dust.	High
What is the likelihood of imminent and significant changes to visitor experience?	• Recommended actions may result in reducing the number of OHV users on roads or changing where OHV use is allowed. • The strategies may also require all vehicles using Forest Service roads to adhere to lower speed limits. • One result of these actions may be a reduction in further damage to vegetation proximate to roads, at least stabilizing the scenic experience for those driving the roads. • Visitors may have a heightened sense of security driving the roads.	High
How will the issue affect other aspects of land management in the area or surrounding areas?	Grazing permittees have experienced significant degradation of the land for sustainable ranching purposes. Recommended actions will contribute to preventing further degradation and to restoring previous damage.	Moderate

[55] ibid.

What is the geographic extent of the issue's impacts? Scales of impacts include: national, regional, state, local/county, and site or project.	The proposed strategies will impact the greater Sedona area (see Figure 2). In addition, by applying the IVUMF in this analysis, other areas experiencing motorized recreation challenges should be able to use this analysis as a template.	Low
What is the relative interest of stakeholders affected by the action? Stakeholders may include: local communities, general public, special interest groups, recreational visitors, commercial users, traditional-subsistence users, tribes, and others.	• These are heavily used areas. The current volume of use, and projected increases over time, mean that a substantial number of visitors would be impacted. • Residents in the vicinity of the impacted areas have a vested interest in the topic and would be positively impacted by many of the proposed strategies. • Non-motorized vehicle recreators would be more likely to again use the impacted areas. • Commercial or rental users would find their user experience changed in terms of access, road changes, and other proposed changes. • Tribes would see that the preservation of their cultural resources is being emphasized.	High
Is the impact temporary (low) or long lasting (high)?	Many proposed strategies would be permanent changes.	High

Table F.1.Sliding scale evaluation guiding questions rating and corresponding rationale description for motorized recreation management in the greater Sedona area.

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Criteria	**Rationale**	
Issue Uncertainty	There is limited data about the level and impact of motorized recreation use in the greater Sedona area, and where data exists, the results are often contested. Limited monitoring has been conducted that details the types and quantities of impacts being experienced, leading uncertainty to be higher. Motorized recreation vehicle types have proliferated rapidly with limited knowledge about how changes in vehicle types modify impact.	High
Impact Risk	Motorized recreation areas happen in previously disturbed areas, with limited development of new roads extending into undisturbed areas. However, there are still substantial impacts to cultural and environmental resources in the greater Sedona area.	Moderate
Stakeholder Involvement	Stakeholders have a strong vested interest in motorized recreation in the greater Sedona area and are closely following the efforts of the collaborative group. Stakeholders have strong opinions about desired outcomes for motorized recreation in the area, and not all stakeholders are in agreement.	High
Level of Controversy	The level of controversy is high due to levels of conflict between users, interest groups, ranchers, and residents; potential economic impacts to local industries; and high political interest and involvement.	High
	Overall Rating on the Sliding Scale	**High**

Table F.2. Sliding scale evaluation rationale summary description for motorized recreation management in the greater Sedona area.

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Desired Conditions Analysis for Motorized Recreation in the Greater Sedona Area

According to the Coconino National Forest Management Plan: [56]

- *"Desired conditions (or goals) set forth the desired social, economic, and ecological goals for each specific Management Area of the COF. Desired Conditions describe what the Forest Service desires the area to look like and the services provided to the public."*
- *"Desired conditions (…) are aspirations and not commitments or final decisions, and they may only be achievable over a long timeframe."*
- *"To be consistent with the desired conditions documented in the plan, a project or activity, when assessed at the appropriate spatial scale (such as landscape scale), must be designed to meet one or more of the following conditions:*
    - *Maintain or make progress toward one or more of the desired conditions of a plan without adversely affecting progress toward, or maintenance of, other desired conditions; or*
    - *Be neutral with regard to progress toward plan desired conditions; or*
    - *Maintain or make progress toward one or more of the desired conditions over the long term, even if the project or activity would adversely affect progress toward or maintenance of one or more desired conditions in the short term; or*
    - *Maintain or make progress toward one or more of the desired conditions over the long term, even if the project or activity would adversely affect progress toward other desired conditions in a negligible way over the long term."*

Desired Conditions are valuable to strategy development as they establish clear goals and visions for a management area, allow for analysis of current conditions in reference to desired conditions, and informs the types of suitable management actions in a given area.

Following the Coconino National Forest Plan and the IVUMF's recommendations to analyze management strategies in the context of desired conditions, a small team of the WG conducted two desired conditions analyses. These analyses were applied to relevant desired conditions, guidelines, and management approaches (hereafter guidance) at the Forest-Wide level as well as for the management areas where motorized recreation primarily occurs in the greater Sedona area (i.e., Sedona-Neighborwoods, House Mountain-Lowlands, and Red Rock Management Areas).

The first analysis was deemed a "gap analysis" where a small team of the WG identified if and how the relevant guidance was not fully achieved (Table F.3). The second analysis evaluated the proposed strategies from the WG to determine which guidance would be positively or negatively impacted by the strategies (Table F.4).

General takeaways from the analyses of strategies and desired conditions include:

- **Continued collaboration with the WG and relevant stakeholders** could address guidance for improving and/or maintaining good relationships with stakeholders and jurisdictions, being a good neighbor, and addressing local concerns and needs.
- **Continuing to implement restoration and environmental mitigation strategies** could positively contribute to most guidance related to scenic integrity, user experience, and protecting natural and cultural resources.
- **Reducing volume of motorized recreation vehicles** could reduce associated social and environmental impacts, balance use, and bring some ROS and Scenic Integrity conditions

[56] https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd606737.pdf

back in line with guidance levels. However, reducing volume may negatively impact guidance that seeks to provide diverse dispersed recreation opportunities and could push displaced volume to other areas, reduce access, and have social impacts (e.g., local residents and businesses competing for permits, loss of tourism business).

- **Road improvements** can address existing social and environmental impacts, especially by aligning motorized roads away from residential areas and priority natural/cultural resources, positively impacting related guidance, and improving wayfinding and messaging signage. However, in cases where these road improvements are in new areas, that may create social and environmental impacts in new areas, negatively impacting guidance that address these topics.
- **Speed limits** could reduce several environmental and social impacts associated with motorized recreation including noise, dust, and safety, which could positively impact guidance related to protecting natural and cultural resources, achieving scenic integrity standards, protecting quality of life for local residents, and balancing uses. However, speed limits could lead to unintended consequences such as increasing conflict between users or encounters between users, negatively impacting guidance related to user relationships.
- **User behavior strategies** positively impact guidance related to protecting cultural and natural resources, local quality of life, community relationships, and clear messaging, education, and interpretation. However, overuse of signage, barriers, or educational materials may negatively impact scenic integrity and quality of experience for users in the area.
- **Working with RROCC for voluntary vehicle modifications and other voluntary efforts** (e.g., education, voluntary speed limits, etc.) would reduce associated social and environmental impacts, thereby positively impacting guidance about balanced uses, user experiences, and protecting scenic integrity as well as natural and cultural resources. However, adopting some of these practices may be a challenge for local businesses and may negatively impact business

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Code	Manage. Area	Desired Condition, Guideline, or Management Approach	Gap Analysis
FW-Rec-All-DC-1	Forest wide	Recreation on the Coconino NF enhances the quality of life for residents and provides tourist destinations, which contribute to local economies.	-Motorized recreation has often been critiqued for **lessening quality of life for local residents** due to increased traffic congestion (volume), noise disturbance, dust generated, and safety impacts -While motorized recreation does offer a tourist destination for some, the amount of tourists coming to this area for motorized experiences are **less compared to other reasons for tourism** in the area -The disturbances caused irresponsible OHV use discourages other types of recreators from using those areas, **decreasing the amount of multiple-use** in those areas.
FW-Rec-All-DC-4	Forest wide	Coconino NF provides a broad spectrum of developed and dispersed recreation settings (see appendix A, map 12). Some recreation settings are undeveloped and offer opportunities for primitive character, challenging access, and solitude while other settings offer opportunities for more developed infrastructure, easier access, higher levels of social interaction, and increased user comforts. Social encounters in an area, road or trail are generally consistent with ROS settings.	-Most motorized recreation areas in the GSRC footprint fall under the semi-primitive ROS, which is not being met due to **too many encounters, substantial environmental impacts, unbalanced recreation use (in terms of dispersion and conflicts between users types), and levels of noise disturbance** -Part of the definition of Semi-Primitive Motoring states "The natural setting may have moderately dominant alterations, but would not draw the attention of motorized users." This is not being met as **resource impacts are visible (e.g., off-route tracks, dead vegetation, black tire marks) from motorized recreation**
FW-Rec-All-DC-5	Forest wide	Low impact recreation principles are widely practiced by the visiting public. Recreation settings and forest resources are free from human litter, graffiti, and vandalism.	-Recreation settings and resources have **visible resource impacts** including off-route use, dust clouds, dead vegetation, route widening/braiding, increased traffic, etc.

FW-Rec-All-DC-6	Forest wide	Recreation opportunities are balanced with the capacity of forest resources to support them. There are minimal user and resource conflicts. As development and population in the region continue to grow and new forms of recreation emerge, recreation settings on the Coconino NF are stable, retaining their natural character. Short-term increases in recreation during holidays and weekends do not result in long-term adverse effects to other forest resources.	-**Motorized recreation volume increase and user behavior has led to substantial impacts to natural character** (e.g., vegetation impacts from dust/off-road activity, tire marks) and wildlife (e.g., changes to wildlife behavior and land use patterns) -**Volume of motorized recreation use** on weekends and holidays do result in long-term adverse effects to forest resources including wildlife (change in patterns), natural environment (off-road use, increased vegetation/environmental impacts), other recreational user experience (conflicts between users, decreased non-motorized recreation user experience due to motorized recreation impacts), and scenic values (e.g., alteration of natural environment). These impacts also result from day to day use. -**Recreation settings have seen dramatic change** in recent years due to increased motorized recreation (e.g., off-road incursions, vegetation impacts, etc.), suggesting that recreation settings are not stable -**Conflict between motorized recreation and other user types** are common in areas where motorized recreation is present -Where motorized recreation frequently occurs, many other recreational types (e.g., biking, hiking, equestrian) **choose not to utilize those areas due to decreased user experience quality** **-Staffing for agencies (Forest Service, Sheriff, etc.) has decreased** in part due to high cost of living in the vicinity. Rent is too high so even when the agencies find someone qualified, it takes longer to onboard and candidates can back out due to inability to afford living in the area. As the development of the area increased, staffing has not kept up.
FW-Rec-All-DC-10	Forest wide	Opportunities for experiencing solitude and natural soundscapes are consistent with ROS objectives.	-**High levels of noise** from motorized recreation use, especially UTVs, are heard from long distances reducing the experience of solitude throughout much of the motorized recreation use areas and surrounding areas. **The cone of disturbance from motorized recreation vehicles is substantial.** The term "cone of disturbance" refers to the total land area impacted by noise and/or environmental damage. Rock formations often amplify noise and increase disturbance.

FW-Rec-All-G -2	Forest wide	Recreational activities, locations, and/or settings should be managed to have minimal user conflicts, to be in balance with the capacity of other resources to support them, to promote public health and safety, and/or to prevent wildlife access to food, trash, and human waste.	**-User conflicts exist between permitted users and recreational users**. For example, cattle now avoid high use areas for motorized vehicles, disturbing their grazing patterns. Such changes to disperal patterns can lead ranchers to become out of compliance. Additionally, the water sources for cattle and wildlife are disturbed and damaged from motorized recreational users. Even mitigation efforts to address recreational user impacts can negatively impact cattle dispersion (e.g., log-worm fencing) -User conflicts also exist between **different types of recreational users,** and non-motorized recreationists sometimes avoid areas in which motorized vehicles are present (due to noise, dust, disturbance, safety, etc.) -**Public safety and health are at risk** due to unsafe driving and recreating conditions from dust (low visibility), irresponsible/illegal driving practices, and health impacts from noise and dust associated with motorized vehicle use
FW-Rec-Disp-DC-2	Forest wide	Motor vehicle use occurs at sustainable levels on the Coconino NF to provide opportunities for a variety of motorized use types and levels of challenge for a diversity of users. Motorized vehicle use occurs as identified on the motor vehicle use map, except as authorized by permit or for administrative purposes.	-Volume levels for motorized recreation in the GSRC footprint have become **unsustainable** with current infrastructure/recreation opportunity. **Volume continues to grow**, further exacerbating the impacts of unsustainable use -Providing for different levels of challenges when most users are seeking the same experience has created **dispersion issues** (e.g., most users are beginners in this area, but route opportunities do not align with this use) -In some cases, **routes are not clearly defined leading to off-route use** (e.g., all over on the red rocks in Broken Arrow, road widening in West Sedona) -In most cases, users stay adjacent to routes. However, there is **some new route creation happening** (e.g., at the end of Diamondback Gulch)
FW-Rec-Disp-DC-3	Forest wide	Areas used for dispersed recreation across the forest retain their natural character to the extent possible and have minimal evidence of human waste and litter, sanitation issues, and resource damage.	-Dispersed use of motorized vehicles does not generally lead to human waste, litter, or sanitation issues. However, **resource damage is prevalent and visible** (e.g., negative impacts of off-route use, dust, noise, etc)

FW-Rec-Disp-S-1	Forest wide	Motorized vehicle use shall occur as identified on a designated system of roads, trails, and areas (including locations designated for motorized big game retrieval), as defined on motor vehicle use maps, except for those uses authorized by law, permits, and orders in connection with resource management and public safety.	-In some cases, **routes are not clearly defined leading to off-route use** (e.g., on the red rocks in Broken Arrow, road widening in West Sedona) -In most cases, users stay adjacent to routes. However, there is **some new route creation happening** (e.g., at the end of Diamondback Gulch)
FW-Rec-Disp-G-1	Forest wide	To prevent motorized use outside of designated areas and routes, boundaries and routes should be clearly and uniformly identified.	-In some cases, **routes are not clearly defined leading to off-route use** (e.g., on the red rocks in Broken Arrow, road widening in West Sedona) -There is **not enough effective and consistent signage or barriers to encourage desired user behavior** (e.g., road widening/braiding, donuts, etc. still occur) -Existing signage and barriers are **not clear enough for users new to the area** (e.g., not enough signage, not big enough signage, etc.) -Existing signs in some areas (e.g., motorized kiosks on 152C) have **too much verbiage, leading users to be unlikely to read them** -Existing signage does **not provide timely enough messaging** and needs to be updated
FW-Scenic-DC-1	Forest-wide	The scenic values of the Coconino NF are conserved and enhanced. Visitors see that the forest is being actively managed through visual cues such as seeing forests and grasslands with more historic conditions where there are abundant native wildflowers, grasses, and forbs; some fire effects where appropriate; and	-**Scenic value is dimished** by dead roadside vegetation impacted and other visible cumulative impacts (e.g., broken brush, off-road marks, etc.) -The sensitive ecosystems of this area recover very slowly, leading to **visual damage impact lasting for long periods of time**

		vegetation management to frame views from trails and or provide some privacy for users of developed recreation sites.	
FW-Scenic-DC-2	Forest-wide	Management activities maintain or contribute to the desired scenic integrity.	-**Scenic integrity is dimished** by dead roadside vegetation and other visible cumulative impacts (e.g., broken brush, off-road marks, etc.) -The sensitive ecosystems of this area recover very slowly, leading to **visual damage impact lasting for long periods of time** -For most motorized recreation areas in the GSRC footprint, the scenic intregity value is designated as High-Integrity, which states "The valued scenery “appears natural or unaltered,” yet visual disturbances are present; however, they remain unnoticed because they repeat the form, line, color, texture, pattern, and scale of the valued scenery.” **Visible impacts diminish scenic integrity, leading this desired condition to not be achieved**
FW-Scenic-DC-3	Forest-wide	Long-term soil and plant productivity, and proper functioning ecosystems and watersheds are important components of landscape character.	-Soil and plant productivity, as well as proper functioning ecosystems, are **negatively influenced by impacts of innapropriate/illegal motorized vehicle use** (e.g., death of vegetation, disturbance of soils) -The sensitive ecosystems of this area recover very slowly, leading to **impact lasting for long periods of time**
FW-Scenic-DC-5	Forest-wide	Meadows and riparian areas are visually appealing and evidence of physical impacts is confined to specified road crossings, trail crossings, and access points.	-**Open grasslands are particularly susceptible to negative user behavior** (i.e., going off route, doing donuts) due to their lack of physical barrier to prevent off-route travel -Soil compaction and disturbance as well as dust generation can **change the amount of sediment that flows into tributaries to Oak Creek**, potentially leading to negative impacts such as turbidity

MA-HouseMtn-DC-2	House Mountain-Lowlands	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	-**Intersecting motorized and non-motorized trails has caused some conflict** between user groups and residents, impacting community relationships -**Community conflict has occurred surrounding natural resource impacts** related to the high volume of OHV recreation. Natural resource impacts need to be mitigated in a way that reflects the local collaborative values -**Noise impacts from OHVs (side-by-side type vehicles) are out of balance** with the desire to protect fragile resources and community relationships -**Current OHV opportunities are not geographically balanced** across the management area -Some non-motorized **trails do not provide adequate access for equestrians due to safety conditions** on the trails, limiting equestrian's ability for safely passing other users
MA-HouseMtn-G-1	House Mountain-Lowlands	A consistent design style should be used for interpretive and informational signs and kiosks, but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs.	-Kiosks related to motorized recreation currently display a **complex set of messages and may not attract recreationists to digest all of the information.** There is an imperative to develop simple, effective and consistent messaging -Short and long-term management changes are not **updated on kiosks in a timely way**. Time-sensitive information and public updates will be better communicated on electronic signs to convey important information separately from established and planned kiosks
MA-HouseMtn-G-2	House Mountain-Lowlands	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience.	-**Safety conditions on roads maintained at the lowest standard are not met for users encountering vehicles.** Safety concerns include dust, noise, road alignments that encourage speed, and motor vehicle accidents -**Current motorized traffic volumes and speeds exceed safety conditions, despite the minimal maintenance standards.** Desired recreation experiences for non-motorized users are not met due to the dust and noise that results from a high volume of use -**Appropriate access for emergency and maintenance vehicles is not provided due to current road conditions, maintenance levels, and volume**, limiting the ability of first responders, firefighters, gas line workers, and permittee holders to perform their duties safely. Affected roads include 9549, 525A, 152A, 525C

			-Forest roads 525 and 152c are aligned in a way (e.g., straightaways) that allows excessive speeds despite road conditions -Forest Service **roads budget barely covers passenger vehicle roads and even that maintenance is not to standard**. Lack of effective maintenance on all roads negatively impacts recreation experience as well as permitted access (e.g., access of roads for ranching)
MA-HouseMtn-G-5	House Mountain -Lowlands	Roads should be located to maintain foraging habitat and adequate cover for animal shelter between roads, especially in locations with high road densities.	-Noise pollution and other disturbances from road use by motorized recreation in the cone of disturbance **negatively impacts wildlife movement and their use of the landscape** -**Loss of vegetation** alongside roads from dust or from illegal/inappropriate user behavior reduces shelter and forage for wilflife
Management Approach	House Mountain -Lowlands	Collaborate with local governments, agencies, and residents to protect resources and address local concerns.	-There has been a **lack of sufficient collaboration between governments, agencies, and residents leading to serious frustrations and lack of resolution of key challenges** such as those related to motorized recreation -**Tribal engagement is not sufficient** in the GSRC footprint **-More collaboration** is required to address local concerns and frustrations
MA-Red Rock-DC-1	Red Rock	High-quality opportunities are provided and maintained for people to enjoy the Red Rock MA's many scenic, historic, and aesthetic qualities including unaltered vistas of red rock cliffs. Scenic views from primary viewing areas, such as highways, recreation sites, trails, and residential areas are natural and natural-appearing landscapes.	-High-quality opportunities are **not provided along roadways where extensive vegetation death has occurred and frequent dust is ongoing** (e.g., FR 152C) -Quality opportunities occur where people use the Forest and the viewsheds they have from those locations, **scenic viewsheds are diminished by visible resource impacts** (e.g., off-route tracks, dust clouds, dead vegetation, black tire marks) from motorized recreation, impacting views from recreation and residential areas

MA-Red Rock-DC-2	Red Rock	Recreation experiences are primarily based on natural and cultural opportunities, and are in balance with other forest resources.	-**Recreation experiences are out of balance with other forest resources** due to the increase of motorized recreation and the increase in conflicts between motorized and non-motorized recreation **-Social media, traditional media, and advertising are increasing use in these areas** and have tipped the balance with forest resources -**Increased environmental damage is occurring due to poor behavior that is encouraged by advertising and marketing campaigns** that do not support land stewardship and protecting forest resources -The **visibility of damaged resources has a negative impact on natural and cultural-based recreation experiences**
MA-Red Rock-DC-3	Red Rock	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	-Non-motorized and motorized opportunities exist, but their **current status and design leads to conflict** between residents, different recreational user types, and motorized users -**Community relationships have not been protected** due to the concentrated nature of OHV opportunities, leading to conflicts -**Fragile natural resources are impacted by concentrated OHV use, exacerbating the damage without timely restoration efforts**
MA-Red Rock-DC-4	Red Rock	Day-use activities can be found throughout the management area. Self-directed, day-use activities provide interpretation about the natural and cultural history of the management area.	-There is a **high concentration of people going to certain day-use activities which decreases the recreational experience** -**Complex signage** does not convey messaging in a simple and effective manner **-Interpretive and stewardship messaging lacks** in some areas
MA-Red Rock-DC-6	Red Rock	Dispersed settings provide opportunities for inspiration, contemplation, and quiet in uncrowded, natural landscapes.	-Where a high volume of OHV traffic exists, the desired dispersed settings are not achieved. The growth in OHV use continues to reduce the ability to have these opportunities in the Management Area due to **OHV volume and the associated noise, impacting other types of recreation experiences**

MA-Red Rock-DC-5	Red Rock	At primary forest gateways, vistas, and trailheads, facilities serve large numbers of people while sustaining the natural environment, serving as platforms for viewing the outstanding scenery, and providing interpretation to forest visitors.	-Current regulatory and information signage **does not provide timely messaging on management actions and does not emphasize rules and regulations**, leading to impacts -**Large numbers of people create impacts** to the natural environment (e.g., dead vegetation), and **better regulatory messaging** is needed -Popular trailheads and facilities, including Broken Arrow trailhead have **seen increased use and and do not serve the current volume**.
MA-Red Rocks-S-2	Red Rock	Allow four-wheel drive use along the Casner Powerline access road through a special use permit system consistent with ROS goals and adjacent wilderness, wildlife objectives, soil protection, and where such use does not interfere with Arizona Public Services powerline access needs.	-Width restrictions on Casner Powerline has kept use low, though there has been **an increase in people using this area** (staging at beginning of orest Roads 525 or 761) -If use increases,there will be **impact to migrating antelope and elk.** This use increase would come if this road was used as a connection between Sedona and Cottonwood
MA-Red Rocks-S-5	Red Rock	Do not permit new outfitter-guide permits in areas that are at or approaching capacity.	-Future use and expected future volumes need to be considered when defining permit capacities. Although capacity limits are mostly appropriate, **any increase in permitted volume limits will not align with established desired conditions**
MA-Red Rocks-G-1	Red Rock	A consistent design style should be used for interpretive and informational signs and kiosks,but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs.	-**Kiosks related to motorized recreation currently display a complex set of messages** and may not attract recreationists to digest all of the information. There is a need to develop simple, effective and consistent messaging -**Short and long-term management changes are not updated on kiosks in a timely way.** Time-sensitive information and public updates will be better communicated on electronic signs to convey important information separately from established and planned kiosks

MA-Red Rocks-G-2	Red Rock	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience. Some forest roads, such as Schnebly Hill Road and Forest Road 152 (near Dry Creek), should be managed for safety and minimum standards to maintain rough conditions, low traffic speeds, and the challenging, narrow character of the roadway.	-**Safety conditions on roads maintained at the lowest standard are not met for users encountering vehicles.** Safety concerns include dust, noise, road alignments that encourage speed, and motor vehicle accidents -**Current motorized traffic volumes and speeds exceed safety conditions, despite the minimal maintenance standards.** Desired recreation experiences for non-motorized users are not met due to the dust and noise that results from a high volume of use -**Appropriate access for emergency and maintenance vehicles is not provided due to current road conditions, maintenance levels, and volume**, limiting the ability of first responders, firefighters, gas line workers, and permittee holders to perform their duties safely. Affected roads include 9549, 525A, 152A, 525C **-Forest roads 525 and 152c are aligned in a way (straight aways) that allows excessive speeds despite road conditions.** -Forest Service **roads budget barely covers passenger vehicle roads and even that maintenance is not to standard**. Lack of effective maintenance on all roads negatively impacts recreation experience as well as permitted access (e.g., access of roads for ranching)
Management Approach	Red Rock	Collaborate with local governments, agencies, and residents to protect resources and address local concerns.	-There has been a **lack of sufficient collaboration between governments, agencies, and residents leading to serious frustrations and lack of resolution of key challenges** such as those related to motorized recreation -**Tribal engagement is not sufficient** in the GSRC footprint **-More collaboration** is required to address local concerns and frustrations
MA-SedN-DC-1	Sedona Neighborwoods	National Forest System lands are easily accessible and provide access to recreational opportunities, while retaining other resource values.	-**Motorized recreation access to Forest Service lands is concentrated through residential streets** which leads to challenges and impacts to residents -For residential street modifications to reduce impacts (traffic calming measures) that provide motorized recreation access, there **must be consideration of multi-jurisdictional goals and alignment with National Forest System resource and community values**

MA-SedN-DC-2	Sedona Neighborwoods	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	-**Intersecting motorized and non-motorized trails has caused conflict** between user groups and residents, impacting community relationships -**Community conflict has occurred surrounding natural resource impacts** related to the high volume of OHV recreation. Natural resource impacts need to be mitigated in a way that reflects the local collaborative values -**Noise impacts, especially from UTVs, are out of balance** with the desire to protect fragile resources and community relationships -**Current OHV opportunities are not geographically balanced** across the management area -Some non-motorized **trails do not provide adequate access for equestrians due to safety conditions** on the trails, limiting equestrian's ability for safely passing other users
MA-SedN-DC-3	Sedona Neighborwoods	Social encounters in an area, road, or trail are consistent with ROS settings. See FW-Rec-All-DC-4.	-**Conflicts and road congestion between homeowners and passenger vehicle with motorized recreation** exists within the Sedona Neighborwoods management area. Jeeps and UTVs conduct stopping, staging, and tire deflation/inflation in front of residences at Forest entry points, oftentimes playing loud music, and creating noise when they accelerate from a stopped position. Resulting congestion occurs on both Forest roads and neighborhood streets -**ROS settings differ between OHV access and OHV trails** in the Broken Arrow area. Inconsistent ROS settings between the Broken Arrow motorized trail ("Rural" designation for volume but "Semi Primitive Motorized" for physical & managerial settings) and the Broken Arrow basin (Semi Primitive Motorized) are a challenge to address. Non-motorized recreationists in the Broken Arrow basin expect a "moderate to high probability of solitude" which can not be achieved with a "Rural" setting on the BA motorized trail due to noise (primarily UTV/ATV) and volume as hikers/bikers must navigate the motorized recreation trail to access the start of the Broken Arrow trail, as well as close encounters with motorized recreation along the hiking/biking trail to Chicken Point -**The Broken Arrow motorized trail is designated Semi Primitive Motorized** for physical setting which requires it to be "natural & natural appearing" which has not been achieved due to the high volume of motorized recreation creating black tire marks and vehicle rock scrapes on the red rocks

MA-SedN-G-1	Sedona Neighborwoods	Consistent design style should be used for interpretive and informational signs and kiosks, but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs.	-**Kiosks related to motorized recreation currently display a complex set of messages** and may not attract recreationists to digest all of the information. There is a need to develop simple, effective and consistent messaging -**Short and long-term management changes are not updated on kiosks in a timely way.** Time-sensitive information and public updates will be better communicated on electronic signs to convey important information separately from established and planned kiosks
MA-SedN-G-2	Sedona Neighborwoods	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience. Some forest roads, such as Schnebly Hill Road and Forest Road 152 (near Dry Creek), should be managed for safety and minimum standards to maintain rough conditions, low traffic speeds, and the challenging, narrow character of the roadway.	-**Safety conditions on roads maintained at the lowest standard are not met for users encountering vehicles.** Safety concerns include dust, noise, road alignments that encourage speed, and motor vehicle accidents -**Current motorized traffic volumes and speeds exceed safety conditions, despite the minimal maintenance standards.** Desired recreation experiences for non-motorized users are not met due to the dust and noise that results from a high volume of use -**Appropriate access for emergency and maintenance vehicles is not provided due to current road conditions,** maintenance levels, and volume, limiting the ability of first responders, firefighters, gas line workers, and permittee holders to perform their duties safely. Affected roads include 9549, 525A, 152A, 525C **Forest roads 525 and 152c are aligned in a way (e.g., straightaways) that allows excessive speeds despite road conditions** -Forest Service **roads budget barely covers passenger vehicle roads and even that maintenance is not to standard**. Lack of effective maintenance on all roads negatively impacts recreation experience as well as permitted access (e.g., access of roads for ranching)
Management Approach	Sedona Neighborwoods	Collaborate with local governments, agencies, and residents to protect resources and address local concerns. To address local concerns, consider a variety of management actions such as nighttime closures,	-There has been a **lack of sufficient collaboration** between governments, agencies, and residents **leading to serious frustrations and lack of resolution of key challenges** such as those related to motorized recreation -**Tribal engagement is not sufficient** in the GSRC footprint -**More collaboration is required** to address local concerns and frustrations

		improved signs, and limits on motorized access or number of visitors.	
Management Approach	Sedona Neighborwoods	Work with commercial operators, filming groups, and homeowners to resolve quality of life concerns such as noise, safety, and facilities maintenance.	-**Noise and safety continue to be of significant concern to homeowners in this area**, primarly related to motorized recreation use and noise -**Conflicts and road congestion between homeowners and passenger vehicle with motorized recreation exists within the Sedona Neighborwoods management area.** Jeeps and UTVs conduct stopping, staging, and tire deflation/inflation in front of residences at Forest entry points, oftentimes playing loud music, and creating noise when they accelerate from a stopped position. Resulting congestion occurs on both Forest roads and neighborhood streets -Bringing filming groups to this area is a concern for the local community as it **may draw additional desire to recreate in the area, exacerbating existing impacts of volume**

Table F.3. Desired conditions gap analysis.

Code	Manage. Area	Desired Condition	GSRC Strategies That Help Achieve This Desired Condition	Potential Inconsistencies with or Adverse Effects on this Desired Condition from GSRC Strategies

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FW-Rec-All-DC-1	Forest wide	Recreation on the Coconino NF enhances the quality of life for residents and provides tourist destinations, which contribute to local economies.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism -**User behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism -**Route improvements that move motorized recreation users away from residential areas** to decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual imapcts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism -**Continuing to collaborate with RROCC and others to pursue vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) to reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunity for motorized recreationists and associated tourism -**Effective monitoring and adaptive management** to ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-If reroutes move traffic to other residential area, there could be a decrease in quality of life for those residents nearby. -If speed limits are not enforced effectively, there may be no positive improvement for quality of life for residents. -If there is a restriction on volume (e.g., limited permit system), it may negatively impact rates of tourism and the local economy. -If there is a restriction on volume (e.g., permit system), it may negatively impact local residents quality of life from their ability to recreate (e.g., requirements for a daily pass when residents access trails regularly, or limited access on holidays and weekends when residents have friends/family visiting and want to take them out). -Decreases in speed may increase traffic and time spent in neighborhoods by motorized recreationists, potentially negatively impacting quality of life for residents and decreasing user experience.

FW-Rec-All-DC-4	Forest wide	Coconino NF provides a broad spectrum of developed and dispersed recreation settings (see appendix A, map 12). Some recreation settings are undeveloped and offer opportunities for primitive character, challenging access, and solitude while other settings offer opportunities for more developed infrastructure, easier access, higher levels of social interaction, and increased user comforts. Social encounters in an area, road or trail are generally consistent with ROS settings.	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. Lower speeds reduce the cone of disturbance from OHVs, leading to improved opportunity for solitude and for conditions to be more in line with ROS settings -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. This reduced volume will increase opportunities for solitude while reducing social encounters and impacts to be more in line with ROS settings -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining a broad spectrum of developed and dispersed recreation settings -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining a broad spectrum of developed and dispersed recreation settings.Reduced impacts from vehicle reconfiguration can increase the opportunity for solitude while reducing impacts, bringing conditions closer to those outlined in ROS settings -**Route improvements that create directional routes** where appropriate can reduce the number of social encounters in an area as well as impacts associated with vehicles passing one another (e.g., off-route driving, route widening/braiding), bringing conditions closer to those outlined in ROS settings and increasing opportunity for solitude -**Identifying new areas for motorized recreation could enhance a broad spectrum of developed and dispersed recreation settings**, while reducing impacts for existing areas through more dispersion of use	-No strategies remove the ability for motorized recreation in the area. However, if volume is limited (e.g., through limited permit system), it may reduce the opportunity for dispersed motorized recreation in the area, a key permitted use in the area. -Increased signage or barriers may reduce the natural character in dispersed settings, but would reduce resource impacts. -Use of gates may lead to increased social encounters through traffic back ups and decreased user experience.

			-**Continuing restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation, bringing conditions closer to those outlined in ROS setting -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

FW-Rec-All-DC-5	Forest wide	Low impact recreation principles are widely practiced by the visiting public. Recreation settings and forest resources are free from human litter, graffiti, and vandalism.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts. This strategy will promote low impact recreation practices and reduce the visual impact to recreation settings and forest resources -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts. This strategy will promote low impact recreation and reduce the visual impacts to recreation settings and forest resources -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, bouldering/fencing, and other route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts. This strategy will promote low impact recreation practices and reduce the visual impact to recreation settings and forest resources -**Continued restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation, bringing conditions closer to those outlined in ROS setting. Utilizing a reporting app and quick response team can aid in addressing these impacts quickly and preventing their expansion -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-There is no impact to this desired condition by existing strategies.

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FW-Rec-All-DC-6	Forest wide	Recreation opportunities are balanced with the capacity of forest resources to support them. There are minimal user and resource conflicts. As development and population in the region continue to grow and new forms of recreation emerge, recreation settings on the Coconino NF are stable, retaining their natural character. Short-term increases in recreation during holidays and weekends do not result in long-term adverse effects to other forest resources.	-**Lower speeds** (voluntary speed, legal speed limits, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual imapcts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact the balance of capacity of the forest or enhance user/resource conflicts.

FW-Rec-All-DC-10	Forest wide	Opportunities for experiencing solitude and natural soundscapes are consistent with ROS objectives.	-**Lower speeds** (voluntary speed limits legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. Lower speeds reduce the cone of disturbance from OHVs, leading to improved opportunity for solitude and for conditions to be more in line with ROS settings -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. This reduced volume will increase opportunities for solitude while reducing social encounters and impacts to be more in line with ROS settings -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining a broad spectrum of developed and dispersed recreation settings -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining a broad spectrum of developed and dispersed recreation settings. Reduced impacts from vehicle reconfiguration can increase the opportunity for solitude while reducing impacts, bringing conditions closer to those outlined in ROS settings -**Route improvements that create directional routes where appropriate** can reduce the number of social encounters in an area as well as impacts associated with vehicles passing one another (e.g., off-route driving, route widening/braiding), bringing conditions closer to those outlined in ROS settings and increasing opportunity for solitude -**Identifying new areas for motorized recreation** could enhance a broad spectrum of developed and dispersed recreation settings, while reducing impacts for existing areas through more dispersion of use	-If motorized recreation was moved to another location, it could reduce solitude opportunity by increasing disturbance in the new location. -If traffic is increased in an existing area (not being proposed), it could increase noise and reduce solitude in that area.

			-**Continuing restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation, bringing conditions closer to those outlined in ROS setting -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

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FW-Rec-All-G (guideline)-2	Forest wide	Recreational activities, locations, and/or settings should be managed to have minimal user conflicts, to be in balance with the capacity of other resources to support them, to promote public health and safety, and/or to prevent wildlife access to food, trash, and human waste.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts. -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual imapcts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-If motorized recreation volume is limited, there may be an increase in user conflicts.

FW-Rec-Disp-DC-2	Forest wide	Motor vehicle use occurs at sustainable levels on the Coconino NF to provide opportunities for a variety of motorized use types and levels of challenge for a diversity of users. Motorized vehicle use occurs as identified on the motor vehicle use map, except as authorized by permit or for administrative purposes.	**-Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for the environment including noise impacts, dust impacts, visual impacts and general disturbance impacts, thereby enhancing sustainable use while still maintaining diverse recreation opportunity for motorized recreationists **-Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts the environment including noise impacts, dust impacts, visual impacts, and general disturbance impacts thereby enhancing sustainable use while still maintaining diverse recreation opportunity for motorized recreationists **-Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, clear route indications, and route improvements) decrease the impacts associated with undesired user behavior for the environment including noise impacts, dust impacts, visual impacts, and general disturbance impacts thereby enhancing sustainable use while still maintaining diverse recreation opportunity for motorized recreationists -**Route improvements that move motorized recreation users away from residential neighborhoods and priority natural/cultural resources** will decrease impacts for the environment residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, and general disturbance impacts thereby enhancing sustainable use while still maintaining diverse recreation opportunity for motorized recreationists -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce environmental impacts associated with motorized recreations while still maintaining diverse opportunity for motorized recreationists -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-If route modifications change conditions so that they do not include diverse opportunities for motorized recreation or levels of challenge, this desired condition would be negatively impacted.

FW-Rec-Disp-DC-3	Forest wide	Areas used for dispersed recreation across the forest retain their natural character to the extent possible and have minimal evidence of human waste and litter, sanitation issues, and resource damage.	- **Lower speeds** (voluntary speed limit, legal speed limits where appropriate, route improvements) decrease resource impacts associated with speed -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the resource damage impacts associated with undesired user behavior -**Route improvements that move motorized recreation users away from residential neighborhoods and priority natural/cultural resources** will decrease resource damage impacts in priority areas -**Continuing restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation, improving the natural character -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the natural character in dispersed settings but would reduce resource impacts.
FW-Rec-Disp-S-1	Forest wide	Motorized vehicle use shall occur as identified on a designated system of roads, trails, and areas (including locations designated for motorized big game retrieval), as defined on motor vehicle use maps, except for those uses authorized by law, permits, and orders in connection with resource management and public safety.	-**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, clear route indications, and route improvements) can educate users about appropriate locations of use on desgnates system of roads, trails, and areas as defined on motor vehicle use maps and encourage users to follow adhere to proper use of these areas -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies encourage use outside of the designated system.
FW-Rec-Disp-G-1	Forest wide	To prevent motorized use outside of designated areas and routes, boundaries and routes should be clearly and uniformly identified.	-**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, clear route indications, physical barriers (natural, fencing, signagment) and route improvements) can educate users about appropriate locations of use on desgnates system of roads, trails, and areas as defined on motor vehicle use maps and encourage users to follow adhere to proper use of these areas -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact clarity or identification of boundaries and routes.

FW-Scenic-DC-1	Forest-wide	The scenic values of the Coconino NF are conserved and enhanced. Visitors see that the forest is being actively managed through visual cues such as seeing forests and grasslands with more historic conditions where there are abundant native wildflowers, grasses, and forbs; some fire effects where appropriate; and vegetation management to frame views from trails and or provide some privacy for users of developed recreation sites	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease resource impacts associated with speed, thereby reducing impacts to the sensitive environment and scenic values -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts, thereby reducing impacts to the sensitive environment and scenic values -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the resource damage impacts associated with undesired user behavior, thereby reducing impacts to the sensitive environment and scenic values -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease resource damage impacts in priority areas, thereby reducing impacts to the sensitive environment and scenic values -**Restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation resource damage, protecting the scenic values and sensitive environments -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, multiseat vehicles vs single seat, offering more lower power/speed vehicles -rangers vs rzrs, tech check programs) can reduce resource damage impacts associated with motorized recreation thereby reducing impacts to the sensitive environment and scenic values -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the scenic values but would reduce resource impacts.

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FW-Scenic-DC-2	Forest-wide	Management activities maintain or contribute to the desired scenic integrity	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease resource impacts associated with speed, thereby reducing impacts to the sensitive environment and scenic values -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts, thereby reducing impacts to the sensitive environment and scenic values -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the resource damage impacts associated with undesired user behavior, thereby reducing impacts to the sensitive environment and scenic values **-Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease resource damage impacts in priority areas, thereby reducing impacts to the sensitive environment and scenic values -**Restoration and environmental mitigation efforts can reduce visual impacts** of motorized recreation resource damage, protecting the scenic values and sensitive environments -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation thereby reducing impacts to the sensitive environment and scenic values -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the scenic values but would reduce resource impacts.

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FW-Scenic-DC-3	Forest-wide	Long-term soil and plant productivity, and proper functioning ecosystems and watersheds are important components of landscape character.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease resource impacts associated with speed, maintaining the proper functioning of ecosystems -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts, maintaining the proper functioning of ecosystems -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the resource damage impacts associated with undesired user behavior, maintaining the proper functioning of ecosystems -**Route improvements that move motorized recreation users away from residential neighborhoods and priority natural/cultural resources** will decrease resource damage impacts in priority areas, maintaining the proper functioning of ecosystems -**Continuing restoration and environmental mitigation** efforts can reduce impacts of motorized recreation, improving the natural character, improving the proper functioning of ecosystems -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation, maintaining the proper functioning of ecosystems -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the natural character but would reduce resource impacts. -Creation of new motorized recreation routes or modified routes may impact soil and plant productivity or proper functioning ecosystems in newly modified areas.

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FW-Scenic-DC-5	Forest-wide	Meadows and riparian areas are visually appealing and evidence of physical impacts is confined to specified road crossings, trail crossings, and access points.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease physical impacts associated with speed, maintaining visual appeal of meadows and riparian areas -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts, maintaining visual appeal of meadows and riparian areas -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) can help maintain on-route travel and decrease the resource damage impacts associated with undesired user behavior, maintaining visual appeal of meadows and riparian areas -**Route improvements that move motorized recreation users away from priority natural/cultural resources** including riparian and priority meadows will decrease resource damage impacts in priority areas, maintaining visual appeal of meadows and riparian areas -**Continuing restoration and environmental mitigation efforts** can reduce impacts of motorized recreation, improving the visual appeal of meadows and riparian areas -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation, maintaining visual appeal of meadows and riparian areas -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the natural character and visual appeal of meadows and riparian areas but would reduce resource impacts.

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MA-HouseMtn-DC-2	House Mountain-Lowlands	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Continuing restoration and environmental mitigation efforts** can reduce environmental impacts of motorized recreation while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships	-If route modifications come closer to non-motorized trails, that may negatively impact non-motorized recreation user experience. -New route locations may cause disturbance in new areas, reducing protection of fragile natural resources in those areas. -If route modifications move use closer to new residential areas, that could negatively impact residents of those areas and strain community relationships in those areas.

			-**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

MA-HouseMtn-G-1	House Mountain-Lowlands	A consistent design style should be used for interpretive and informational signs and kiosks, but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs	-**Improved user behavior strategies for utilizing effective/consistent signage** supports utilizing a consistent design style for informational signs while enhancing the effectiveness of these signs to support preferred user behavior -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Guideline.
MA-HouseMtn-G-2	House Mountain-Lowlands	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience.	-**Route improvements** can improve safety (e.g., by encouraging reduced speeds, increasing visibility, etc.) while achieving desired recreation experiences -**Pursuing alternate and additional sources of funding** to support OHV management can help increase funding for route maintenance to meet local resident and recreational user needs -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Route improvements may exceed lowest standards possible and increase required funding.
MA-HouseMtn-G-5	House Mountain-Lowlands	Roads should be located to maintain foraging habitat and adequate cover for animal shelter between roads, especially in locations with high road densities.	-**Route improvements that move motorized recreation users away from priority natural/cultural resources** will reduce disturbance to habitat and animal shelter in priority areas thereby reducing impacts to local animal populations and their forage and shelter -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation thereby reducing impacts to the sensitive environment and scenic values -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	If route improvements are located in new areas that are valuable for foraging habitat or shelter, that could negatively impact this Guideline.
Management Approach	House Mountain-Lowlands	Collaborate with local governments, agencies, and residents to protect resources and address local concerns.	-**The GSRC and the Working Group** serve as a platform to achieve and increase this collaboration. **Continuing working with the Working Group related to motorized system planning, permit system planning, and signage and barrier planning** will also increase this collaboration	-No GSRC strategies negatively impact this Management Approach.

MA-Red Rock-DC-1	Red Rock	High-quality opportunities are provided and maintained for people to enjoy the Red Rock MA's many scenic, historic, and aesthetic qualities including unaltered vistas of red rock cliffs. Scenic views from primary viewing areas, such as highways, recreation sites, trails, and residential areas are natural and natural-appearing landscapes.	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease resource impacts associated with speed, thereby reducing impacts to the sensitive environment and scenic values -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers resource damage impacts, thereby reducing impacts to the sensitive environment and scenic values -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the resource damage impacts associated with undesired user behavior, thereby reducing impacts to the sensitive environment and scenic values **-Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease resource damage impacts in priority areas, thereby reducing impacts to the sensitive environment and scenic values -**Restoration and environmental mitigation efforts can reduce visual impacts** of motorized recreation resource damage, protecting the scenic values and sensitive environments -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce resource damage impacts associated with motorized recreation thereby reducing impacts to the sensitive environment and scenic values -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Increased signage or barriers may reduce the scenic values but would reduce resource impacts.

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MA-Red Rock-DC-2	Red Rock	Recreation experiences are primarily based on natural and cultural opportunities, and are in balance with other forest resources.	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Reduced volume of users/vehicles** (limited entry permit system, reduced number of single seater rental OHVs) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual imapcts, general disturbance, and safety impacts while still maintaining opportunity for motorized recreationists and associated tourism.This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunity for motorized recreationists and associated tourism. This approach will reduce conflicts between users and increase balance with the capacity of resources by decreasing the previously mentioned impacts -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact the balance of capacity of the forest or enhance user/resource conflicts.

MA-Red Rock-DC-3	Red Rock	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	-**Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Continuing restoration and environmental mitigation efforts** can reduce environmental impacts of motorized recreation while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships	-If route modifications come closer to non-motorized trails, that may negatively impact non-motorized recreation user experience. -New route locations may cause disturbance in new areas, reducing protection of fragile natural resources in those areas. -If route modifications move use closer to new residential areas, that could negatively impact residents of those areas and strain community relationships in those areas.

			-**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

MA-Red Rock-DC-4	Red Rock	Day-use activities can be found throughout the management area. Self-directed, day-use activities provide interpretation about the natural and cultural history of the management area.	-**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) will improve signage, wayfinding, and interpretation opportunities while encouraging positive user behavior -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Desired Condition.

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MA-Red Rock-DC-6	Red Rock	Dispersed settings provide opportunities for inspiration, contemplation, and quiet in uncrowded, natural landscapes.	- **Lower speeds** (voluntary speed limit, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. Lower speeds reduce the cone of disturbance from OHVs, leading to improved opportunity for solitude and for conditions to be more in line with ROS settings -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings. This reduced volume will increase opportunities for solitude while reducing social encounters and impacts to be more in line with ROS settings. -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining broad spectrum of developed and dispersed recreation settings -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining a broad spectrum of developed and dispersed recreation settings -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining a broad spectrum of developed and dispersed recreation settings. Reduced impacts from vehicle reconfiguration can increase the opportunity for solitude while reducing impacts, bringing conditions closer to those outlined in ROS settings -**Route improvements that create directional routes where appropriate** can reduce the number of social encounters in an area as well as impacts associated with vehicles passing one another (e.g., off-route driving, route widening/braiding), bringing conditions closer to those outlined in ROS settings and increasing opportunity for solitude -**Identifying new areas for motorized recreation** could enhance a broad spectrum of developed and dispersed recreation settings, while reducing impacts for existing areas through more dispersion of use	-If motorized recreation was moved to another location, it could reduce solitude opportunity by increasing disturbance in the new location. -If traffic is increased in an existing area (not being proposed), it could increase noise and reduce solitude in that area.

			-**Continuing restoration and environmental mitigation efforts** can reduce visual impacts of motorized recreation, bringing conditions closer to those outlined in ROS setting. -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

MA-Red Rock-DC-5	Red Rock	At primary forest gateways, vistas, and trailheads, facilities serve large numbers of people while sustaining the natural environment, serving as platforms for viewing the outstanding scenery, and providing interpretation to forest visitors.	-**Utilizing consistent and effective signage and barriers** can aid in providing interpretation to forest vistors while encouraging positive user behavior -**Improving the Broken Arrow Trailhead** can help relieve congestion and serve current volumes effectively -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Desired Condition.
MA-Red Rocks-S-2	Red Rock	Allow four-wheel drive use along the Casner Powerline access road through a special use permit system consistent with ROS goals and adjacent wilderness, wildlife objectives, soil protection, and where such use does not interfere with Arizona Public Services powerline access needs.	-**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Standard.
MA-Red Rocks-S-5	Red Rock	Do not permit new outfitter-guide permits in areas that are at or approaching capacity	-**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Standard.
MA-Red Rocks-G-1	Red Rock	A consistent design style should be used for interpretive and informational signs and kiosks,but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs	-**Improved user behavior strategies for utilizing effective/consistent signage** supports utilizing a consistent design style for informational signs while enhancing the effectiveness of these signs to support preferred user behavior -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Guideline.
MA-Red Rocks-G-2	Red Rock	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience. Some forest roads, such as Schnebly Hill Road and Forest Road 152 (near Dry Creek), should be managed for safety and minimum standards to maintain rough conditions, low traffic speeds, and the challenging, narrow character of the roadway.	-**Route improvements** can improve safety (e.g., by encouraging reduced speeds, increasing visibility, etc.) while achieving desired recreation experiences -**Pursuing alternate and additional sources of funding** to support OHV management can help increase funding for route maintenance to meet local resident and recreational user needs -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Route improvements may exceed lowest standards possible and increase required funding.

Management Approach	Red Rock	Collaborate with local governments, agencies, and residents to protect resources and address local concerns.	-The **GSRC and the Working Group** serve as a platform to achieve and increase this collaboration. **Recommendations to continue working with the Working Group related to motorized system planning, permit system planning, and signage and barrier planning** will also increase this collaboration -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact this Management Approach.
MA-SedN-DC-1	Sedona Neighborwoods	National Forest System lands are easily accessible and provide access to recreational opportunities, while retaining other resource values.	-**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will allow for continued accessibility of National Forest System Lands for recreation opportunities while retaining other resource values and addressing social and environmental concerns	-A permit system that limits the number of users would reduce the accessibility of motorized recreation opportunities.

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MA-SedN-DC-2	Sedona Neighborwoods	A network of primarily non-motorized trails provides opportunities at multiple development levels for hikers and equestrians, as well as opportunities for OHV recreationists and mountain bikers outside of wilderness, while helping protect fragile natural resources and community relationships. Non-motorized trails provide access to the landscape for the community.	- **Lower speeds** (voluntary speed limits, legal speed limits where appropriate, route improvements) decrease impacts associated with speed for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn lowers impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visucal impacts, general disturbance, and safety impacts while while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Improved user behavior strategies** (improved education, advertising/social media, effective/consistent signage, and route improvements) decrease the impacts associated with undesired user behavior for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impact, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Route improvements that move motorized recreation users away from residential areas and priority natural/cultural resources** will decrease impacts for residents, other recreationists, and the environment including noise impacts, dust impacts, visual impacts, general disturbance, and safety impacts while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Vehicle reconfiguration and voluntary fleet modifications** (mufflers, governors, tech check programs) can reduce impacts associated with motorized recreation, including impacts from noise, higher speeds, dust, and quantity of vehicles while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships -**Continuing restoration and environmental mitigation efforts** can reduce environmental impacts of motorized recreation while still maintaining opportunities at multiple development levels for non-motorized and motorized recreation users. These decreased impacts help protect fragile natural resources while maintaining community relationships	-If route modifications come closer to non-motorized trails, that may negatively impact non-motorized recreation user experience. -New route locations may cause disturbance in new areas, reducing protection of fragile natural resources in those areas. -If route modifications move use closer to new residential areas, that could negatively impact residents of those areas and strain community relationships in those areas.

			-**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	

MA-SedN-DC-3	Sedona Neighborwoods	Social encounters in an area, road, or trail are consistent with ROS settings. See FW-Rec-All-DC-4.	-**Reduced volume of users/vehicles** (permit system) lowers the quantity of vehicles which in turn can increase opportunities for solitude and reduce social encounters to be more in line with ROS settings -**Route improvements that create directional routes** where appropriate can reduce the number of social encounters in an area as well as impacts associated with vehicles passing one another (e.g., off-route driving, route widening/braiding), bringing conditions closer to those outlined in ROS settings -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	If route modifications or a permit system concentrate use in certain areas, that may lead social encounters to increase, negatively impacting this Desired Condition
MA-SedN-G-1	Sedona Neighborwoods	Consistent design style should be used for interpretive and informational signs and kiosks, but also allow for individual site distinctiveness in the Red Rock, Sedona Neighborwoods, Oak Creek Canyon, and House Mountain-Lowlands MAs.	-**Improved user behavior strategies for utilizing effective/consistent signage** supports utilizing a consistent design style for informational signs while enhancing the effectiveness of these signs to support preferred user behavior -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	No GSRC strategies negatively impact this Guideline.
MA-SedN-G-2	Sedona Neighborwoods	Roads should be maintained at the lowest standard possible consistent with safety and the desired recreation experience. Some forest roads, such as Schnebly Hill Road and Forest Road 152 (near Dry Creek), should be managed for safety and minimum standards to maintain rough conditions, low traffic speeds, and the challenging, narrow character of the roadway.	-**Route improvements** can improve safety (e.g., by encouraging reduced speeds, increasing visibility, etc.) while achieving desired recreation experiences -**Pursuing alternate and additional sources of funding** to support OHV management can help increase funding for route maintenance to meet local resident and recreational user needs -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-Route improvements may exceed lowest standards possible and increase required funding.
Management Approach	Sedona Neighborwoods	Collaborate with local governments, agencies, and residents to protect resources and address local concerns. To address local concerns, consider a variety of management actions such as nighttime closures, improved signs, and limits on motorized access or number of visitors.	-The **GSRC and the Working Group** serve as a platform to achieve and increase this collaboration. **Recommendations to continue this collaboration related to motorized system planning, permit system planning, and signage and barrier planning** will also increase this collaboration -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact this Management Approach.

Management Approach	Sedona Neighborwoods	Work with commercial operators, filming groups, and homeowners to resolve quality of life concerns such as noise, safety, and facilities maintenance.	-The **GSRC and the Working Group** serve as a platform to achieve and increase this collaboration. **Continuing to work with the Working Group related to motorized system planning, permit system planning, and signage and barrier planning** will also increase this collaboration -**Effective monitoring and adaptive management** can ensure that strategies move closer toward the desired condition and allow for modification of strategies where needed	-No GSRC strategies negatively impact this Management Approach.

Table F.4. Strategy analysis on impact to desired conditions.

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Appendix G. Action Team Reports

Data Gathering and Monitoring Action Team

Introduction: Over the last several years, increased off-highway vehicle (OHV) use in the greater Sedona area has elevated concerns about their environment, cultural, social and residential impacts. As a result of these concerns, the City of Sedona, Coconino National Forest, Arizona State Parks & Trails, Arizona Game & Fish, Yavapai County, several non-governmental organizations, and concerned residents began convening the Greater Sedona Recreation Collaborative (GSRC) in the fall of 2022. GSRC is a comprehensive, partner oriented process to identify potential solutions for a range of issues related to outdoor recreation in the greater Sedona area. Several "Action Teams" were established as part of the GSRC effort, including a Data Gathering and Monitoring Action Team.

The ***purpose and scope of the Data Gathering and Monitoring Action Team***, per the team charter, is "To evaluate and implement methods of collecting and analyzing data on the impact of motorized vehicle use on the Red Rock District of the Coconino National Forest. This data will be used on an ongoing basis to develop strategies for mitigating damage to the land and to the health of residents and visitors." The first action team meeting was March 21, 2023. The action team met on a routine basis, generally twice a month from March 2023 through December 2023.

Action Team Members

Name	Affiliation
DeAnna Bindley	Bear Mountain Resident
Melissa Dunn	City of Sedona Council Member
John Fitzgibbons	RROCC Member and Commercial Permittee Operator (Pink Jeeps)
Annie Glickstein	Friends of the Forest
Pandora Harris	Schnebly Hill Resident
Carl Jackson	Broken Arrow Resident
Melissa Pontikes	Friends of the Forest
Brian Poturalski	United States Forest Service
Becki Ross	Range Permittee/Windmill Ranch
Phillip Walrod	United States Forest Service
Steven Warburton	Yavapai County Sheriff's Office

Note: Craig Swanson, Keep Sedona Beautiful, was originally part of the action team, but he resigned from the action team to focus his time and efforts on other GSRC efforts. Also, Lt.

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John Johnson, Yavapai County Sheriff's Office, was originally part of the action team, but had Steven Warburton replace him because of other commitments.

Research of Data Gathering/Monitoring Tools

The action team researched a number of different tools to monitor and document vehicular use and subsequent impacts - including:

- Recreation Impact Monitoring System: https://www.cmc.org/conservation/rims-mobile-app
- Solocator GPS Field Camera: https://solocator.com/
- Flock Safety Device: https://www.flocksafety.com/
- Motion Sensor Game Cameras
- OHV Permit System (Tonto National Forest): https://www.recreation.gov/vehiclepermits/3332401
- *TRAFx Road Counters: https://www.trafx.net/

*In November 2022, the Red Rock Ranger District, in coordination w Treadlighty!, installed 11 TRAFx road counters at key locations (Table 1) to monitor vehicular use.

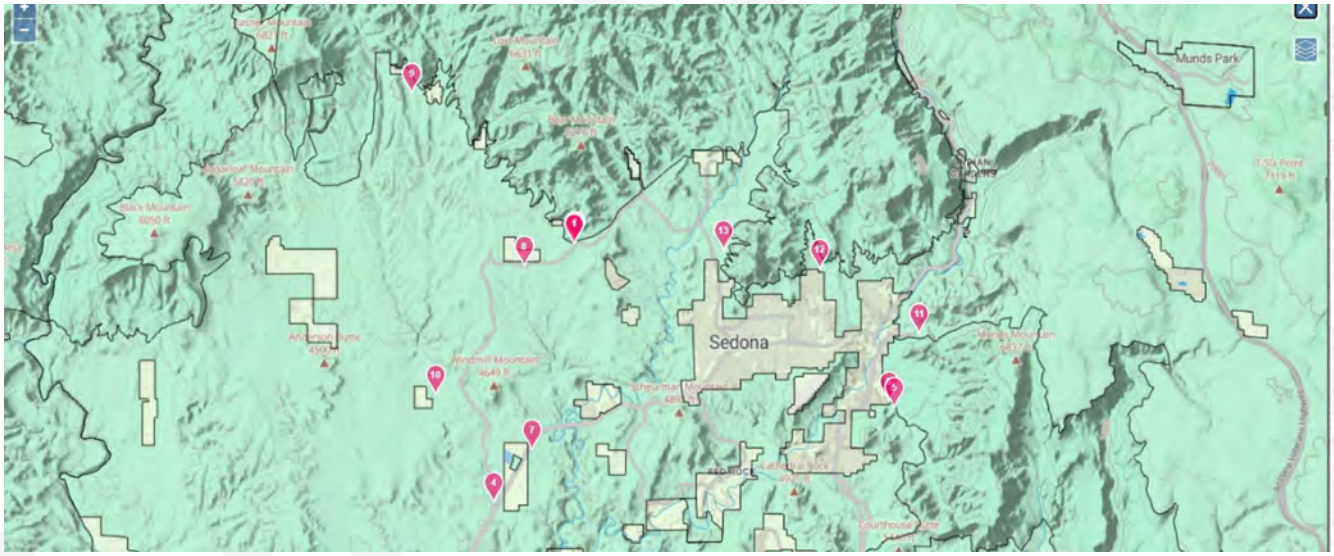
Location of TRAFx Road Counters: Table 1

Location	TRAFx #	Location Description	Lat	Long	Date Installed
152C Boynton	1	Just north/northeast of the jct. of 152C and 152E	34.892139	-111.874823	11/21/22
525/89A	2	North/northeast on FR525; ~ ⅕ mile from the jct. w 89A; just before the pavement ends.	34.816804	-111.904746	11/21/22
Broken Arrow Trail	3	Broken Arrow trail ~600' southeast of the TH.	34.844428	-111.756135	11/30/22
Broken Arrow TH	4	Jct. of Morgan road and forest boundary; just before sharp turn right (south) on Broken Arrow.	34.846182	-111.758079	11/30/22
Cliffhanger	5	East side of Hwy 89A - across from the water treatment plant.	34.832051	-111.890469	11/30/22
DB Gulch 152C	6	Jct. of DB Gulch trail and	34.885621	-	11/21/22

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		152C.		111.89335	
Outlaw Trail	7		34.935951	-111.935054	11/30/22
Ranch Loop/525C	8	Jct. of Ranch Loop & 525C roads.	34.848165	-111.926095	11/21/22
Schnebly Hill Road	9	Schnebly Hill road ~500' east of the Huckaby TH.	34.865865	-111.74694	11/30/22
Soldier Pass TH	10	Just north of the TH on Soldier Pass trail.	34.884642	-111.783826	11/30/22
Vultee Trail	11	Just northeast of Dry Creek TH	34.890255	-111.819492	11/30/22

Location Map of TRAFx Road Counters



Research Methodologies

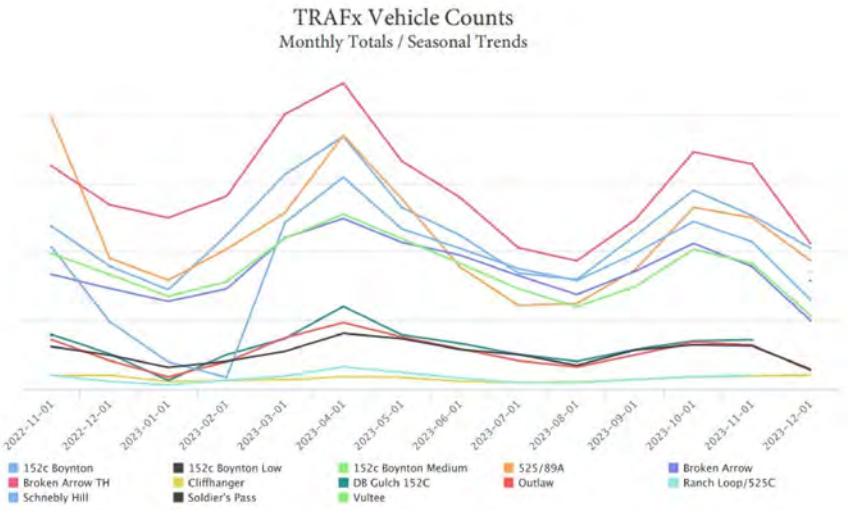
The data gathering action team focused on three primary factors to monitor:

1. Vehicle Volume and Vehicle Type
2. Dust and Air Quality
3. Vehicle Noise and Speed

The action team felt that obtaining data around these three factors would be most beneficial to develop strategies for mitigating damage to the land and to the health of residents and visitors.

Vehicle Volume and Vehicle Type

The action team researched and evaluated different tools/methodologies to obtain vehicle counts - including TRAFx, Motion Sensor Cameras, Manual Counts, and Flock Safety Device.



TRAFx: Vehicle counters were installed by Forest Service personnel on primary road portals and OHV routes beginning November 2022. TRAFx road counters records vehicle counts on an hourly, daily, monthly, and annual basis. It provides a system to analyze the data and generate graphs and tables to reflect vehicle use over time (see adjacent graph).

Pros/Cons: Counter data is longitudinal and captures volume by the hour/day/month/year. However, there is no ability to determine the vehicle type. TRAFx counters reflect seasonal volume trends and use at various locations/portals (see adjacent graph). However, during the data gathering process it was determined that the sensitivity setting on the TRAFx counters was inaccurate. TRAFx allows for three settings: low, medium, high. **Cross checking the TRAFx data against camera & manual counts determined that the TRAFx "high" setting was over-counting volume by 1.5x – 2.5x and should have been set to "low".** The data gathering team is working with the Red Rock Ranger District to evaluate and re-calibrate the setting (as needed) of each TRAFx counter to ensure better data. ***The data gathering action team suggests that the Forest Service conduct 4-hour manual counts and camera vehicle counts at each TRAFx counter location on a quarterly basis to: (1) evaluate and re-calibrate (if necessary) the TRAFx counters, and (2) to determine the vehicle type.***

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Cameras: Motion detecting game cameras were placed at key locations to count vehicles by type. Camera data was collected during Memorial Day Weekend 2023 and sporadically throughout the year.

Pros/Cons: Camera data can identify vehicle types but is time intensive. Identifying vehicle types requires manually scrolling through video clips which is labor intensive. Maintaining cameras and downloading data is also labor intensive. Counts/types can only be done sporadically thereby limiting the ability to capture volume changes over time.

Manual Counts: Manual counts were conducted at Broken Arrow trailhead and the portal into the Bear Mountain area to determine the type of vehicles entering and exiting these locations and to evaluate the accuracy of the TRAFx data. An 11-hour manual count was conducted at Broken Arrow on October 21, 2023 and a 4-hour manual count was conducted at the junction of FR152C and FR152E (e.g. Bear Mountain portal) on December 8, 2023 (see table 2).

Vehicle Count and Vehicle Type Summary: Table 2

Date/Time: Friday, December 8, 2023 / 10am - 2pm

Vehicle Type	Westbound (Ingress)	Eastbound (Egress)	Total	%
Rental UTVs	16	9	25	26%
Unknown UTVs	3	0	3	3%
Total UTVs	19	9	28	29%
Outfitter Jeeps	9	8	17	18%
Private Jeeps/SUVs/Trucks	15	17	32	33%
Motorcycles	0	3	3	3%
RVs/Vans/Trailers	2	9	11	11%
Passenger Vehicles	3	2	5	5%
TOTALS:	48	48	96	100%

Pros/Cons: Manual counts are highly accurate and provide a method to determine vehicle type. However, manual counts are labor intensive. Manual counts can only be done sporadically thereby limiting the ability to capture volume changes over time. **The data gathering action team believes we can obtain good vehicle count and vehicle type data by conducting manual counts on a quarterly basis (e.g. seasonal) in combination with TRAFx counters; and using motion detection cameras as a quality control tool during the quarterly manual counts.**

Flock Safety Device: The action team researched the use of a Flock Safety Device to document vehicle volume and vehicle type using camera technology. The Flock Safety

Device provides hardware, cloud-based software, and maintenance for license plate recognition. Flock Safety Devices are generally used by law enforcement and residential neighborhoods, HOAs, and schools. Yavapai County Sheriff's Office uses these devices in Cottonwood, AZ and other municipal settings. As a beta test, one Flock unit was purchased by Pink Jeeps and installed near the junction of FR152C and Aerie road.

Pros/Cons: A major advantage of having an automated system like Flock is to document vehicle counts and vehicle types electronically, thus reducing the manual labor / oversight. However, early indications show that it is difficult for the Flock device to properly decipher the different types of vehicles. Also, the Flock system may be cost prohibited as they have recently increased their rates. Given these issues, the action team does not recommend the use of the Flock Safety Device for the purposes of obtaining vehicle counts and vehicle types. Further research should be performed to determine if there are other suitable automated tools to garner this type of data.

Dust/Air Quality and Noise/Speed Levels Testing

The action team conducted a beta test for dust and noise on September 6, 2023 at the junction of FR152C (dirt) and Estrella road (Bear Mountain Estates) and Broken Arrow road (paved). A second test was executed only at the Bear Mountain Estates location on November 8, 2024. The tests included *seven different types of vehicles traveling at three rates of speed: 15 mph, 25 mph, and 35 mph to determine the level of noise and dust generated from each vehicle type.

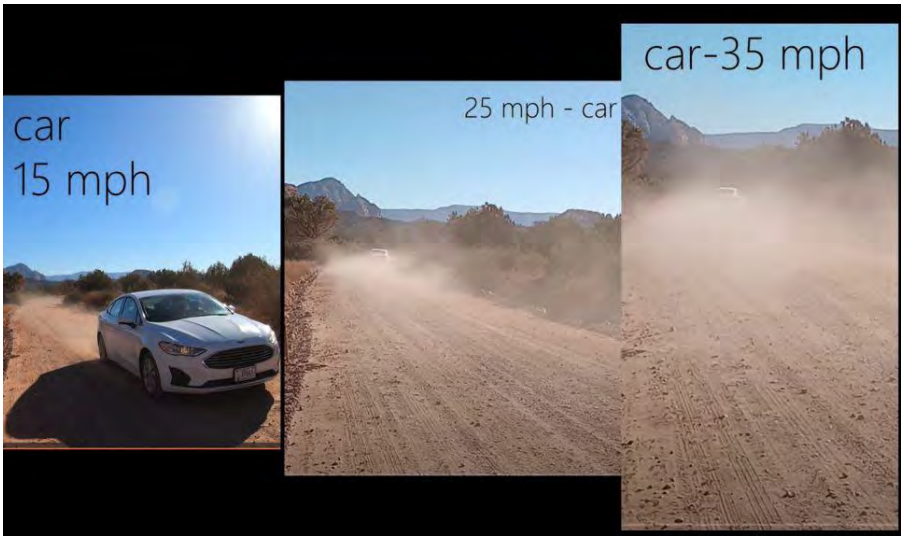
<u>*Vehicle Types</u>

1. Passenger car
2. Jeep (private)
3. Pick-Up Truck
4. Single Seater OHV
5. Four Seater OHV
6. Four Seater OHV w new muffler
7. Commercial Tour Jeep (Pink Jeeps)

Based on these tests, it was determined that higher rates of vehicular speed resulted in greater noise levels and dust levels (see photos and graphs on next pages) and video link Bear Mountain Dust Study. The data gathering team compiled a great deal of information for the various monitoring tests and studies conducted. Additional graphs, charts, documents, etc. are available via this link: DRAFT Report and Proposed Management Actions - Google Drive

Pictures of dust levels from vehicles traveling at three different rates of speed (video here):

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Passenger vehicle driving on FR152C at three different rates of speed.



Jeep (private driving on FR152C at three different rates of speed.

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Truck driving on FR152C at three different rates of speed.



Single-seat OHV driving on FR152C at three different rates of speed.

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4-door OHV driving on FR152C at three different rates of speed.

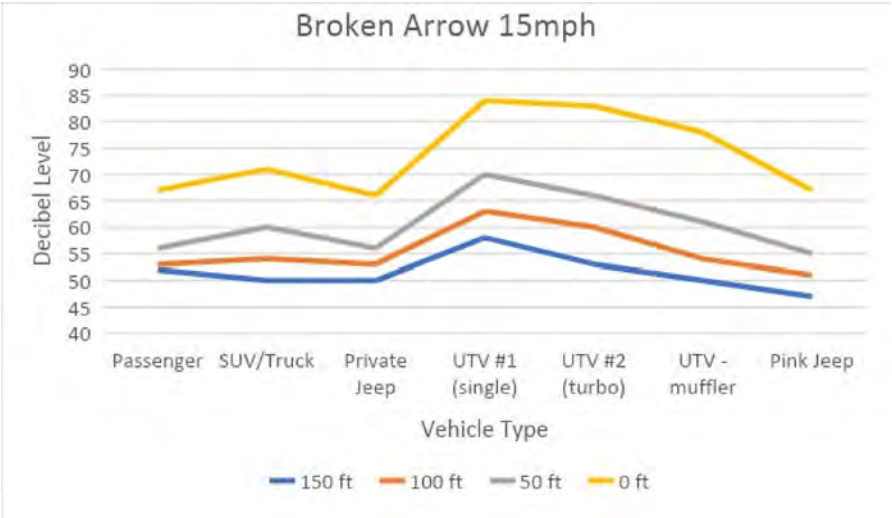


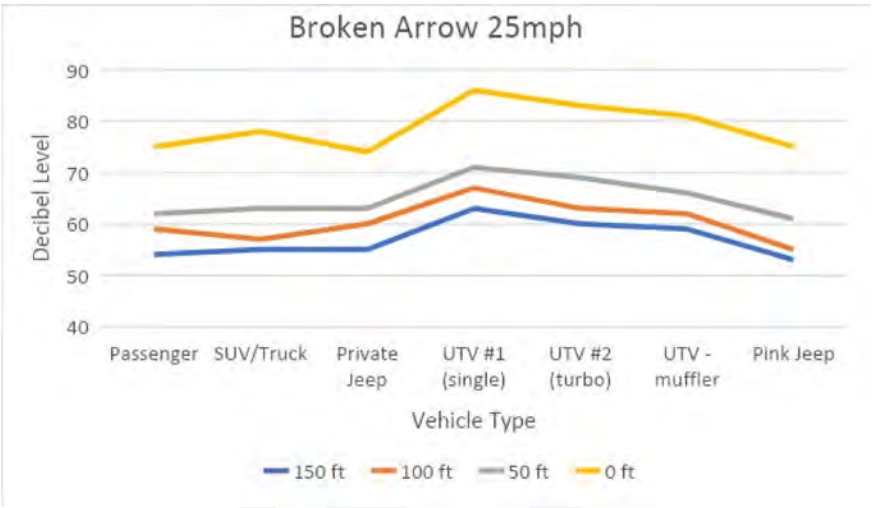
Three OHVs driving on FR152C at three different rates of speed.

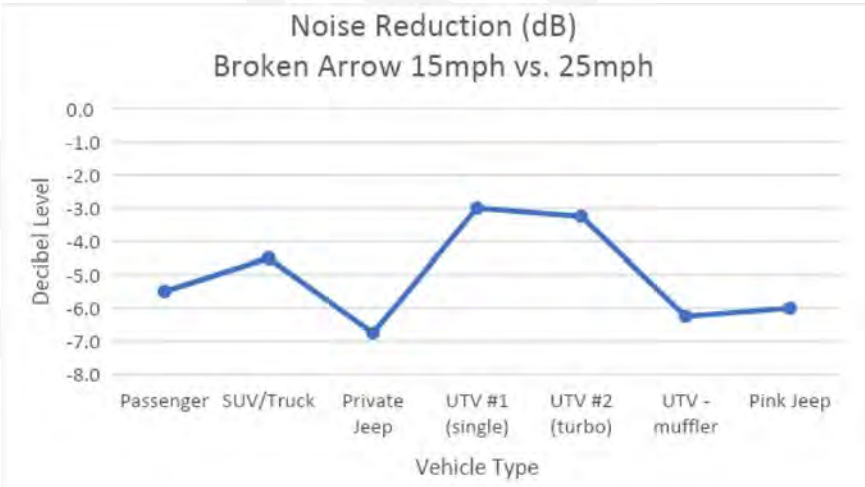


Jeep tour at two different rates of speed.

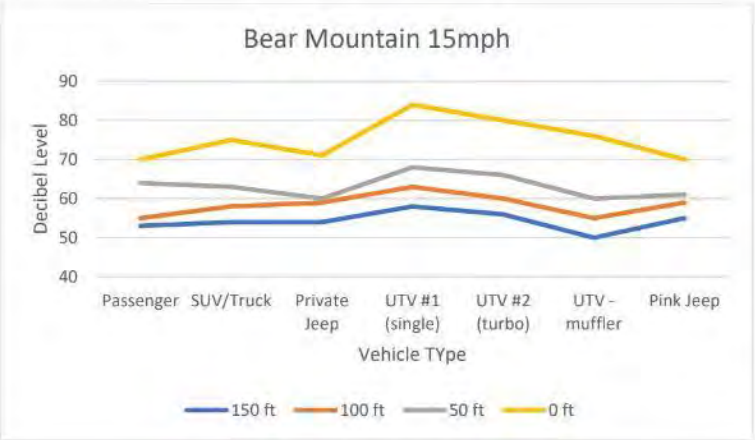
Graphs of vehicle noise levels at different rates of speed:

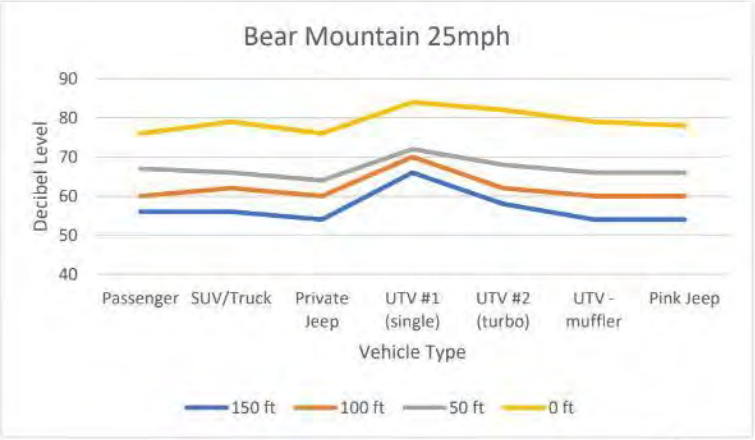






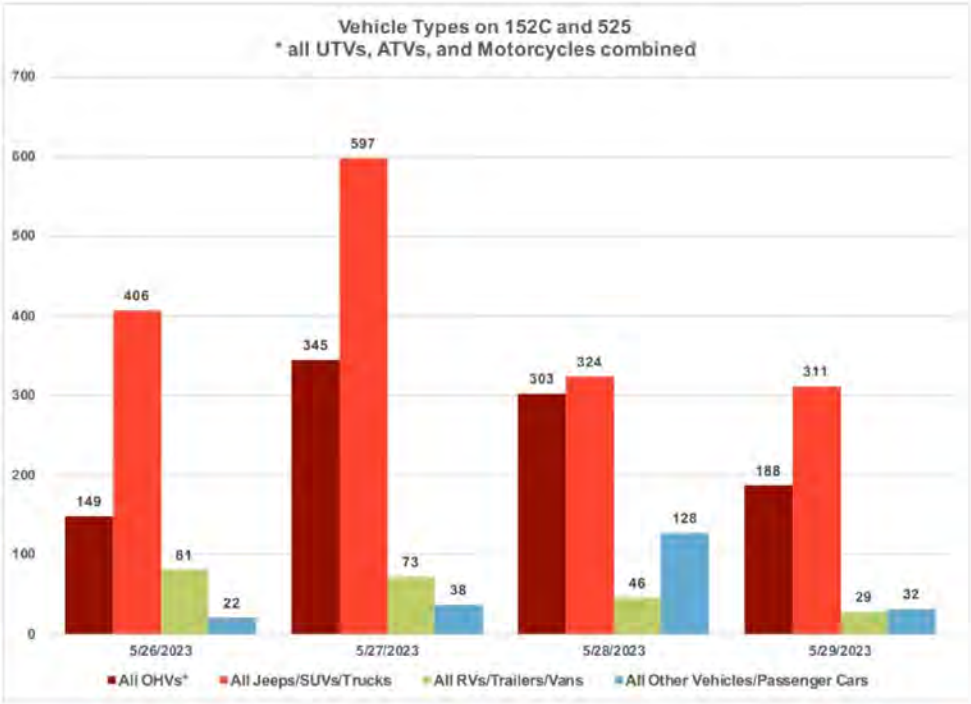
Bear Mountain



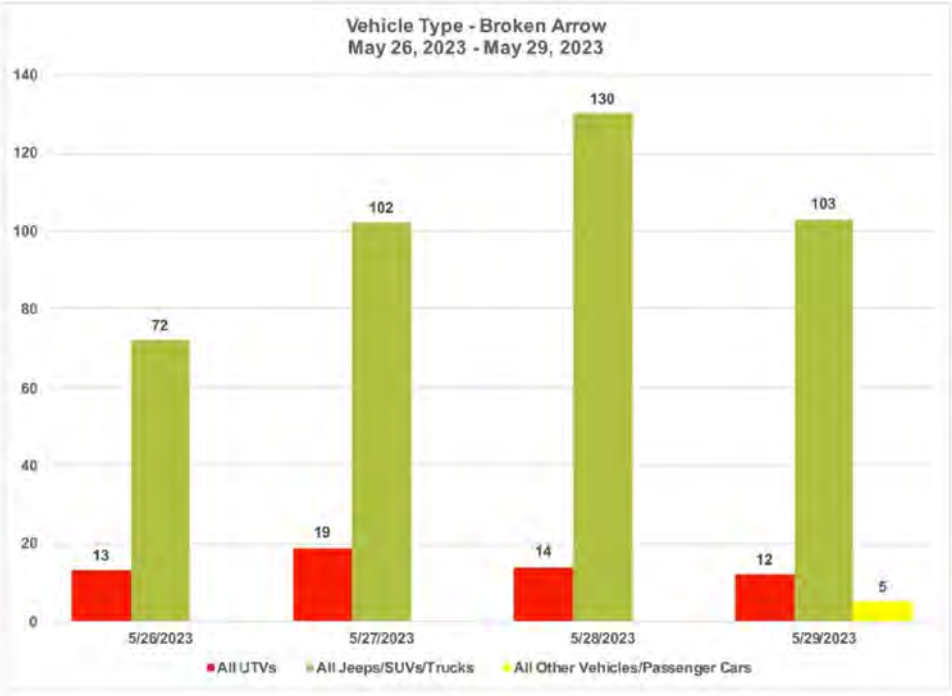


Graphs of visitation figures from Memorial Day weekend (vehicle types on FR152C and FR525)

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Graphs of visitation figures from Memorial Day weekend (vehicle types at Broken Arrow TH)



<u>Note</u>: The figures for Broken Arrow TH are one-way only.

Proposed Management Actions

The data gathering action team proposes the following management actions:

- **Establish a monitoring team** to work with the Forest Service to monitor vehicle volume and vehicle type for *at least one year* to establish a baseline vehicle volume and vehicle type data that can inform future management decisions. This includes conducting 4-hour manual counts and camera vehicle counts at each TRAFx counter location on a quarterly basis to: (1) evaluate and re-calibrate (if necessary) the TRAFx counters, and (2) to determine the vehicle type.
- **OHV rental companies install noise dampening mufflers to reduce noise.**
- **OHV rental companies eliminate single seater UTVs from their fleet to reduce noise impacts.**
- **Conduct further dust and air quality tests by ADEQ** to evaluate the impacts on roadside vegetation and residents.
- **Establish an action team to evaluate current OHV trails and potential new areas** to reduce volume, OHV concentration, environmental and social/residential impacts, noise levels, and dust impacts.

- **Establish a reduced speed limit** to reduce public safety concerns, decrease noise levels, and lessen dust impacts to roadside vegetation - especially in residential areas and heritage sites.
- **Establish a greater law enforcement presence** to address behavior related issues and/or to administer/enforce a OHV permit system.
- **Establish an OHV limited permit system(s)** for the greater Sedona area to reduce environmental and social impacts - including enforcement and engineering strategies similar to Bulldog Canyon OHV area on Tonto National Forest https://www.recreation.gov/vehiclepermits/3332401 .

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Environmental Conservation and Restoration Action Team

Purpose/Scope:

The original purpose of the EC&R Team (Environmental Conservation and Restoration Action Team) was to: (1) research and develop recommended Best Management Practices (BMPs) to restore areas impacted by off-road travel by motorized users within the GSRC project area; (2) develop a monitoring strategy that includes a scale of priority for restoration based on established criteria; (3) establish a quick-response restoration team of volunteers to address impacted areas in an efficient/effective manner so those sites don't become larger and communicate/coordinate w USFS Trails/Wilderness Coordinator before any actions are taken out on the ground; (4) document and monitor completed restoration project sites (e.g. before, during restoration work, and immediately after the project is completed and then ~3-6 months after) and then over time (e.g. preferably twice a year, but minimally once a year depending on the specific site/project) for several years to determine the effectiveness of the work which may inform adaptive management recommendations for future restoration projects; and (5) recommend education, enforcement, and road/trail management (e.g. speed limits) tactics to preemptively avoid damage to as-yet undamaged areas.

Team Members:

Amanda Maxwell	Sedona Westerners Hiking
Annie Glickstein	Friends of the Forest
Becki Ross	Windmill Ranch grazing allotment
Brian Porturalski	Coconino National Forest
Carl Jackson	Broken Arrow resident
DeAnna Bindley	Bear Mountain resident
Kelly Malek	Sedona Westerners Hiking
Nena Barlow	RROCC
Tim Angus	RROCC

Action Team Process and Key Steps:

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The EC&R Team met twice a month from March 2023 to December 2023. During this time, the team identified the following environmental damage types on the ground in the greater Sedona area (illustrated with example pictures from team members):

1. **Dead or degraded vegetation (e.g., grass, trees)**

2. **Erosion and road degradation**

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March 28th, 2024
FOR IMMEDIATE RELEASE.
For more information, please contact:
Southwest Decision Resources at GSRCinfo@swdresources.com

GSRC Submits Proposed Strategies for Motorized Recreation Management

To address growing concerns and changing conditions regarding motorized recreation in the Sedona area**,** the Greater Sedona Recreation Collaborative (GSRC) has issued a report to local, state, and federal land managers and jurisdictions.

The report (Proposed Strategies for Motorized Visitor Use Management in the Greater Sedona Area) addresses three main motorized recreation challenges: 1) high volume of use and recreational demand; 2) limited physical infrastructure and sensitive environments; and 3) inappropriate or illegal user behavior. The report also includes consensus-driven proposed strategies to address these challenges including setting speed limits, issuing permits, route engineering, improving signage/barriers, increasing enforcement, robust education programs, and continued voluntary efforts.

"After extensive research, analysis, and discussion, the GSRC Working Group developed a set of strategies to address the complex multi-jurisdictional issues facing the Sedona area. We feel these proposed strategies are well thought out, and if implemented by the land managers will greatly lessen the negative impact of motorized recreation in our area", said Craig Swanson, member of the Motorized Working Group.

The GSRC was co-convened in 2022 by the Coconino National Forest, the City of Sedona, Arizona State Parks and Trails, Yavapai County, and Arizona Game and Fish to partner with and solicit input from key partners on a range of recreation concerns. Southwest Decision Resources was chosen to facilitate this collaborative process. Based on early feedback from interviews with local stakeholders, the facilitation team and Co-Conveners chose to first focus on motorized recreation. A balanced group of key partners was convened to form the Motorized Recreation Working Group including local residents in geographies within or adjacent to common motorized recreation areas; non-governmental recreation groups; stewardship and environmental organizations; ranching permittees, local law enforcement, and the Red Rock OHV Conservation Crew (RROCC) members, a group of motorized recreation business owners (see below Working Group representation).

The Working Group dove into identifying issues and exploring possible courses of action. After over a year of extensive research, data gathering, discussion, and consensus-based deliberation, the Working Group has arrived at a set of proposed strategies to address many of the concerns surrounding motorized recreation in and around the Sedona area. Consensus was achieved when "everyone generally agreed, and could live with the decision". Most strategies received full consensus while others have close to full consensus.

"The consensus process was challenging with so many differing views on managing recreation. While the Working Group didn't always agree on a particular issue, with so many perspectives we were able to get to

a full consensus on a lot of strategies being proposed", said Nena Barlow, member of the Motorized Working Group.

The Co-Convening entities that participated in the process provided technical and legal guidance where appropriate, but they did not participate in any consensus discussions to best allow the Working Group to share their priorities and ideas on strategies. Now, the Co-Conveners will consider the Working Group's proposed strategies for potential implementation and continue to partner with the Working Group for implementation as appropriate.

The full report titled Proposed Strategies for Motorized Visitor Use Management in the Greater Sedona Area can be viewed at www.greatersedonarecreation.com. In addition, the public is invited to learn more about this effort in a set of upcoming public events, also listed on the website.

Released by the GSRC Motorized Recreation Working Group:

Amanda Maxwell, Sedona Westerners
Annie Glickstein, Friends of the Forest
Becki Ross, Windmill Mountain Ranch
Carl Jackson, Broken Arrow Resident
Craig Swanson, Keep Sedona Beautiful
DeAnna Bindley, Bear Mountain Resident
Heather Klomparens, Verde Front Trails Working Group, Yavapai County Community Health
Janet Johnson, Bear Mountain Resident
John Fitzgibbons, Pink Jeep, Red Rock OHV Conservation Crew
Kelley Malek, Sedona Westerners
Kevin Adams
Matt Caldwell, Red Rock OHV Conservation Crew, Tread Lightly!
Melissa Pontikes, Friends of the Forest
Nena Barlow, Red Rock OHV Conservation Crew, Barlow Adventures
Pandora Harris, Schnebly Hill Resident
Pete Sanders, Sedona Metaphysical Association
Stephanie Giesbrecht, Backcountry Horsemen, Verde Front Trails Working Group
Tim Angus, Red Rock OHV Conservation Crew, Outback ATV

Executive Summary

Background: The Greater Sedona Recreation Collaborative (GSRC) was convened in June 2022 by local, county, statewide, and federal land management agencies (the Co-Conveners) to collaboratively address recreation challenges in the greater Sedona area and respond to growing community concerns. The GSRC's facilitator/contractor, Southwest Decision Resources (SDR), conducted an extensive assessment during 2022 revealing that motorized recreation was a high priority for both the Co-Conveners and local stakeholders. Therefore, the Co-Conveners established the Motorized Recreation Working Group (hereafter Working Group) as the collaborative's first initiative which first convened in January of 2023. The Working Group included representatives from local residents; recreation groups; stewardship and environmental organizations; ranching permittees, local law enforcement, and Red Rock OHV Conservation Crew (RROCC) members.

Collaborative Process: The Working Group developed strategies during a year of collaborative meetings with a consensus-based approach (January 2023 – January 2024) utilizing many of the key steps of the Interagency Visitor Use Management Framework (a process often used by land managers to develop management strategies). This report details the Working Group's input, proposed strategies, and related evaluation for motorized recreation in the greater Sedona area. It also details the key actions and proposed strategies of the Working Group's five topical Action Teams.

Proposed Strategies: The Working Group (excluding the Co-Conveners who did not participate in consensus) reached consensus on a set of proposed strategies to guide motorized recreation management and decision-making in the greater Sedona area. The Working Group determined that the combined effects of high volume of use and recreational desire; limited infrastructure and sensitive environments; and inappropriate user behavior were key contributors to the environmental and social issues presented in this report. Addressing these challenges and mitigating their effects was a primary motivator for the Working Group. To that end, the Working Group achieved consensus *(full or most)* for the proposed strategies detailed in Figure A.

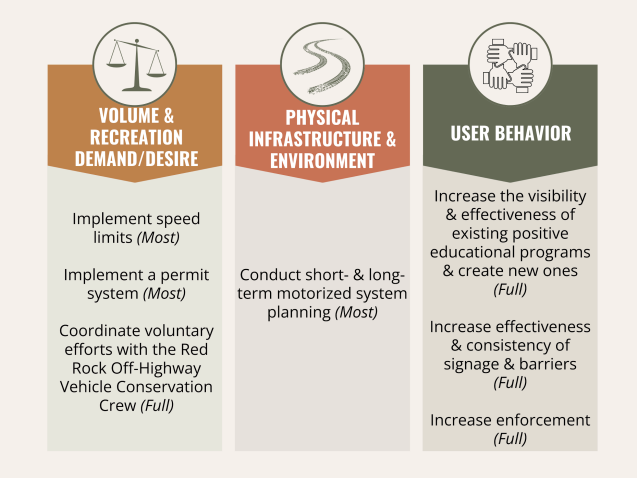


Figure A. The Working Group's proposed strategies (with associated consensus levels) to address motorized recreation challenges.

Next Steps: The Working Group's proposed strategies have been delivered to the Co-Conveners to inform their decision-making for motorized recreation management. The Co-Conveners will consider and implement these proposals where possible in continued partnership with the Working Group. Many strategies will require additional robust public input through the National Environmental Policy Act or other jurisdictional processes.

Greater Sedona Recreation Collaborative (GSRC) Motorized Recreation Working Group
Proposed Strategies for Motorized Visitor Use Management
Frequently Asked Questions

1. **What strategies are being proposed? How would the proposed strategies address the challenges that initiated this process?**
    - To address the high volume of use and recreational demand in the greater Sedona area, the Working Group proposed to:
        - Implement **a 15 MPH speed limit** on Schnebly Hill Road, Morgan Road, and Forest Roads 525 and 152C. Speed limits were recognized by many as a way to increase safety and reduce impacts associated with high speeds (e.g., dust, noise, and their associated impacts).
        - Implement a **permit system** that will address adverse social and environmental impacts in high-volume areas by reducing or dispersing the volume of use. This permit system would be intended to work in conjunction with other proposed strategies.
        - Continue to coordinate **voluntary efforts** with the Red Rock Off-Highway Vehicle Conservation Crew (RROCC). The voluntary efforts of RROCC were recognized as important for addressing the social and environmental impacts of motorized recreation and the Working Group supported further exploring or implementing voluntary efforts such as voluntary speed limits, permits, mufflers, and route directions that avoid residential areas.
    - To balance use with the limited physical infrastructure available and the sensitive environment in the greater Sedona area, the Working Group proposed to:
        - Conduct **short- and long-term motorized system planning** that addresses existing use without attracting new users or creating a high-volume “destination”. This motorized system planning and implementation could provide an opportunity for motorized recreation while being designed in a way that addresses social and environmental impacts and promotes desired user behavior.
    - To address inappropriate or illegal user behavior in the Sedona area, the Working Group proposed to:
        - Increase the **visibility and effectiveness of existing positive educational programs and create new ones** by working with

partner organizations and land agencies to promote existing and future messaging at local, state, and national levels
    - Increase **effectiveness and consistency of signage and barriers** via continued monitoring and implementation efforts that provide updated information to the public, inform users on laws and regulations, and utilize quick response tactics to ensure users do not impact public lands beyond legal Forest road corridors
    - **Increase enforcement** when and where needed to increase public safety and provide a visible presence at popular OHV areas in the Sedona area

2. **Is it guaranteed that a limited-use permit system will be put into place for OHV use in the greater Sedona area (like the one at Soldier Pass)?**
    - No. A limited-use permit system is a heavy-handed management approach burdensome to both the visitor and the implementing agency. While not off the table in the future, the Forest Service will first prioritize management approaches that are lighter handed yet likely to successfully reduce impacts. If these do not succeed, more significant action will be considered.
3. **I'm a local, would I need a permit?**
    - Should a permit system be implemented, all OHV users would require one. This includes local and non-local residents. Generally, public lands are managed for all of the public, and locals who live in proximity to public lands are not given preferential status or treatment.
4. **What will a motorized recreation route system do? What is wrong with the current roads being used?**
    - The current roads being utilized for motorized recreation were not designed for the type of motorized recreation use that we see today. Many were created for other purposes (e.g., ranching) and are not well-suited for motorized recreation (e.g., due to their design or their close proximity to residential areas and important cultural and natural resources).
    - An intentional motorized recreation system will provide defined routes to improve user experiences while limiting speeds, maximizing safety, and minimizing environmental, social, and cultural impacts in the area.
5. **Where will a possible motorized recreation route system be located?**
    - At this time, no specific area has been identified, but this effort will be pursued as a next step within the GSRC area (see map below). A focused effort will need to take place to determine appropriate locations that consider the Working Group's proposed strategies, tactics (e.g., addressing

impacts without creating a destination effect, directing traffic away from residential areas and important natural or cultural resources), and any legal/technical sideboards. Any new motorized recreation route system plan will need to go through the Forest Services' National Environmental Policy Act (NEPA), a federal policy process to evaluate impacts on the environment.

6. **What are the next steps?**
    - There are legal requirements to implement several of the more complicated strategies. For example, physical modifications to the motorized recreation system and/or implementation of a permit system would require planning through the National Environmental Policy Act (NEPA; completed by the Coconino National Forest). Other strategies (see below) such as educational programs to improve user behavior, additional data gathering and monitoring, and restoration efforts can be implemented immediately where resources are available.
    - Actions that are already underway include:
        - Continued monitoring of the volume of use of many popular roads used for motorized recreation.
        - Educational programs to improve user behavior through Arizona Game and Fish Department, Arizona State Parks and Trails, Arizona Office of Tourism, and Tread Lightly! among others.
        - Efforts to increase capacity through hiring for project implementation and enforcement by the Co-Conveners.
        - Efforts at the State Legislature to pass legislation that would implement improved education requirements, helmet requirements, and youth driving requirements.
        - Remediating resource damage from OHVs, dispersed campers, and other impacts. Partners include Red Rock OHV Conservation Crew, Friends of the Forest, and more.
        - Pursuit of funding and associated planning needs for a redesign of the Broken Arrow Trailhead and a partial realignment of Forest Road 152C to alleviate impacts on local residents.
7. **How/why did the GSRC start?**
    - Recent growth in motorized and non-motorized recreational use in the greater Sedona area has prompted active conversations within the community and among interested parties. Common challenges identified by the community range from protecting cultural and natural resources; residential, economic (e.g., other permitted uses such as cattle, damage to infrastructure), and recreational experience impacts; and education and

enforcement needs. Recreational use impacts cross-jurisdictional boundaries, further complicating these issues. As such, the GSRC was convened as a cross-jurisdictional effort with its first initiative being the Motorized Recreation Working Group. The GSRC may have the opportunity to address additional recreation issues over time.

8. **Who organized the structure and process?**
    - Southwest Decision Resources https://www.swdresources.com/ was contracted as a neutral third party to organize and facilitate the effort. They are an Arizona-based facilitation and mediation team with expertise in complex recreation processes.
9. **Who paid for this effort?**
    - This effort was co-funded by multiple entities; those included the City of Sedona, Arizona State Parks and Trails, and the Coconino National Forest. This funding paid for facilitation services from Southwest Decision Resources, an Arizona-based third-party facilitation team.
10. **Was the public informed about the GSRC Motorized Working Group Process?**
    - The GRSC website https://www.greatersedonarecreation.com/ kept the public up to date monthly. This site includes Working Group meeting notes, at-a-glance monthly briefs, process information, and resources. Those who signed up to "stay informed" on the website received monthly briefs in their email inbox. In addition, the public was invited to the City of Sedona City Council Meeting on May 23rd, 2023 (recording), and this information was also presented at the Sedona Chamber of Commerce's Community Pulse on February 9th, 2023 (recording).
11. **Who was on the GSRC that represented me and my concerns/interests?**
    - The GSRC Motorized Recreation Working Group was represented by multiple individuals representing the community and the issues at hand. Those included residential representatives, recreation non-governmental organizations and interests, ranching permittees, environmental organizations, law enforcement, and local businesses that are members of the Red Rock OHV Conservation Crew.
12. **How did state and local governments and other land managers engage?**
    - Five local, state, and federal representatives co-convened this process. Those included the City of Sedona, Yavapai County, Arizona Game and Fish Department, Arizona State Parks and Trails, and the Coconino National Forest (with representation from the Coconino National Forest office and the local Red Rock Ranger District office). The Co-Conveners' role was to provide technical assistance as well as law and policy guidance.

13. Whose proposals are these, and who wrote them?

- This report and proposed strategies are the result of roughly 12 months of Working Group meetings, field trips, and learning activities. Southwest Decision resources drafted the report which represents Working Group consensus dialogue. The document reflects ideas and recommendations from the Working Group and does not reflect the ideas or consensus of the Co-Conveners. The Co-Conveners now have the opportunity to discuss planning and implementation of the proposed strategies where appropriate.

14. Why was a year spent on this effort instead of just initiating a limited number of OHV permits or closing areas to OHVs?

- OHV recreation is a legitimate recreation activity in the greater Sedona Area. Most of the OHV use occurring within the greater Sedona area is consistent with applicable state and federal laws. Under the 2011 Coconino Travel Management Plan, all areas within the greater Sedona area are closed to off-road travel and the vast majority of OHV use occurs on open, legal roads.
- In alignment with their partnering agencies, Arizona Game and Fish Department, Arizona State Parks and Trails, and Yavapai County Sheriff's Department, the Forest Service has a responsibility to take a hard look at actions that restrict legal access to national forest lands. The Forest Service strives to demonstrate that no other management actions would be successful in addressing the issues before considering limiting public access (limited permits) or closing areas.

15. What is an OHV?

- OHV refers to an Off-Highway Vehicle. The State of Arizona defines OHV in the following way:
  - *"(a) Means a motorized vehicle that is operated primarily off of highways and that is designed, modified or purpose-built primarily for recreational non highway all terrain travel.*
  - *(b) Includes a tracked or wheeled vehicle, utility vehicle, all-terrain vehicle, motorcycle, four-wheel drive vehicle, dune buggy, sand rail, amphibious vehicle, ground effects or air cushion vehicle, and any other means of land transportation deriving motive power from a source other than muscle or wind."*

16. What if I disagree with the proposed strategies/tactics?

- That is okay! This is a complicated issue with many diverse perspectives. Many of the Working Group members struggled to come to a consensus on strategies throughout this process. When project-level planning begins, there will be robust public comment opportunities ahead to further refine

strategies for implementation. Also, if you would like to voice support or concerns please join us at the City Council meeting on Tuesday, April 9th at 4:30PM. Other public meetings will be posted on the GSRC website as scheduled: https://www.greatersedonarecreation.com/

17. How can I get involved now? How do I stay informed?

- The GSRC website will be updated with updates and meeting notes as work continues: https://www.greatersedonarecreation.com/
- You can sign up to receive updates to your inbox on the Get Informed page.
- You can also attend the Sedona City Council meeting on April 9th starting at 4:30 pm in the City Council Chambers at 102 Roadrunner Drive to learn more. Live viewing options are also available here. More public presentations will be posted the the GSRC website as they are scheduled.
- Implementation of many strategies will require robust public engagement opportunities, such as those that require NEPA. These planning processes will provide the public with opportunities to get involved and share their input.

18. Where can I learn more about responsible OHV education?

- There are a variety of great resources we have used in our efforts, see these resources as a starting point:
  - Arizona State Parks and Trails provides a useful OHV guide.
  - Arizona Game and Fish Department hosts educational courses and programs, and provide a useful educational video and brochure.
  - GSRC website resources: a compilation of state and federal resources showing recent and ongoing education efforts throughout Arizona.
  - Tread Lightly! "promotes the responsible use of motorized vehicles when recreating outdoors." Their website contains information on their stewardship campaigns.

19. What is the greater Sedona area?

- Please see the map below for the boundaries of the greater Sedona Area as defined by the Working Group.

Have another question that wasn't answered here? You can submit a question using this link.

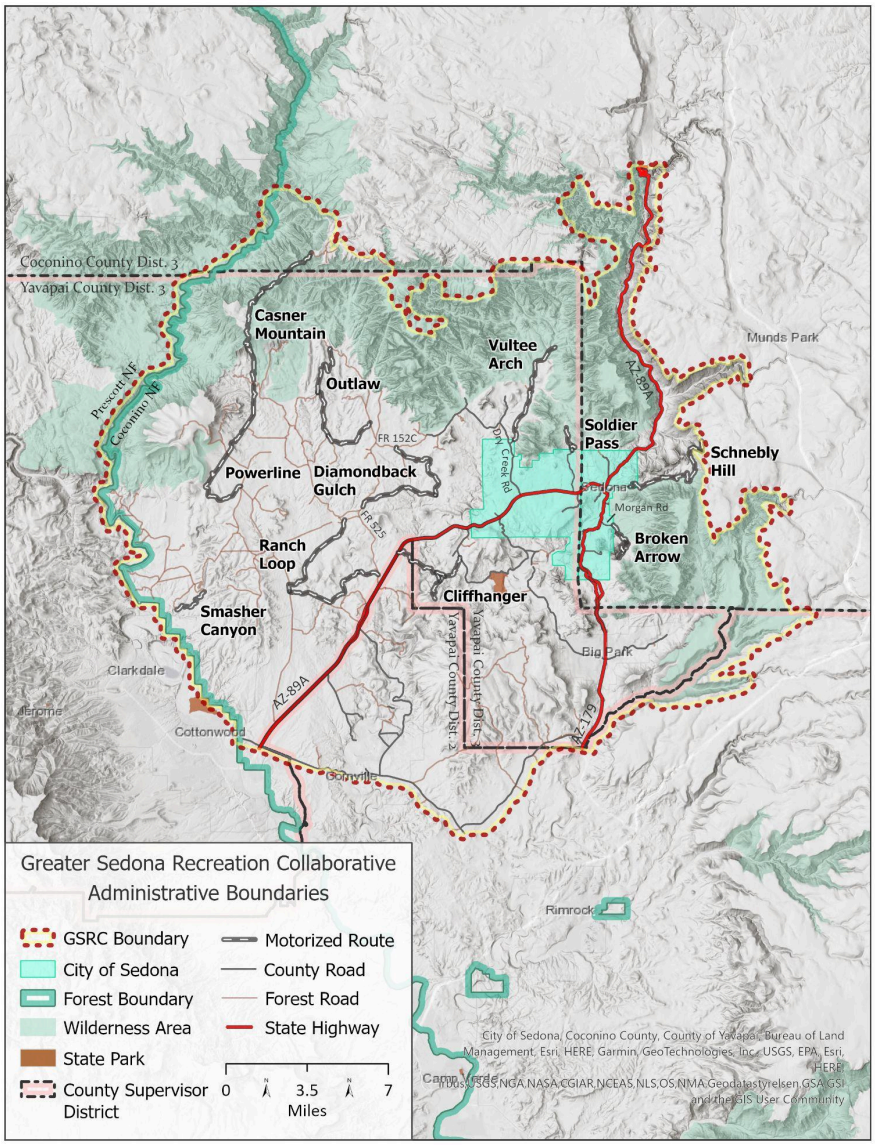


Figure 1. The boundary of the greater Sedona area as defined by the Greater Sedona Recreation Collaborative Motorized Recreation Working Group. Relevant administrative units are also shown.

CITY COUNCIL AGENDA BILL

AB 2950
April 9, 2024
Regular Business

Agenda Item: 8c
Proposed Action & Subject: Discussion/possible action regarding an Ordinance amending the Sedona City Code Title 10 (Vehicles and Traffic) by adding Chapter 10.30 (Improper Motor Vehicle Equipment) and a voluntary agreement with local OHV rental companies.

Department	City Attorney
Time to Present	5 min.
Total Time for Item	30 min.
Other Council Meetings	May 23, 2023; April 11, 2023, August 22, 2023, September 12, 2024
Exhibits	A. Ordinance B. Local OHV Rental Companies Letter

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	Consider adopting the improper motor vehicle equipment Ordinance in light of the inability to reach acceptable voluntary agreement with the OHV industry.

Expenditure Required
$ N/A
Amount Budgeted
$ N/A
Account No. (Description) N/A

SUMMARY STATEMENT

Background:

In February 2023, the City was made aware of serious safety issues with the widespread practice of Not for Highway Service (NHS) tires being mislabeled and marketed as compliant with Federal Motor Vehicle Safety Standards (FMVSS).

Additional safety concerns have arisen from information published by the major OHV, UTV, and ATV (collectively called "OHVs") manufacturers (Can-Am, Honda, Kawasaki, Polaris, Yamaha, etc.). The owners' manuals and/or certificates of origin on OHVs clearly state that they should never be used and/or that it is hazardous to operate them on paved or public roads. Some even state they are not to be registered for on-road use. OHVs do not have standard FMVSS safety equipment designed to keep passengers safe like: airbags, anti-lock brakes,

crumple zones, stability control, and bumpers. Safety testing of OHVs, UTVs, and ATVs is generally completed on dirt roads using NHS tires and not on paved roads or with DOT approved tires.

Additionally, there have been four rollover OHV accidents within City limits in the past 3 years.

The major OHV manufacturers sponsor and are members of the Specialty Vehicle Institute of America (SVIA for ATVs) and Recreational Off-Highway Vehicle Association (ROHVA for OHVs/UTVs). ROHVA is an American National Standards Institute accredited not-for-profit trade association that develops equipment, configuration, and performance standards for off-highway vehicles. It was formed to promote the safe and responsible use of off-highway vehicles.

ROHVA's position is that OHVs and UTVs "are designed, manufactured and sold for off-highway use only." ROHVA supports efforts to limit on-road use of OHVs.

On August 22, 2023, by majority consensus, Council directed staff to continue with the consideration of the commitment letter from the OHV businesses and to continue working on the OHV ordinance language. A copy of the OHV Rental Companies commitments is attached as Exhibit B.

This is the fifth public meeting on this issue.

Potential Voluntary Agreement:

City officials and staff have discussed a potential voluntary agreement with the local OHV rental companies to reduce the City's and resident's safety concerns. Some potential elements of the voluntary agreement include:

1. OHV rental companies would install the following safety equipment on their OHV fleets:
    a. Turn signal indicators
    b. Vehicle speed governors
    c. Safety flags
    d. GPS monitors
    e. Quieter mufflers
2. OHV rental companies will support limits, guided tours, and permitting on local off-road trails.
3. OHV rental companies will continue to educate each customer on environmental and safety issues with OHVs, including on paved/public roads.
4. OHV rental companies will work with GSRC, RROCC and USFS with trail maintenance, signage, and correcting damaging OHV behavioral trends among all OHV users.

At the September 12, 2023 Council meeting, Council moved to defer consideration of the OHV Ordinance until April 9, 2024 in order to allow the OHV rental companies to work on the voluntary commitments. The OHV rental companies met with the City on November 9, 2023, February 7, 2024, and April 3, 2024 to discuss compliance with the voluntary commitment and an update will be provided to Council.

Improper Vehicle Equipment Ordinance:

The proposed ordinance is attached as Exhibit A. Based on the above safety concerns and others outlined in previous Council meetings, the ordinance would make it unlawful to drive,

on local public road within the City of Sedona, a motor vehicle that is unsafe, does not have proper safety equipment, including in violation of FMVSS, or that is not approved by the manufacturer to be operated on paved or public roads. It further declares the City's public roads to be closed to OHVs.

The first violation would result in a warning or repair order. Failure to repair the equipment violation or a second violation would result in a civil fine not to exceed $500. A third or subsequent violation of the ordinance would be a Class 1 Misdemeanor.

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

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

Alternative(s): N/A

MOTION

Move to: approve an Ordinance No. __ amending the Sedona City Code Title 10 (Vehicles and Traffic) by adding Chapter 10.30 (Improper Motor Vehicle Equipment) and a voluntary agreement with local OHV rental companies.

ORDINANCE NO. 2024-___

AN ORDINANCE OF THE CITY OF SEDONA, ARIZONA, ADOPTING AN AMENDMENT TO THE CITY CODE TITLE 10 (VEHICLES AND TRAFFIC) BY ADDING CHAPTER 10.30 (IMPROPER MOTOR VEHICLE EQUIPMENT); PROVIDING FOR PENALTIES, A SAVINGS CLAUSE, AND FOR REPEAL OF CONFLICTING ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, adhering to Federal and State safety regulations related to motor vehicles reduces the chances of serious injury and death; and

WHEREAS, Utility Terrain Vehicles ("UTV"), All Terrain Vehicles ("ATV"), Off Highway Vehicles ("OHV"), collectively called "OHVs," are designed, tested, and manufactured solely for off-road use on non-paved surfaces partly because OHVs are equipped with high centers of gravity and tires that have large ridges on them, making them ill-suited for turning and traction on asphalt surfaces; and

WHEREAS, the Consumer Product Safety Commission recommends persons never ride OHVs on public or paved roads; and

WHEREAS, the National Highway Traffic Safety Administration ("NHTSA") has said, "The use on public roads of off-road vehicles and tires that do not meet the [Federal Motor Vehicle Safety Standards] FMVSS places occupants and other road users at a greater risk of harm"; and

WHEREAS, the United States Department of Transportation ("DOT") has said, "We share [the City of Sedona's] concern about the operation of off-road vehicles on public roads. NHTSA has developed various FMVSS over the years through research and testing to establish minimum safety standards for vehicles and equipment intended for use on public roads. The use of off-road vehicles and tires on public roads, which do not meet those minimum safety standards, places the occupants and other road users at a greater risk of crashes and injury or death in a crash"; and

WHEREAS, all manufacturers of OHVs are sponsors and members of the Recreational Off-Highway Vehicle Association ("ROHVA") and the Specialty Vehicle Institute of America ("SVIA"), and both ROHVA and SVIA urge that on-highway use of OHVs be prohibited and that law enforcement efforts be strengthened to eliminate the dangerous practice of on road use and sponsor model legislation that prohibits OHV use on any public street, road, or highway and as recently as March 2023 ROHVA and SVIA lobbied the Oregon legislature in opposition to making OHVs street legal; and

WHEREAS, all manufacturers of OHVs state that OHVs should not be driven and/or that OHVs are unsafe to be driven on paved and/or public roads.

WHEREAS, the ADOT MVD Off-Highway Vehicle Decal Application requires owners of OHVs to certify under penalty of perjury that the OHV "has been modified to meet all applicable safety and equipment requirements of Arizona Revised Statutes Title 28, Chapter 3, Article 16, ***as well as all…other federal requirements***" (emphasis added); and further includes the applicant's acknowledgement that "I understand that I may receive traffic tickets and court fines if local ordinances prohibit operation of this vehicle"; and

WHEREAS, OHVs lack numerous standard FMVSS required for on road motor vehicle use including: airbags, stability control, crumple zones, rear bumpers, and DOT approved tires; and

WHEREAS, every year tire failure causes approximately 11,000 vehicle crashes and 200 deaths nationwide and adhering to DOT tire regulations reduces the chance of tire failure, and according to NHTSA, in 2020 there were 664 traffic fatalities in tire-related crashes; and

WHEREAS, only DOT approved tires are safe to be used in highway service; and

WHEREAS, NHTSA Interpretation 1985-04.16 explains and FMVSS Standard 109 requires that all motor vehicles manufactured after 1948 have DOT approved tires for on road use; and

WHEREAS, OHVs are equipped with Not for Highway Service (NHS) tires and no OHV tires are currently DOT approved for highway or on street use (see NHTSA June 3, 2022 letter re: Improper Certification of UTV/ATV Tires to FMVSS; U.S. Tire Manufacturers Tire Information Service Bulletin TISB 07); and

WHEREAS, visitors to the City rent OHVs to be driven on paved public roads largely unaware of the foregoing safety concerns; and

WHEREAS, statewide, several OHV rental companies have gone out of business because their rental OHVs were wrecked faster than the OHVs could be repaired (Arizona Off-Highway Vehicle Study Committee Meeting July 21, 2023); and

WHEREAS, Sedona has experienced 710 motor vehicle accidents between 2017 and 2021, resulting in 150 injuries and 5 fatalities; and

WHEREAS, in the past three years, there have been four rollover OHV accidents within City limits and in 2021, statewide there were 187 OHVs involved in accidents with 16 fatalities in 2021 resulting in a 8.55% fatality rate; and

WHEREAS, OHVs are the third leading cause of injury in children in Arizona (Arizona Off-Highway Vehicle Study Committee Meeting July 21, 2023); and

WHEREAS, plaintiffs routinely make claims against the City of Sedona for allowing or maintaining unsafe highway or road conditions; and

WHEREAS, traffic accidents and traffic congestion are a serious concern in the City and the City spends millions of dollars annually to improve traffic safety and congestion and requiring safe motor vehicles on paved public roads will further improve safety; and

WHEREAS, A.R.S. §28-626(B)(3) delegates motor vehicle safety enforcement to municipalities stating that municipalities "***shall*** adopt ordinances or regulations relating to the control and movement of traffic…" (emphasis added); and

WHEREAS, pursuant to A.R.S. §28-1174(B), the City of Sedona has never indicated by rule or regulation that its streets are open and pursuant to A.R.S. §28-1174(A)(3) does hereby declare its road closed to OHV use; and

WHEREAS, the City finds that driving OHVs on paved or public roads in contravention to their design and the manufacturer recommendation constitutes reckless disregard for the safety of persons and property pursuant to A.R.S. §28-1174(A)(1); and

WHEREAS, the City deems it necessary to adopt certain OHV restrictions and certain regulations regarding improper motor vehicle equipment to protect the health, safety, and welfare of the City residents and travelling public.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, as follows:

Section 1. Amendment of Sedona City Code Title 10 (Vehicles and Traffic)

Title 10 (Vehicles and Traffic) of the City Code of the City of Sedona is hereby amended by adding the following Chapter:

Chapter 10.30 – IMPROPER MOTOR VEHICLE EQUIPMENT

10.30.010 - Definitions.

In this chapter unless the context otherwise requires:

"Driver" means a person who drives or is in actual physical control of a motor vehicle.

"Road" means the entire width between the boundary lines of every paved street or way if a part of the street or way is open to the use of the public for purposes of motor vehicle travel. It does not include a state highway.

"Manufacturer" means a person or entity—

(A) manufacturing or assembling motor vehicles or motor vehicle equipment; or

(B) importing motor vehicles or motor vehicle equipment for resale.

"Motor vehicle" means a self-propelled vehicle, including OHVs. It does not include electric bicycles, motorized wheelchairs, or an electric mobility assist device.

"Off-highway Vehicle" or "OHV" means a self-propelled vehicle that is designed and manufactured primarily for off-highway use. It includes Utility Terrain Vehicles, All Terrain Vehicles, and Off Highway Vehicles (collectively "OHVs"). It does not include electric bicycles, motorized wheelchairs, or an electric mobility assist device.

"Owner" means the person in whose name such motor vehicle is registered.

"Public employees" means any federal, state, county, or City employees.

"State or Federal motor vehicle safety standards" means all motor vehicle standards listed in A.R.S. Title 28 or the Federal motor vehicle safety standards ("FMVSS") contained in Title 49 of the Code of Federal Regulations.

10.30.020 – Operating Motor Vehicle with Improper Motor Vehicle Equipment Prohibited.

1. A person shall not drive or operate on a road a motor vehicle that:
    A. Is in an unsafe condition that endangers a person.
    B. Does not contain those parts or is not at all times equipped with lamps and other equipment in proper condition and adjustment as required in this chapter.
    C. Is not equipped in the manner required by State or Federal motor vehicle safety standards for motor vehicles that are intended for on-highway operation.
    D. Is not intended to be used, is unsafe, or is not designed or approved by the manufacturer to be operated on roads as declared in the motor vehicle's certificate of origin or owner's manual.

2. An owner shall not rent to or allow a person to drive or operate on a highway or road the owner's motor vehicle that:
    A. Is in an unsafe condition that endangers a person.
    B. Does not contain those parts or is not at all times equipped with lamps and other equipment in proper condition and adjustment as required in this chapter.
    C. Is not equipped in the manner required by State or Federal motor vehicle safety standards for motor vehicles that are intended for on-highway operation.
    D. Is not intended to be used, is unsafe, or is not designed or approved by the manufacturer to be operated on roads as declared in the motor vehicle's certificate of origin or owner's manual.

3. For purposes of this section, a motor vehicle is deemed to be in an unsafe condition that endangers a person if it is equipped with tires that do not contain the DOT tire symbol that reflects compliance with FMVSS contained in 49 C.F.R. §574.5.

10.30.030 – Applicability; Closure of Local Roads to Certain Vehicles; Exceptions.

1. This chapter applies to all roads within the Sedona City limits.

2. Pursuant to A.R.S. 28-1174(A)(3), all public roads within the Sedona City limits are closed to OHV use.
3. This chapter does not apply to:
    A. Public employees or their designees in the performance of their official duties with appropriate safety training, or to any motor vehicle owned or operated by any federal, state, or local governmental entity.
    B. Motor vehicles manufactured prior to 1948.

10.30.40 – Inspections.

If at any time there is reasonable cause to believe that a motor vehicle is unsafe or is not equipped as required by this chapter or that a vehicle's equipment is not in proper adjustment or repair, any peace officer may require the driver of the motor vehicle to stop and submit the vehicle to an inspection and such test with reference to the inspection as may be appropriate.

10.30.050 – Authority to Impound Vehicles.

Vehicles operated in violation of this chapter may be impounded in the same manner as provided for by the provisions of SCC 10.15.150.

10.30.060 – Enforcement; Liability.

1. Any AZPOST certified peace officer may issue a written warning or citation for the violation of this chapter.
2. Persons Liable. If any motor vehicle is found in violation of any provision of this chapter, the owner, the person in whose name such motor vehicle is registered, as well as the driver of the vehicle at the time of the violation, shall be jointly and severally responsible for such violation and are subject to the penalties therefor. If the vehicle is not attended by a driver, the owner, or person in whose name such vehicle is registered, shall be held prima facie responsible for such violation and is subject to the penalties therefor. Proof that a person other than the owner was operating the vehicle at the time of the violation shall not constitute a valid defense to the offense.

10.30.070 - Separate Offenses.

Each violation pursuant to this chapter shall constitute a separate offense and each day a violation remains unabated may constitute a separate offense.

10.30.080 - Penalties.

A. Upon a first violation of this chapter with the motor vehicle, an officer may issue a written warning or repair order if the violation is related to unsafe vehicle equipment. If a repair order is issued, a certificate of correction or adjustment of illegal or faulty equipment shall be obtained by the owner and shown to the police department within 14 days.
B. If there is a violation of this chapter and, if applicable, the owner fails to provide the City with a certificate of correction or adjustment within 14 days or the person has previously been issued a warning within one hundred eighty (180) days from the date a warning was issued, the violation is a civil offense punishable by a fine not to exceed five hundred dollars ($500.00), plus any other penalties, assessments or surcharges authorized by law.
C. If there is a violation of this chapter and the person has previously been convicted two (2) or more times of violating this chapter, the new violation is a class 1 misdemeanor, plus any other penalties, assessments or surcharges authorized by law.

Section 3. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance 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 remainder of this Ordinance.

Section 4. Repeal

All other code provisions, ordinances, or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict as of the effective date hereof.

Section 5. Effective Date

The effective date of this Ordinance shall be 60 days following adoption by the City Council.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this _____ day of _____, 2024.

_____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kurt W. Christianson, City Attorney

Sedona OHV Commitments

Based upon recent discussions, below are commitments to be made by the local OHV rental companies to enhance the on-pavement vehicle safety completed in a timely manner:

1. Install turn signal indicators on most of our fleet within 90 days from the date of the agreement with 100% within 180 days. This does take time to complete and we pledge to work hard on getting them installed within the timeframe. Please note that while some vehicles are held for short durations, we pledge to do our best to keep our new vehicles up to date with turn signals indicators.

2. We commit to continue to implement education for each customer including use on paved and public road travel. We have and will continue to work directly with GSRC, RROCC and USFS with trail maintenance, signage and behavioral trends in a positive manner.

3. We commit to govern the speed of vehicles to 35 mph within our fleet as much as possible based upon the type and age of the vehicle immediately as technology, economically and feasible. We will work towards having all vehicles monitored by GPS systems within 180 days.

- Sedona ATV/Red Rock – 20% of vehicles are currently speed restricted. 60% of vehicles to be speed restricted by 12/01/2023.
- Safari Jeep/ATV – 80% currently speed restricted with 100% speed restricted when newer vehicles added within the next 6 months.
- Sedona CanAm – 100% of vehicles currently restricted.
- Outback ATV – 4 vehicles currently restricted and 25% of vehicles will be restricted by 11/01/2023. All new vehicles will be speed restricted which will completed over the next six months.

4. We commit to installing quieter mufflers on all OHVs in our fleets as they become available by the manufacture. The mufflers are only available on certain model vehicles and cannot be installed on all vehicles. We pledge to acquire and install quieter mufflers where applicable. Current timeline per company:

- Sedona ATV/Red Rock – 1 vehicle installed with quieter muffler currently with approximately 50% of fleet to have quieter mufflers installed by 12/01/2023.
- Safari Jeep /ATV – Most of the fleet of vehicles have quieter mufflers (Honda) and will install quieter mufflers on any new inventory by 12/01/2023.
- Sedona CanAm – Entire fleet is currently CanAm vehicles and are quieter than most UTVs
- Outback ATV – Currently has 1 vehicle with a quieter muffler installed and will have 70% of the current fleet by 12/01/2023 with quieter mufflers.

5. We will continue to limit our usage and discourage the use of Morgan Dr to a bare minimum and will not promote their usage. However, there may be environmental conditions such as wildfire, snow or rain that would temporarily increase usage only for those days. We will support collaborating with the City of Sedona and the forest service on a use system for forest access roads. (i.e. permit systems, entry gates and daily limits per trail).

6. All outfitters will install tall, distinctive flags or other distinctive markings to differentiate the private OHV owners from the OHV business operators. Photo attached for each company color of current in use flags.

Color Code:
Outback ATV - Green flags, Sedona ATV - Blue flags, Red Rock ATV - Red flags, Vortex ATV - Yellow flags

7. We have asked to be included in the discussion on forest trail usage in the Red Rock District now and in the future with the GSRC, USFS and RROCC. We are willing to collaborate based upon the current recommendations

and provide our feedback. We commit to work in unison with the city to promote safe use of OHVs within the city limits and on forest trails. We will continue to explore options for changing traffic patterns on paved roads used to access the forest to limit paved road usage.

Our pledge is to continue to update the city in our regular quarterly meeting and be held to our commitments for the above actions to be taken be all four Stakeholders. This way the actions can be measured and confirmed. We are asking for the city ordinance to be tabled indefinitely to continue implementing these safety updates.

Thank you for taking the time to review our commitment proposal and feel free to contact any of us with any questions you may have.

Thank You,

Dan Candler dan@outbackatv.com 760-807-3224 Dave Swartout dave@safarijeeptours.com 928-300-2955

Jimmy Custer stcuster@gmail.com 928-853-8737 Andrew Rippy sedonacanam@gmail.com 928-821-6691



Left rear blinker lights



Turn Signal Switch



GPS Tablet in each car with local area warnings



New Quieter Muffler

Agenda Item: 8d
Proposed Action & Subject: Discussion/possible action regarding the approval of a contract for services with the Sedona Chamber of Commerce in the amount of $347,093 for the operations of the Visitor Center for fiscal year 2025, subject to approval of a written contract by the City Attorney.

Department	City Manager
Time to Present **Total Time for Item**	15 minutes 1 hour
Other Council Meetings	January 17-19, 2023, March 29, 2023, April 12, 2023, June 13, 2023
Exhibits	A. Q1 and Q2 Visitor Center Quarterly Reports FY24 B. Comparables – Front Burner Media C. Comparables – Chamber of Commerce D. Proposed Budget E. FY2014 Contract for Services F. Presentation

Finance Approval	Reviewed 4/1/24 CRW			
City Attorney Approval	Reviewed 4/01/24 KWC		**Expenditure Required**	
			$	347,093
City Manager's Recommendation	Approve a contract for services with the Sedona Chamber of Commerce in the amount of $347,093 for the operations of the Visitor Center for fiscal year 2025, subject to approval of a written contract by the City Attorney.		Amount Budgeted	
			$	350,000 (FY25 proposed budget)
			Account No. (Description)	10-5227-72-6722 (Visitor Services)

SUMMARY STATEMENT

Background: On June 13, 2023 the City Council approved a $424,000 contribution to support the operations of the Sedona Visitor Center, owned and operated by the Sedona Chamber of Commerce (SCC), for Fiscal Year 2024. The $424,000 represented an 80/20 cost share between the City and the Sedona Chamber of Commerce (SCC). The total annual budget was

$530,000 which included $461,000 in direct costs and a 15% administrative overhead fee of $69,000.

According to the SCC, the Visitor Center earns approximately $30,000 in annual revenue consisting of profit on sale of passes and retail items in the amount of $20,000, donations of approximately $7,000 and poster advertising at an estimated $4,000. The SCC advised that for the FY24 budget year they intended to use those sources to fund other SCC activities, not offset Visitor Center expenses. The same is proposed for FY25.

Discussion:

According to the SCC's Q2 report for the Uptown Visitor Center, 64,209 people have been served on-site through the first six months of the fiscal year, i.e. through December 2023. That is 43% of the projected target to serve 150,000 visitors annually. According to the same report, 2,761 visitors have been served via telephone or email. They are pacing somewhat behind their annual targets with 43% of the annual total visitors served in person and 37% served via telephone or email. The full Q1 and Q2 reports are included as Exhibit A, which also include the budget-to-actuals reports for the first six months of the fiscal year as well as the customer satisfaction survey results. These reports comply with the reporting requirements set forth in the FY24 contract for services (Exhibit E).

Based on an estimated total visitation of 3.5 million annually, if the Visitor Center meets its target to serve 150,000 people, they will serve approximately 4.3% of Sedona tourists. Given the target of 7,500 phone calls and emails annually, would be .2% of total visitors served.

The City of Sedona's tourism consultant, Heather Hermen of Front Burner Media has provided supplemental information about the costs and operations of several other visitor centers for comparison purposes. That information is attached as Exhibit B. The SCC has also provided information about several other visitor centers and that is attached as Exhibit C.

City staff and the SCC are requesting city council consideration of a proposal to extend the operations of the Sedona Visitor Center for another fiscal year, through June 30, 2025. An FY25 proposed budget is included as attachment D. The total budget is $426,535. This includes a $370,900 operating budget, which includes a $25,500 annual building rent assessment, plus an overhead fee of $55,635 which is 15% of both the operating expenses and rent assessment. The requested city contribution is $347,093, or 81% of these costs. This funding contribution would be approximately $77k less than the level of City funding for this year's VC operations.

Keeping the VC open through FY25 will afford the City and its new Tourism Bureau and Tourism Advisory Board (TAB) additional time to complete a full analysis of Visitor Center operations and ultimately make recommendations regarding its future. This work would include assessing user demand, costs, funding options, the future of brick-and-mortar visitor service provision, integration of future technology for visitor services, assessing performance metrics, etc., by the new tourism manager, Tourism Bureau staff, and the TAB. We would expect to work collaboratively with the SCC over the next year to complete that work and come back to the City Council with options and recommendations for FY26 and beyond.

Budget:

The FY2025 Proposed Budget includes $350,000 funding for the continued operations of the Visitor Center. The City Council budget work sessions will be held on April 17 and 18 when the FY25 proposed budget will be reviewed in detail.

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

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

Alternative(s): Council may choose not to approve contract.

MOTION

I move to: approve a contract for services with the Sedona Chamber of Commerce in the amount of $347,093 for the operations of the Visitor Center for fiscal year 2025, subject to approval of a written contract by the City Attorney.

SEDONA VISITOR CENTER

Research



Prepared by:

Front Burner Media LLC
www.frontburnermedia.com

INDUSTRY INPUT

Destination Think has regular input and feedback on the visitor center decision. Criteria they've published revolves around:

- What are the objectives of the DMO? Responsible visitation is a common theme in the strategic planning for Sedona. Can responsible visitation be successfully encouraged and behaviors modified if a center isn't available to provide tips and direction?
- Based on the identity of the brand and destination, can people build an experience that matches the need of the destination without a visitor center? If a visitor center is in place, how does it help shape the identity and brand of Sedona?
- What are the needs of the visitor? Does a visitor center provide what they need? Restrooms, maps, tips, ideas, parking information, etc.
- Can they visit without a human touch from a visitor center?

Destination Think: Do your visitors still need a visitor center?

Destinations International Visitor Services Summit in 2023 summarized the future of visitor centers:

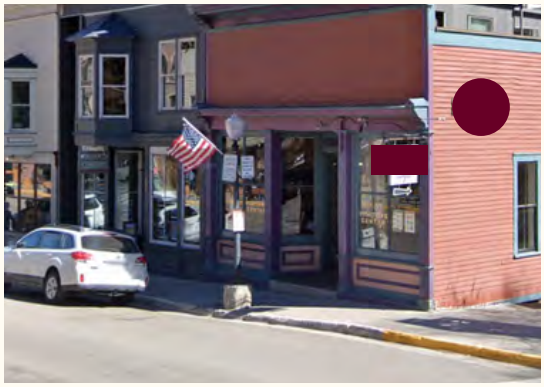
- Centers need to be accessible, may mean moving to different areas
- Embrace technology and mobile services
- Leverage 24/7 technology (chat rooms, call centers, and training industry staff to have the answers at hotels, restaurants, and point them to one online location for answers)
- Digital signage and QR codes.

By embracing technology, fostering partnerships, and delivering consistent branding, visitor centers can remain relevant and continue to offer valuable services in the modern landscape. Next Visitor Services Summit, July 16, Tampa FL.

POPULAR COLORADO DESTINATION

Visitor Center

This Colorado Tourism Board executive director, Ms. S., answered questions and asked that their destination be kept off the record in the public discussions.





Budget

$350,000 annually includes center and central reservations.

They do not own the building and pay rent out of this budget amount.

The Tourism Board has 7 full-time staff members, three are full time at the visitor center. During the summer they have an additional part time staff member at the center.

Funding

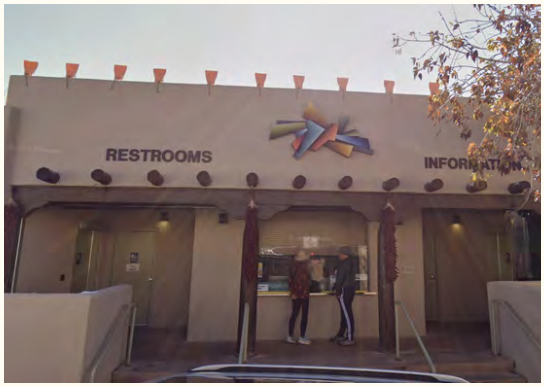
2% lodging tax. Tax is sent to 3 separate communities, then each destination sends the Tourism Board an agreed upon amount from each destination. They used to receive the funding directly, but switched to this investment model a couple of years ago.

Visitors: Approximately 625,000 visitors annually. Calculated by consumer analytics.

SANTA FE, NM

Visitor Center

Randall Randy, executive director of Tourism Santa Fe, provided his input regarding visitor centers, “We feel visitor centers are very important for the uses. Percentage is relatively low of the total visitation, however very high for first time visitors. I’m not sure how Sedona is spending so much on one center.”





Budget

$391,000 annually includes Plaza Visitor Center, and staffing at the Railyard, Convention Center, and Water Street locations. An additional $50,000 is spent on lease space for the Plaza location and misc. operating expenses.

The budget supports 7 information specialists and one supervisor. Because these 7 employees are union workers, there are no volunteers.

Funding

Lodging tax and some earned revenue from the Tourism Santa Fe website, visitor guide advertising, and use fees at the convention center. They are not a membership based structure, but an extension of Santa Fe.

The Convention Center and Railyard spaces have been in operation for 12 years, the Plaza for 8, and the Water Street location was added last year.

Visitors: Approximately 3 million annually visit the destination. 120,000 visitors annually are served at all of their locations combined. Santa Fe sees repeat visitation of 70%. They feel their visitation is highest amongst first time visitors and their data reflects that.

FLAGSTAFF, AZ

Visitor Center

Flagstaff operates Discover Flagstaff as the destination marketing organization for the City of Flagstaff.





Budget

$670,000 annually includes 6.15 personnel, and the Amtrak Train Station operations. They also operate a snow play hotline seasonally.

They sell an estimated $364,000 in retail in the center annually.

Funding

Discover Flagstaff is charged with administering tourism programs for the City of Flagstaff and receives an allocation of 30 percent of the BBB tax collected.

Visitors: Approximately 5 million annually visit the destination. 125,000 visitors were served at the Center in the last fiscal year.

WILLIAMS, AZ

Visitor Center

The Williams Visitor Center is operated by the City of Williams. The Chamber of Commerce used to exist in Williams and staffed the center, rented the building, and handled destination marketing. The city ended the agreement nearly 8 years ago and the Chamber of Commerce closed its doors 3 months later.





Budget

$368,000 annually includes 3 full-time and 4 part-time employees.

They sell an estimated $137,000 in retail in the center annually.

The city owns the historic building they use for the center.

Funding

The City of Williams invests a portion of the BBB tax for the center and destination marketing each year. They recently voted to increase the lodging tax from 4.5% to 5.5% beginning April 1, to invest in infrastructure for the destination.

Visitors: Approximately 1.5 million annually visit the destination. 100,000 visitors served at the center in 2022, decreased visitation to nearly 80,000 last calendar year.

COTTONWOOD, AZ

Visitor Center

The Cottonwood Chamber of Commerce had been the official DMO until a change was made 4 years ago. Funding at a level of $280,000 was switched to a creation of a DMO for the City of Cottonwood and an investment for the visitor centers for the Chamber of Commerce.





Budget

$95,000 annually to help with expenses at the 2 visitor centers. The Chamber of Commerce has 3 full time employees, and approximately 15 volunteers.

Funding

The City of Cottonwood leases the Old Town space to the Chamber for $1 per year. The funds to help with the maintenance of the centers comes from the bed tax.

The City of Cottonwood invests approximately $480,000 in destination marketing each year, aside from the $95,000 investment for the visitor centers.

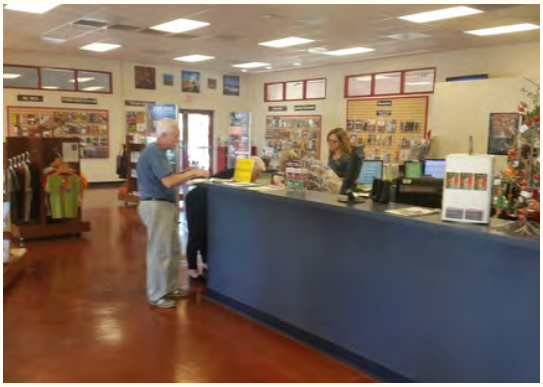
Visitors: Approximately 1-1.75 million annually visit the destination. 10,000 visitors were served at the centers in the last calendar year.

TUCSON, AZ

Visitor Center

Pima County Attractions & Tourism partners with Visit Tucson to operate the Center. Ms. Vanessa Cabrera, VP of strategic initiatives shared that they help with staffing and Pima County runs and owns the gift shop.





Budget

$1,291,557 annually, with 5 full-time, 8 part-time team members and 40+ volunteers. 2022 was the first year of operation in the space.

Funding

Generated from bed tax from Pima County. Visit Tucson assists with 2 full time employees, and the county covers the rest. Catherine Campbell is the deputy director of Pima County Attractions and Tourism.

Visitors: Approximately 4.9 million annually visit Tucson. 33,000 visitors were served at the center during its first year of operation in 2022.

SEDONA
CHAMBER OF COMMERCE
& TOURISM BUREAU

February 15, 2024

Karen Osburn
City Manager, City of Sedona
RE: SCC&TB Quarterly Report for the Uptown Visitor Center

Following is KPI data for the Uptown Visitor Center for October through December 2023. Visitor Center visitor satisfaction survey results and financial information for the six months ended 12/31/23 are attached. The October volunteer recognition event and audit procedures are discussed.

We are happy to answer any questions you may have. Thank you for our partnership.

Key Performance Indicators				
	October	**YTD**	**Annual Goal**	**% of Target**
Visitors assisted in-person	14,820	43,473	150,000	29%
Visitors assisted electronically or telephonically	512	1,846	7,500	25%
	November	**YTD**	**Annual Goal**	**% of Target**
Visitors assisted in-person	11,728	55,201	150,000	37%
Visitors assisted electronically or telephonically	386	2,232	7,500	30%
	December	**YTD**	**Annual Goal**	**% of Target**
Visitors assisted in-person	9,008	64,209	150,000	43%
Visitors assisted electronically or telephonically	529	2,761	7,500	37%

We are pacing behind where we should be for Q2 YTD (50% of annual goal): 43% of our goal for walk-in assistance and 37% of our goal for email/phone assistance.

Visitor Center visitor satisfaction information is sent each month to the City Manager as the survey results are finalized. The monthly survey results for July through October are attached.

Also attached is a summary of the monthly city funding invoices for the six months ended 12/31/23. The summary compares the invoiced amounts to the FY24 operating budget amounts. In total, invoiced amounts represent 33% of the annual budgeted amounts. The summary includes explanatory comments for under budget line items.

Volunteer Recognition Event
The Sedona Chamber of Commerce recognized their amazing volunteers at Crescent Moon Ranch on Sunday, October 22nd. The staff and volunteers enjoyed a beautiful autumn day with lively conversation and iconic views. Colt Grill catered the event with delicious BBQ and luscious desserts. Tyler Carson, Fiddler on the Rock, performed a mini acoustic style session. Theo Andrusyszyn provided expert photography and an amazing video with Tyler's music as the soundtrack.

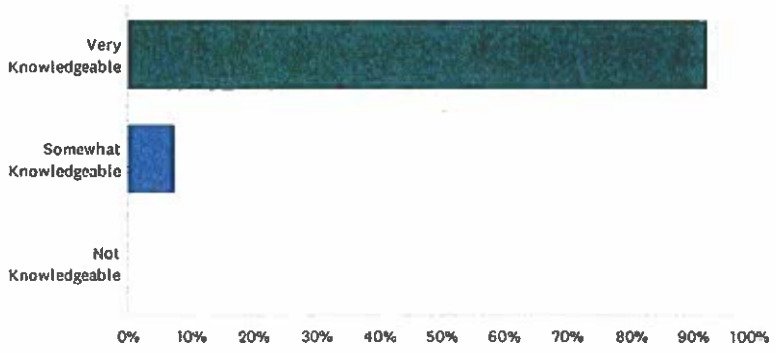
Auditing
In October, Karen and Gary discussed obtaining a cost estimate for a CPA to perform agreed upon procedures to verify the accuracy and reasonableness of the monthly bed tax invoices submitted by the Chamber to the City. Now that the CPA work for the Chamber's fiscal year 6/30/23 is completed, Gary will address this with the Chamber's CPA.

Visitor Center City Funding - Six months ended 12/31/23

	Monthly Invoices for City Funding		Vs. Budget		
		6 Mos Ended 12/31/23	FY 6/30/24 Budget	% of Budget	Comment
1	Building & Grounds Maintenance	18,001	60,000	30%	Didn't increase restroom cleaning to twice a day, restroom plumbing repairs down, didn't add exterior security camera
2	Commercial Package Insurance	1,342	2,500	54%	
3	Equipment Lease	2,003	5,000	40%	Copier lease ended in October, not renewed
4	Mortgage Interest	5,298	10,000	53%	
5	Real Estate Tax	1,466	3,000	49%	
6	Storage & Handling	2,172	5,000	43%	Consolidated storage units in November
7	Utilities	6,501	15,000	43%	
8	Furniture & Equipment	0	1,000	0%	
9	Computer & IT	3,061	6,000	51%	
10	Dues	100	0		Arizona Office of Tourism fee
11	Human Resources	782	2,000	39%	Reduced payroll processing costs in January
12	Staff Development	1,396	5,000	28%	
13	Volunteer Recognition & Dev.	6,847	30,000	23%	Picnic instead of banquet dinner
14	Supplies	2,014	11,000	18%	
15	Telephone/Data/ Internet/Cell	4,807	12,000	40%	Reduced telephone cost in December
16	Workers' Comp	235	500	47%	
17	Salaries	28,855	115,000	25%	1) Donna transferred to the admin office in August 2) Added two part time staff in Nov/Dec to make up most of Donna's hours.
18	Wages	56,011	115,000	49%	
19	Payroll Tax	6,391	18,000	36%	
20	SIMPLE IRA Contributions	1,213	5,000	24%	
21	Group Insurance	4,666	16,000	29%	
22	Collateral - Counter Maps	0	24,000	0%	Plan to purchase 75,000 maps, estimated cost $7,000
23	Total bed tax funded expenses	153,162	461,000	33%	
24	15% administrative overhead fee	22,974	69,150		
25	Total bed tax funded expenses	176,137	530,150		
26	City of Sedona 80% portion	140,909	424,120	33%	

Q29 How knowledgeable was the staff member or volunteer who assisted you at the Visitor Center?

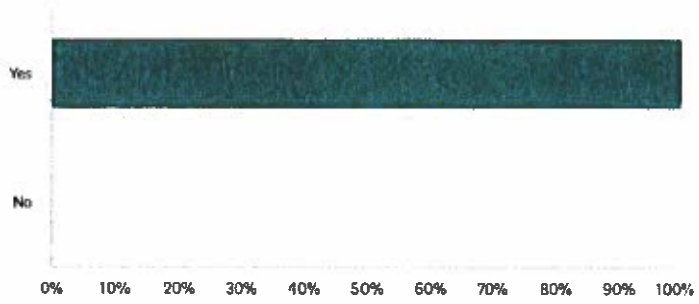
Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Very Knowledgeable	92.59%	25
Somewhat Knowledgeable	7.41%	2
Not Knowledgeable	0.00%	0
TOTAL		27

Q30 Was the staff member or volunteer polite and professional at the Visitor Center?

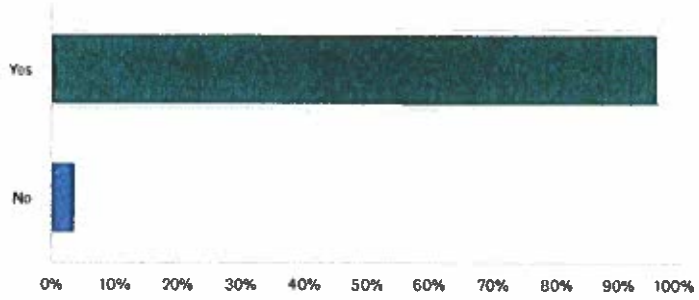
Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Yes	100.00%	27
No	0.00%	0
TOTAL		27

Q31 Will you stop by the Visitor Center again in a future trip to Sedona?

Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Yes	96.30%	26
No	3.70%	1
TOTAL		27

Q32 What did you like most about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 18 Skipped: 202

#	RESPONSES	DATE
1	They had good advice and had all the information packs we needed	10/25/2023 3:22 PM
2	Information available on all the various things to do, including "off the beaten path" suggestions by staff.	10/20/2023 6:59 AM
3	Great information and knowlegable volunteers	10/20/2023 5:05 AM
4	Different things to do	10/19/2023 2:37 PM
5	Answered questions about restaurants and scenic drives	10/19/2023 7:56 AM
6	Ideas	10/18/2023 2:04 AM
7	Very helpful people and lots of great ideas for activities	10/18/2023 5:38 PM
8	Friendly	10/18/2023 4:40 PM
9	Options for what to do	10/18/2023 4:22 PM
10	Maps and pamphlets	10/18/2023 3:35 PM
11	Restrooms!	10/18/2023 11:32 AM
12	The friendliness of the staff	10/18/2023 11:30 AM
13	Information	10/18/2023 9:58 AM
14	Amount of information on the area available,	10/18/2023 9:52 AM
15	Maps	10/18/2023 9:51 AM
16	Maps and brochures	10/18/2023 9:34 AM
17	Friendly knowledgeable staff. Brochures	10/18/2023 9:31 AM
18	they helped map out day trips	10/18/2023 9:23 AM

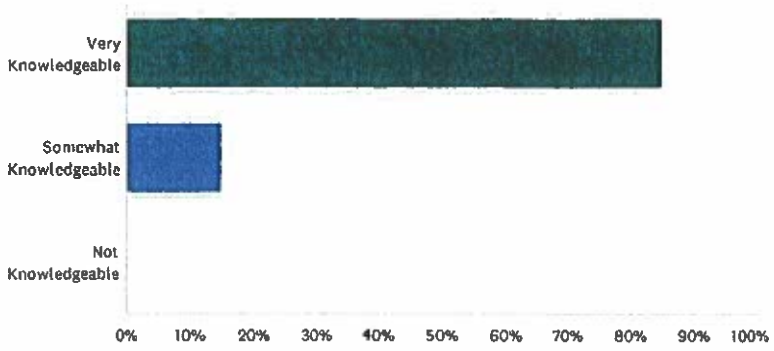
Q33 What did you like least about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 13 Skipped: 207

#	RESPONSES	DATE
1	Crowded	10/25/2023 3:22 PM
2	nothing	10/20/2023 6:59 AM
3	N/a	10/19/2023 2:37 PM
4	na	10/19/2023 2:04 AM
5	Nothing	10/18/2023 5:38 PM
6	nothing	10/18/2023 4:40 PM
7	Very small	10/18/2023 4:22 PM
8	nothing	10/18/2023 11:32 AM
9	It was very crowded when we visited-but actually that is a good thing!	10/18/2023 11:30 AM
10	Nothing	10/18/2023 9:58 AM
11	Nothing.	10/18/2023 9:52 AM
12	Nothing	10/18/2023 9:31 AM
13	none	10/18/2023 9:23 AM

Q29 How knowledgeable was the staff member or volunteer who assisted you at the Visitor Center?

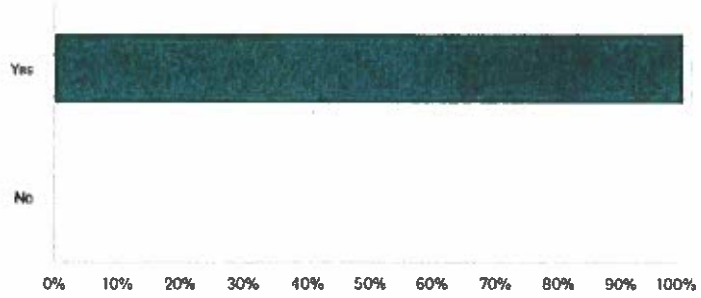
Answered: 20 Skipped: 102



ANSWER CHOICES	RESPONSES	
Very Knowledgeable	85.00%	17
Somewhat Knowledgeable	15.00%	3
Not Knowledgeable	0.00%	0
TOTAL		20

Q30 Was the staff member or volunteer polite and professional at the Visitor Center?

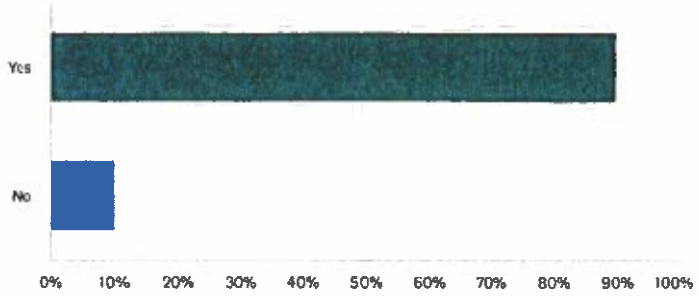
Answered: 20 Skipped: 102



ANSWER CHOICES	RESPONSES	
Yes	100.00%	20
No	0.00%	0
TOTAL		20

Q31 Will you stop by the Visitor Center again in a future trip to Sedona?

Answered: 20 Skipped: 102



ANSWER CHOICES	RESPONSES	
Yes	90.00%	18
No	10.00%	2
TOTAL		20

Q32 What did you like most about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 14 Skipped: 108

#	RESPONSES	DATE
1	Helpful people	11/17/2023 10:09 AM
2	very personable ... relatable	11/16/2023 4:24 PM
3	Brochures, maps and area attraction, shopping, food, information.	11/16/2023 12:38 PM
4	Availability of maps	11/16/2023 9:53 AM
5	The man we spoke to was extremely helpful in explaining the how to go see various sites and drew details on the map for us	11/15/2023 8:45 PM
6	It was convenient	11/15/2023 8:31 PM
7	Information received.	11/15/2023 7:07 PM
8	The lady I spoke with tried to be helpful.	11/15/2023 2:36 PM
9	Information avsilability	11/15/2023 12:43 PM
10	Getting info and brochures on restaurants and places to visit.	11/15/2023 11:50 AM
11	We got all the info we needed	11/15/2023 9:52 AM
12	Very friendly knowledgeable personnel	11/15/2023 9:50 AM
13	maps and brochures	11/15/2023 9:24 AM
14	Knowledge of the staff! They filled in the "juicy details". That made me want to come back- to see what I missed.	11/15/2023 9:19 AM

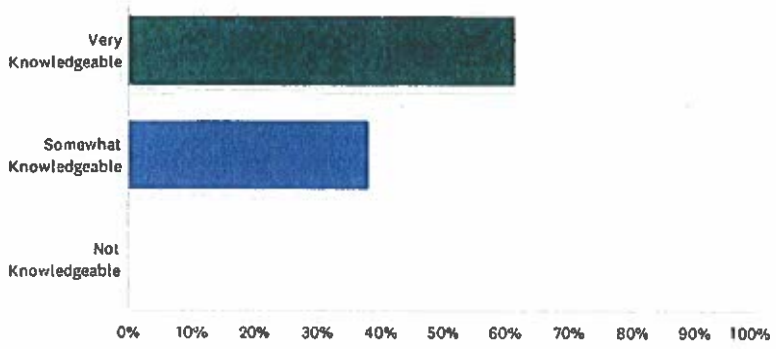
Q33 What did you like least about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 9 Skipped: 113

#	RESPONSES	DATE
1	na	11/16/2023 4:24 PM
2	Nothing	11/16/2023 9:53 AM
3	They sold me the wrong red rock pass(did not have the correct dates) and I had to go back and have it corrected.	11/15/2023 8:31 PM
4	Nothing.	11/15/2023 7:07 PM
5	Secret Seven Vistas maps and information are terrible. SECRET SEVEN WEBSITE FAILED TO LOAD! DUH!	11/15/2023 2:36 PM
6	It was hard to find a parking place.	11/15/2023 9:52 AM
7	Nothing	11/15/2023 9:50 AM
8	parking	11/15/2023 9:24 AM
9	Could have stayed longer if I knew what they offer before the tour. Was on my way out when I stopped by.	11/15/2023 9:19 AM

Q29 How knowledgeable was the staff member or volunteer who assisted you at the Visitor Center?

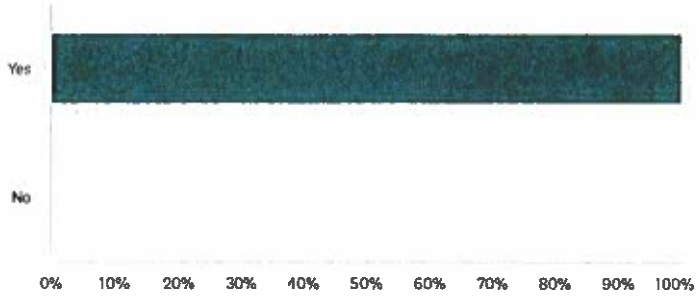
Answered: 13 Skipped: 123



ANSWER CHOICES	RESPONSES	
Very Knowledgeable	61.54%	8
Somewhat Knowledgeable	38.46%	5
Not Knowledgeable	0.00%	0
TOTAL		13

Q30 Was the staff member or volunteer polite and professional at the Visitor Center?

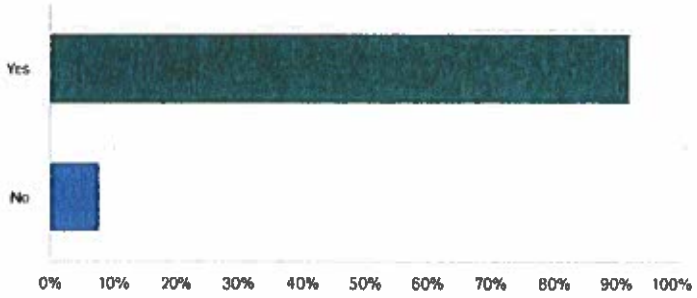
Answered: 13 Skipped: 123



ANSWER CHOICES	RESPONSES	
Yes	100.00%	13
No	0.00%	0
TOTAL		13

Q31 Will you stop by the Visitor Center again in a future trip to Sedona?

Answered: 13 Skipped: 123



ANSWER CHOICES	RESPONSES	
Yes	92.31%	12
No	7.69%	1
TOTAL		13

Q32 What did you like most about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 9 Skipped: 127

#	RESPONSES	DATE
1	Bathroom	12/25/2023 8:33 PM
2	They were happy to help	12/18/2023 10:53 PM
3	Professionalism, knowledge and willingness to assist	12/18/2023 10:25 PM
4	Very helpful	12/18/2023 7:12 PM
5	Maps, brochures, hiking info, souvenirs	12/18/2023 4:31 PM
6	The view is breathtaking.	12/18/2023 1:51 PM
7	Location	12/18/2023 11:00 AM
8	Free information available	12/18/2023 9:52 AM
9	brochures, maps, coupons	12/18/2023 9:32 AM

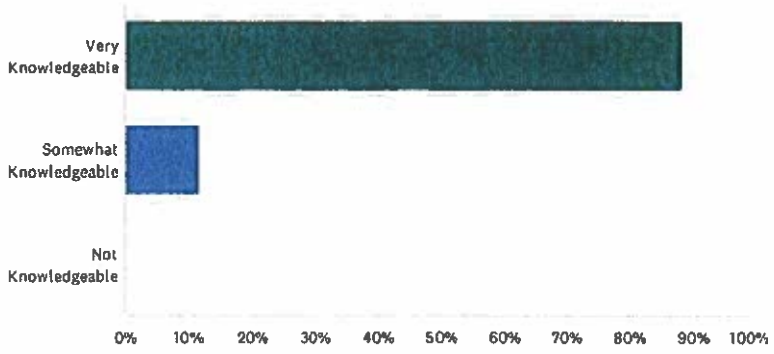
Q33 What did you like least about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 6 Skipped: 130

#	RESPONSES	DATE
1	Nothing	12/25/2023 8:33 PM
2	Wouldn't tell us where some of the secrets caves were.	12/18/2023 10:53 PM
3	N/A	12/18/2023 10:25 PM
4	Na	12/18/2023 4:31 PM
5	Nothing	12/18/2023 11:00 AM
6	They were fine	12/18/2023 9:32 AM

Q29 How knowledgeable was the staff member or volunteer who assisted you at the Visitor Center?

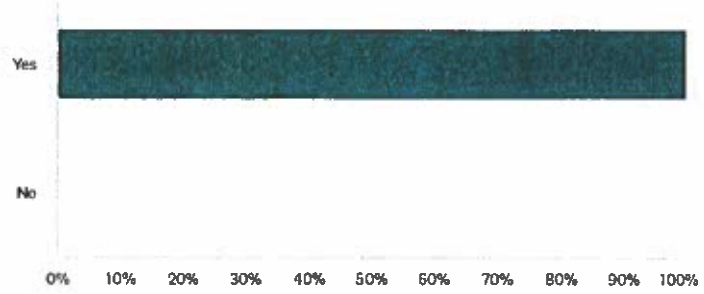
Answered: 17 Skipped: 145



ANSWER CHOICES	RESPONSES	
Very Knowledgeable	88.24%	15
Somewhat Knowledgeable	11.76%	2
Not Knowledgeable	0.00%	0
TOTAL		17

Q30 Was the staff member or volunteer polite and professional at the Visitor Center?

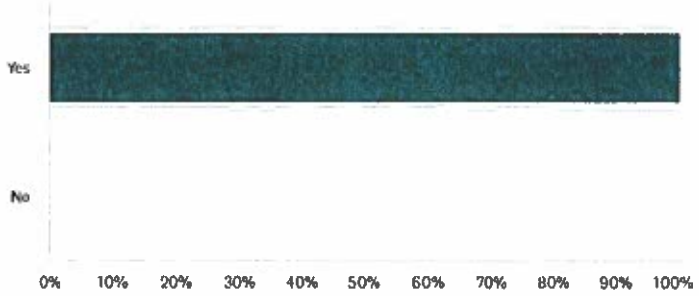
Answered: 17 Skipped: 145



ANSWER CHOICES	RESPONSES	
Yes	100.00%	17
No	0.00%	0
TOTAL		17

Q31 Will you stop by the Visitor Center again in a future trip to Sedona?

Answered: 17 Skipped: 145



ANSWER CHOICES	RESPONSES	
Yes	100.00%	17
No	0.00%	0
TOTAL		17

Q32 What did you like most about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 13 Skipped: 149

#	RESPONSES	DATE
1	get information	1/16/2024 10:00 AM
2	Parking tag and knowledgeable staff.	1/15/2024 3:44 PM
3	The superb suggestions from the wonderful volunteer. It was like talking to a friend.	1/15/2024 2:32 PM
4	Lots of info readily available	1/15/2024 11:18 AM
5	Quick inside info	1/15/2024 11:06 AM
6	I loved how the literature was organized and the interaction with the staff was so helpful and friendly but professional	1/15/2024 10:34 AM
7	Very friendly folks.	1/15/2024 9:52 AM
8	information to take with us	1/15/2024 9:45 AM
9	Was not open when we stopped by (5pm ish). Did appreciate brochures out front.	1/15/2024 9:44 AM
10	Knowledgeable staff	1/15/2024 9:44 AM
11	good info. nice friendly, helpful people	1/15/2024 9:30 AM
12	Helpful	1/15/2024 9:20 AM
13	Friendly staff with great information	1/15/2024 9:16 AM

Q33 What did you like least about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 11 Skipped: 151

#	RESPONSES	DATE
1	....	1/16/2024 10:00 AM
2	There was a bit of wait to get help but it was worth the wait.	1/16/2024 2:32 PM
3	Nothing comes to mind	1/15/2024 11:18 AM
4	All good	1/15/2024 11:06 AM
5	No downside at all.	1/15/2024 9:52 AM
6	nothing	1/15/2024 9:45 AM
7	Would have preferred open at least an hour later	1/15/2024 9:44 AM
8	Crouds	1/15/2024 9:44 AM
9	Parking was a little tricky, but not a big problem	1/15/2024 9:30 AM
10	Nothing	1/15/2024 9:20 AM
11	None	1/15/2024 9:16 AM

SEDONA
CHAMBER OF COMMERCE
& TOURISM BUREAU

November 20, 2023 (revised)

Karen Osburn
City Manager, City of Sedona
RE: SCC&TB Quarterly Report for the Uptown Visitor Center

Following is our Q1 report for the Uptown Visitor Center on 331 Forest Road reflecting July – September 2023 activity. As part of our contract, we have agreed to report the following Key Performance Indicators. We are also including activity highlights that illustrate the regular commitment made by our Visitor Center staff and volunteers to understand what our local businesses offer. I'm happy to answer any questions you may have. Thank you for our partnership.

Key Performance Indicators				
	July	**YTD**	**Annual Goal**	**% of Target**
Number of visitors assisted in-person	8,574	8,574	150,000	6%
Number of visitors assisted electronically or telephonically	405	405	7,500	5%
Visitor service satisfaction measured by online survey	See survey responses reflecting staff/volunteer knowledge and professionalism; likelihood of visitor's return to the VC; and, what was liked most/least about the VC.			
	August	**YTD**	**Annual Goal**	**% of Target**
Number of visitors assisted in-person	7,991	16,565	150,000	11%
Number of visitors assisted electronically or telephonically	372	777	7,500	10%
Visitor service satisfaction measured by online survey	See survey responses reflecting staff/volunteer knowledge and professionalism; likelihood of visitor's return to the VC; and, what was liked most/least about the VC.			
	September	**YTD**	**Annual Goal**	**% of Target**
Number of visitors assisted in-person	12,088	28,653	150,000	19%
Number of visitors assisted electronically or telephonically	557	1,334	7,500	18%
Visitor service satisfaction measured by online survey	See survey responses reflecting staff/volunteer knowledge and professionalism; likelihood of visitor's return to the VC; and, what was liked most/least about the VC.			

We are pacing just slightly behind where we should be for Q1 YTD (25% of annual goal): 19% of our goal for walk-in assistance and 18% of our goal for email/phone assistance.

Note that the Visitor Center visitor satisfaction measurement is obtained from a larger survey that analyzes visitors three months after they order the SCC&TB's visitor guide (three months assumes that the visitor has had time to visit Sedona). Due to this lag time, it was determined and agreed upon that the SCC&TB will send to the city of Sedona the visitor satisfaction data each month for timely assessment.

1st Quarter of FY24

TOP THREE DOMESTIC VISITORS BY STATE	TOP THREE INTERNATIONAL VISITORS BY COUNTRY
Arizona	Canada
California	Germany
Ohio	France

Volunteer FAM at Hillside Harmony Vortex Information Center

On August 8th, volunteers and staff members attended Basil & Elle's FAM Tour. We toured two spaces including a beautiful retail storefront space with metaphysical items, "Sedona Souvenirs". In that space, they also offer holistic aura readings. Then, they showed us a Vortex Visions film in their stunning theatre space with amethyst geodes and dramatic lighting. The theatre space can be rented. They also educated us on the upcoming Vortex Shuttle, and we took the Vortex online quiz.



Volunteer FAM with Sedona Jeep Tours

Volunteers and staff members were able to ride in three jeeps on the Red Rock Panoramic Tour. They experienced beautiful scenery, informative history, geology, and botanical information by the experienced, knowledgeable guides.

We really enjoyed this experience, and they are adding new jeep tours for every type of visitor. We can describe the Jeep tour experience more specifically and create more excitement when referring to our visitors.



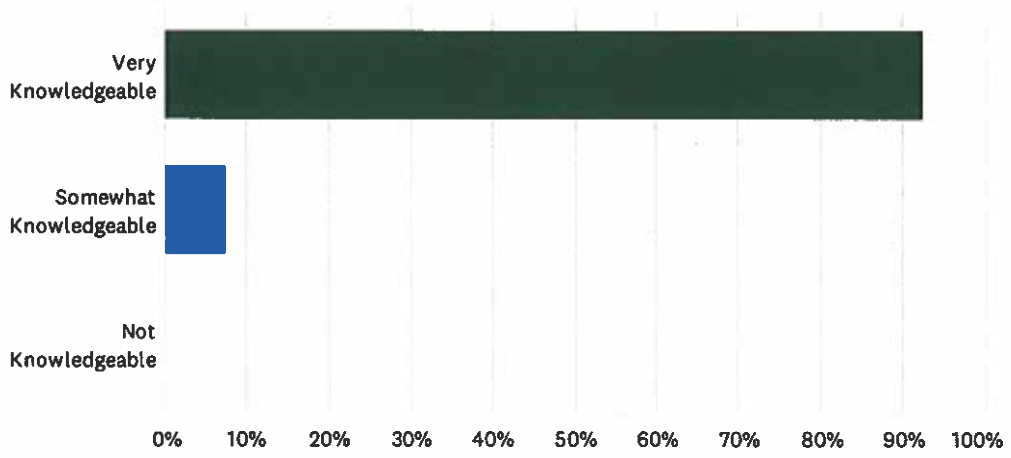
SMSA Psychic & Healing Mini-Fair for Chamber Volunteers at Peace Place

On September 19, volunteers and staff members attended the SMSA Psychic & Healing Mini-Fair for Chamber Volunteers at Peace Place. Those attending experienced: 15-Minute Readings, 15-Minute Massage & Healing Services, Vortex Profile (which sites would best serve them and/or visiting family member), and information from Spiritual & Yoga Tour Providers.



Q29 How knowledgeable was the staff member or volunteer who assisted you at the Visitor Center?

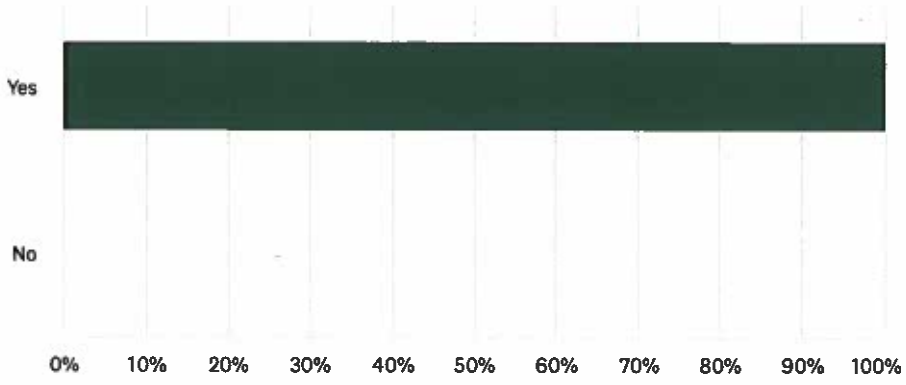
Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Very Knowledgeable	92.59%	25
Somewhat Knowledgeable	7.41%	2
Not Knowledgeable	0.00%	0
TOTAL		27

Q30 Was the staff member or volunteer polite and professional at the Visitor Center?

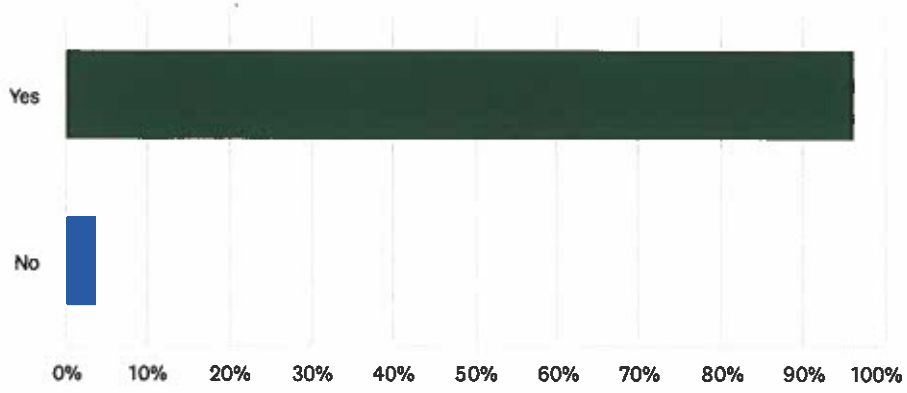
Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Yes	100.00%	27
No	0.00%	0
TOTAL		27

Q31 Will you stop by the Visitor Center again in a future trip to Sedona?

Answered: 27 Skipped: 193



ANSWER CHOICES	RESPONSES	
Yes	96.30%	26
No	3.70%	1
TOTAL		27

Q32 What did you like most about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 18 Skipped: 202

#	RESPONSES	DATE
1	They had good advice and had all the information packs we needed	10/25/2023 3:22 PM
2	Information available on all the various things to do, including "off the beaten path" suggestions by staff.	10/20/2023 6:59 AM
3	Great information and knowlegable volunteers	10/20/2023 5:05 AM
4	Different things to do	10/19/2023 2:37 PM
5	Answered questions about restaurants and scenic drives	10/19/2023 7:56 AM
6	ideas	10/19/2023 2:04 AM
7	Very helpful people and lots of great ideas for activities	10/18/2023 5:38 PM
8	Friendly	10/18/2023 4:40 PM
9	Options for what to do	10/18/2023 4:22 PM
10	Maps and pamphlets	10/18/2023 3:35 PM
11	Restrooms!	10/18/2023 11:32 AM
12	The friendliness of the staff	10/18/2023 11:30 AM
13	Information	10/18/2023 9:58 AM
14	Amount of information on the area available.	10/18/2023 9:52 AM
15	Maps	10/18/2023 9:51 AM
16	Maps and brochures	10/18/2023 9:34 AM
17	Friendly knowledgeable staff. Brochures	10/18/2023 9:31 AM
18	they helped map out day trips	10/18/2023 9:23 AM

Q33 What did you like least about your visit to the Visitor Center? Please write your answer in the box below.

Answered: 13 Skipped: 207

#	RESPONSES	DATE
1	Crowded	10/25/2023 3:22 PM
2	nothing	10/20/2023 6:59 AM
3	N/a	10/19/2023 2:37 PM
4	na	10/19/2023 2:04 AM
5	Nothing	10/18/2023 5:38 PM
6	nothing	10/18/2023 4:40 PM
7	Very small	10/18/2023 4:22 PM
8	nothing	10/18/2023 11:32 AM
9	It was very crowded when we visited-but actually that is a good thing!	10/18/2023 11:30 AM
10	Nothing	10/18/2023 9:58 AM
11	Nothing.	10/18/2023 9:52 AM
12	Nothing	10/18/2023 9:31 AM
13	none	10/18/2023 9:23 AM

City	Destination Visitor Volume	Annual Walk-in Visitors	Email & Phone	Paid Employees	Volunteers	FUNDING Bed Tax/City	FUNDING Membership	FUNDING Grants	FUNDING Other	Notes	CTC
Bisbee	Est 60-70,000	52,000	Don't Track	2 FT	1	X				Manually track visitors - This is a small community and they do not track or have total visitation numbers available.	Heather Andrews
Camp Verde				3 paid						VC is connected to heritage museum/ Gerry called with limited info and I left a message for Crisi	Crisi Clark
Chino Valley		2,920	Don't track	1 FT	1	X				They get $20,000 per quarter from city. Very small VC	Annie Perkins
Cottonwood	not available	7,258	1,100	3	15	X		X		Low Tech - Face to face, 2 offices. Heather Hermen handles marketing for Cottonwood. Requested total visitation numbers. Waiting to hear back	Andrea Schultz
Flagstaff	5.5 M	125,754	E-200 P 12,600	4 FT 3 PT	0	X				Only bed tax and gift shop revenue for funding. No plans to move into the digital world. They like the face to face.	Jessica Johnson
Grand Canyon	4.7 M									Cannot get ahold of anyone who know VC numbers	
Kingman	1.2 overnight 4.8 M	173,137	Not available	1 FT/7 PT paid staff	0	X			X	Kingman's VC is on Route66 and is the #1 stopping point on route 66 for visitors. 55% of their funding is through their gift shop 45% is through Bed Tax	Josh Noble
Lake Havasu										LMVM 02/28/24	
Page	5.2 M to Glen Canyon National Rec Area	16,722	4,366	4	6			X	X	No funding from bed tax or membership. Only through gift shop sales , tour sales and grants. 1838 of the registered calls were for Wave bookings.	Judy Franz
Phoenix	19.5M	16,500	30,000	3	0	X	X <1%>	X		No Brick/Mortar, office adj to Conv Center 250k visitors attending conv. They use Mobile Kiosks, Chatbots, trip planner apps	Sarai Case
Prescott	emailed request	30,000		1	35	X		X		AOT Grant $25,000	Sheri Heiney
Salt River	Not tracked	600	yes/no # given	1 FT	0	X				100% funded through SRPMIC (Salt River Pima Maricopa Indian Community) - through property/casino taxes	Rebecca Thomas & Maleena Deer
Scottsdale	10.8 M	7,124	3,157	1 PT	0	X	X <1%>	X		Phone/Email not tracked. Number here represents online visits. AOT Grants, uses the term Experience Centers	Adam Haught
Sedona	3.2 M avg 2014-2022	138,098	5,976	3 FT 7 PT	32	X					Michelle Kostecki
Show Low										LMVM 02/28/24	
Sierra Vista		4,986		3	1	X				Chamber reports to the city but it's a very small operation. Amy did not know the total visitation to the area. No technology on site	Amy
Tombstone	will call back	will call back	no tracking	6	0	X		X		They track visitors by a sign-in book that gets manually counted and a report is generated per month. They have 2 buildings/ Boothill and the VC. Boothill has gift shop revenue	Terry Smith - Mgr
Tucson	4.9 M	31,648	11,916	1 F/T Staff 2 Part time paid staff	25-30	X				Southern AZ Visitor & Heritage Center bldg is owned by Pima County. They do not have monthly rent payments. Total Visitation for Southern AZ Pima County 5.8M of which Tucson pull 4.9M. They have 2 touch screens, a video gallery and a tool that creataes itineraries. All technology maintained by Pima county through bed tax	Vanessa Cabrera-VP of Strategic Initiatives
Williams		7,994	Email/No Phone/ 2234 calls	2 FT/3 PT Paid Staff	0	X				Heather Hermen handles the marketing for Williams. Waiting to hear back about total visitation	Julie Dean-Ops Mgr

	FY25 Proposed Visitor Center Budget - Expense Detail			
		FY24 Budget	**FY24 Projection**	**FY25 Budget**
1	Salaries	115,000	54,600	53,000
2	Wages	115,000	133,600	152,000
3	Payroll Taxes	18,000	14,400	16,000
4	Group Insurance	16,000	9,400	9,100
5	SIMPLE IRA Contributions	5,000	3,000	3,500
6	Workers' Comp	500	700	700
7	Volunteer Recognition	30,000	12,000	12,000
8	Staff Development	5,000	2,500	3,000
9	**Employee & Volunteer**	**304,500**	**230,200**	**249,300**
10	Public Restrooms Bldg Maintenance	35,000	20,000	21,000
11	Public Restrooms Utilities	10,000	8,600	9,200
12	**Public Restrooms**	**45,000**	**28,600**	**30,200**
13	Visitor Center Bldg & Grounds Maint	25,000	20,000	20,000
14	Visitor Center Utilities	5,000	4,400	4,700
15	Equipment Lease	5,000	2,000	0
16	Storage & Handling	5,000	3,400	2,500
17	Property Tax, License	3,000	2,900	3,100
18	Commercial Package Insurance	2,500	2,600	2,900
19	Furniture /Equipment	1,000	0	1,000
20	**Visitor Center Occupancy**	**46,500**	**35,300**	**34,200**
21	**Collateral (11x17 counter maps)**	**24,000**	**8,500**	**15,000**
22	Computer & IT	6,000	5,200	6,000
23	Supplies	11,000	4,000	6,000
24	Telephone/Data/ Internet/Cell	12,000	6,600	3,600
25	Human Resources	2,000	1,300	1,000
26	Dues	0	100	100
27	**Other**	**31,000**	**17,200**	**16,700**
28	**Mortgage Interest Allocation**	**10,000**	**10,600**	
29	**Building Value Allocation (25%)**			**25,500**
30	**Total Expense**	**461,000**	**330,400**	**370,900**

VISITOR SERVICES AGREEMENT

THIS VISITOR SERVICES AGREEMENT ("Agreement") is entered into by and between the Sedona Chamber of Commerce, Inc., an Arizona nonprofit corporation, DBA Sedona Chamber of Commerce & Tourism Bureau ("SCC&TB") and the City of Sedona, an Arizona municipal corporation ("City"), this 21 day of August, 2023 to be effective on July 1, 2023.

RECITALS

WHEREAS, the SCC&TB will manage and administer the Visitor Center located at 331 Forest Rd, Sedona, AZ 86336, designed to educate and manage visitors for the benefit of the residents of the City and thereby contributing to the healthy Sedona economy and the City in general; and

WHEREAS, the City and SCC&TB desire to continue their longstanding partnership in operating the Visitor Center.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, the City and the SCC&TB do mutually agree as follows:

1. ADMINISTRATION

1.1. In carrying out the terms of this agreement, the SCC&TB agrees to continue to follow all of its bylaws which are also incorporated, by reference, into this agreement.

1.2. The SCC&TB shall continue to operate as a 501(c)(6) non-profit corporation.

1.3. The SCC&TB shall utilize an accounting system which will comply with generally accepted accounting principles. The SCC&TB shall establish and maintain a line item budget that identifies expenditures from all funding sources.

1.4. The City hereby designates the City Manager or his/her designee as the City's representative and Contract Administrator. The Contract Administrator shall work with the SCC&TB in coordinating the execution of this Agreement. Any reports and correspondence from the SCC&TB shall be channeled through the Contract Administrator.

2. SCOPE OF VISITOR SERVICES ACTIVITIES

Required Activities. SCC&TB shall perform the following Activities:

2.1 Visitor Services. The SCC&TB shall maintain, operate, and staff the Visitor Center and public restrooms at 331 Forest Road in Sedona and provide tourism information to tourists who enter, or potential visitors that call or email for information. The SCC&TB shall:

- Schedule and monitor all necessary services such as cleaning, computer maintenance, system upgrades, and grounds maintenance
- Operate no less than 57 hours per week except on weeks that include Thanksgiving and

Christmas Day, as the Center will be closed on those two holidays

- Adequately staff, manage and train all volunteers
- Manage and assist all walk-in visitors, phone calls and emails
- Educate visitors about sustainability principles (Leave No Trace, Recreate Responsibly)
- Educate visitors and businesses about the Sedona Shuttle and Verde Shuttle
- Communicate knowledge of all area trails, forest service, ways to experience Sedona, local businesses such as art galleries, restaurants and stores
- Share Sedona news, road closures, weather conditions and other timely information
- Showcase businesses through rack cards without restriction to membership.
- Provide space for advertising at 4 locations without restriction to membership.
- Provide referrals to all businesses without restriction to membership.
- Manage retail inventory and Red Rock Passes.
- Oversee, maintain, and organize all collateral materials including storage and delivery systems.

2.2 SCC&TB Shared Funding Requirement. SCC&TB shall be responsible for paying 20% of the expenditures required for the visitor services described in Section 2.1 and in accordance with the budget included as Exhibit A, and incorporated by this reference, and the City shall be responsible for paying the remaining 80% of expenditures required for the visitor services described in Section 2.1 and in accordance with the budget included as Exhibit A.

2.3 Performance Metrics. SCC&TB shall report quarterly on the performance of the Visitor Center including the following metrics, and all other agreed to metrics, which will be used as indicators of the effectiveness of programs and activities. Metrics should be tracked and reported by month to assess seasonal changes and influences:

- Number of visitors assisted in-person at the visitor center.
- Number of visitors assisted electronically or telephonically.
- Visitor service satisfaction measured by survey at the Visitor Center, and/or electronically.

2.4 Annual Audit and Financial Review. The SCC&TB shall have an independent CPA complete a full audit of its financial statements. The SCC&TB shall pay for all services rendered by the CPA. All reports and documentation (financial statements, compliance and management letters, internal control documentation and opinion letters) from the CPA shall be submitted to the City Manager one hundred eighty (180) days after the end of the fiscal year (June 30). With reasonable notice the City shall have the right to audit the books of the SCC&TB for the purpose of confirming the expenditures of City funds.

3. PAYMENT OF FUNDING

City Funding. City's payment of the visitor services funds shall be subject to the following: Subject to Section 2.2, the total amount of visitor services funds that City shall provide under this Agreement shall not exceed **$424,000.00** and shall be paid monthly based on the prior month's expenditures. SCC&TB shall provide monthly invoices with accompanying documentation of expenses no later than 30 days after month end for expenses incurred in that prior month and the City shall reimburse for 80% of the allowed itemized expenses provided on the monthly invoice. Payment of invoices shall be made within 30 days of receipt.

4. HOLD HARMLESS AND INSURANCE PROVISIONS

4.1. The SCC&TB agrees to defend and save harmless the City, its Mayor and Council, appointed boards and commissions, officials, officers, employees and insurance carriers, individually and collectively from all losses, claims, suits, demands, expenses, subrogation's, attorney's fees or actions of any kind and nature resulting from personal injury to any person (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of either (1) the SCC&TB' s performance of the terms of this contract, or (2) any of the SCC&TB' s acts or omissions.

4.2. The SCC&TB agrees to procure and maintain in force during the term of this Agreement, at its own cost, the following coverages as requested by City, either in the initial bid, or prior to commencement of particular tasks. The SCC&TB shall submit to City before any work is performed, certificates from the SCC&TB's insurance carriers indicating the presence of coverages and limits of liability as follows:

4.2.1. **Worker's Compensation Insurance:**

Coverage A: Statutory benefits as required by the Labor Code of the State of Arizona.

Coverage B: Employer's Liability

Bodily Injury by accident	$1,000,000 each accident
Bodily Injury by disease	$1,000,000 policy limit
Bodily Injury by disease	$1,000,000 each employee

4.2.2. **Commercial General or Business Liability Insurance** (Occurrence Form) with minimum combined single limits of ONE MILLION DOLLARS ($1,000,000.00) each occurrence and TWO MILLION DOLLARS ($2,000,000.00) general aggregate.

4.2.3. **Automobile Liability Insurance** with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS ($1,000,000.00) for any one occurrence, with respect to each of the SCC&TB's owned, hired or non-owned automobiles assigned to or used in performance of the Services. Certificate to reflect coverage for "Any Auto, All Owned, Scheduled, Hired or Non-Owned."

4.2.4. All policies shall provide primary coverage and waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to any person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay for the insurance premium directly or indirectly and whether or not the person or entity had an insurable interest in the property damaged.

4.2.5. The following policies shall include Additional Insured endorsements: Automobile Liability Insurance and Commercial General Liability.

5. TERM; TERMINATION

5.1. The term of this Agreement is from July 1, 2023 to June 30, 2024, subject to early termination as described below. Either party may terminate this Agreement at its convenience, without cause and without penalty, upon 60 days written notice to the other party. In the event of such early termination, the reimbursement provisions of

Paragraph 5.2 shall apply.

5.2. If a party defaults in the performance of any of the covenants, agreements, terms or conditions of this Agreement and such default is not cured within 30 days after notice of such default is given by the non-defaulting party, or such longer period as may be necessary provided the defaulting party has commenced curing within such 30 days and diligently pursues such curing to completion, the non-defaulting party shall have the right, at its option, to immediately terminate this Agreement, whereupon it shall have no further obligation or liability under this Agreement, or to seek full and adequate relief by injunction or other legal and equitable remedies (or all of the above). In the event of early termination of the city's contract with the SCC&TB, the city will reimburse the SCC&TB for all SCC&TB prepayments of contracted items, if any, and the SCC&TB will turn those items over to the city's representative.

6. MISCELLANEOUS

6.1. The SCC&TB agrees to comply with all Federal, State, and City laws or regulations applicable to the SCC&TB's business or services or to the performance of these services. SCC&TB shall spend transient bed tax revenue provided by the City solely on the operation of the Visitor Center in compliance with this Agreement.

6.2. Should a court of competent jurisdiction or any administrative agency with oversight authority determine that any part of this Agreement is contrary to established Federal, State and City laws applicable to the respective responsibilities of the Parties as described herein, this Agreement, and any part thereto that is in conflict with said laws, shall be modified upon mutual agreement of the Parties in order to bring the Agreement into full legal compliance.

6.3. The parties agree that the SCC&TB provides specialized services and enters this contract with the City of Sedona as an independent contractor. Nothing in this contract shall be construed to constitute the SCC&TB's, nor any of its personnel, volunteers, or directors, as agents, employees, or representative of the City. As an independent contractor, the SCC&TB is solely responsible for all labor and expenses in connection with this agreement and for any and all damages that may arise during the operation of this agreement.

6.4. The SCC&TB shall carry appropriate insurance and shall indemnify and hold the City and its officials, employees, and agents harmless from any and all claims, demands actions, and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorney's fees) or liability for damages for personal injury or property damage resulting from the acts of omissions of the SCC&TB's officers, directors, agents, employees, or volunteers, in connection with the agreement or in any way arising from the activities or services of the SCC&TB as set forth in this agreement. The SCC&TB shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release of visitor services funds.

6.5. Governing Law; Venue; Waiver of Jury Trial: This Agreement shall be governed by and enforced using the laws of the State of Arizona. The parties agree that any judicial action brought to enforce the terms or conditions of this Agreement shall be brought in a court of competent jurisdiction in Yavapai County, Arizona. Both parties hereby waive any right to a jury trial which they may otherwise have in the event of litigation arising out of this Agreement or the subject matter thereof and consent to a trial to the court.

7. SUPERSEDES PREVIOUS AGREEMENTS. This Agreement supersedes all prior agreements and understandings, oral, written and implied, between the parties hereto with respect to the subject matter hereof, including the Tourism Promotion & Visitor Services Agreement dated April 11, 2017, and the July 9, 2019 First Amendment to the Tourism Promotion & Visitor Services Agreement. All such prior agreements and understandings are hereby terminated and deemed of no further force or effect.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first given above.

Sedona Chamber of Commerce & Tourism Bureau, Inc., an Arizona non-profit corporation

By: _____

Its: Chairman of the Board

By: _____

Its: President & CEO

CITY OF SEDONA,
An Arizona municipal corporation

By: _____
Scott M. Jablow, Mayor

ATTEST:

_____
JoAnne Cook, City Clerk

APPROVED AS TO FORM:

_____
Kurt W. Christianson, City Attorney

Exhibit A: SCC&TB Forest Road Visitor Center FY24 Budget

	FY23 Budget	FY24 Budget	
Bldg. & Grounds Public Restrooms	16,700	35,000	Cleanings 2 x Daily/7 busy months, repair price increased
Utilities Public Restrooms	10,000	10,000	
Total Public Restroom	**26,700**	**45,000**	
Salaries	116,877	115,000	
Wages	123,000	115,000	
Health Insurance	16,555	16,000	
Payroll Taxes	17,679	18,000	
Simple IRA Contributions	2,673	5,000	
Workers Comp	650	500	
Staff Development	0	5,000	Staff appreciation (meals, recognition)
Staff Training	3,350	0	Eliminated GCOT & ESTO (industry conferences)
Volunteer Recognition & Development	30,650	30,000	
Bldg. & Grounds VC	15,300	25,000	Cost increases, outside cameras & monitoring
Property Tax	2,835	3,000	
Utilities VC	4,500	5,000	
Furniture/Fixtures	1,500	1,000	
Copier Lease	4,800	5,000	
Commercial Liability Insurance	2,200	2,500	
Mortgage Interest Allocation	10,000	10,000	
Phone Data Internet Cell	25,000	12,000	Eliminated toll free calls & POTS lines
Storage & Handling	3,900	5,000	
Supplies	10,000	11,000	
Collateral, Counter Maps	8,200	24,000	FY24 is for 11x17 flat maps (no advertisements)
Postage, Delivery & Fulfillment (ESG)	105,000	0	Not required
Computer Technology	5,250	6,000	
Accounting & Audit	3,740	0	Not allocated
HR Services	1,925	2,000	
Bank Service Charges	700	0	Not allocated
Total Visitor Center	**516,284**	**416,000**	
Total Public Restrooms & Visitor Center	542,984	461,000	
15% Administrative Overhead Fee	0	69,150	
Total	**542,984**	**530,150**	

SEDONA
CHAMBER OF COMMERCE
& TOURISM BUREAU

Uptown Sedona Visitor Center

CITY COUNCIL MEETING | MARCH 26, 2024

Agenda

- Visitor Center Services
- FY24 Status
- Arizona Visitor Centers
- FY25 Proposed Budget



Visitor Center Services

Sedona, Arizona

- Amazing Red Rocks
- Moderate Year-round Climate
- 400+ Miles of Hiking and Biking Trails
- World-Class Resorts
- Art Galleries and Shops
- Annual Festivals and Events
- Physical and Spiritual Renewal

Serving Visitors Since the 1960s





Visitor Center Staff & Volunteers

DEDICATED. VALUED. IRREPLACEABLE.



More than

6,493

Volunteer Hours Donated

Value = $206,495

FY23 – Based on the 2023 Value of Volunteer Time national report

Services Provided

JULY 1, 2023 – JUNE 30, 2024

- Visitor center building and restrooms located at 331 Forest Road and SR89A
- Scheduling and monitoring of all necessary services such as cleaning, computer maintenance, system upgrades, and grounds maintenance
- Operations 363 days a year – Closed Thanksgiving and Christmas Day
- Adequate staffing and management and training of all volunteers
- Management and assistance for all walk-in visitors, phone calls and emails
- Education for visitors of sustainability principles (Leave No Trace, Recreate Responsibly)
- Education about the Sedona Shuttle and Verde Shuttle
- Knowledge on all area trails, forest service, ways to experience Sedona, local businesses such as art galleries, restaurants and stores
- Sedona news, road closures, weather conditions and other timely information
- RACK CARDS: Showcase businesses through rack cards (not restricted to membership)
- POSTERS: Space for advertising (4 locations) is available (not restricted to membership)
- REFERRALS: Referrals made each week to all businesses (not restricted to membership)
- Management of retail inventory and Red Rock Passes
- Oversight, maintenance and organization of all collateral materials including storage and delivery systems

Local Influence

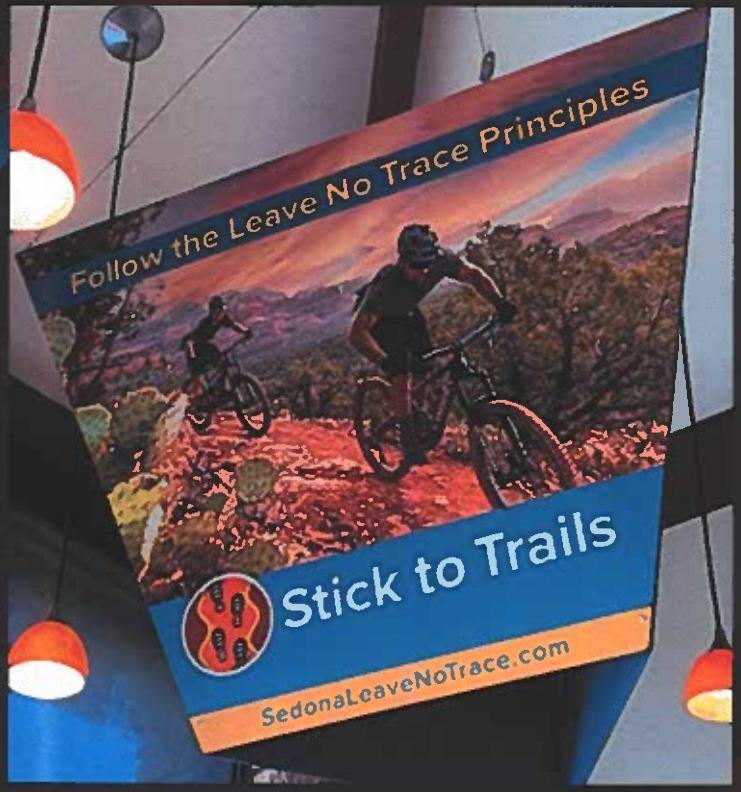
WHO BETTER TO ASK VISITORS TO ACT LIKE A LOCAL, THAN A LOCAL?

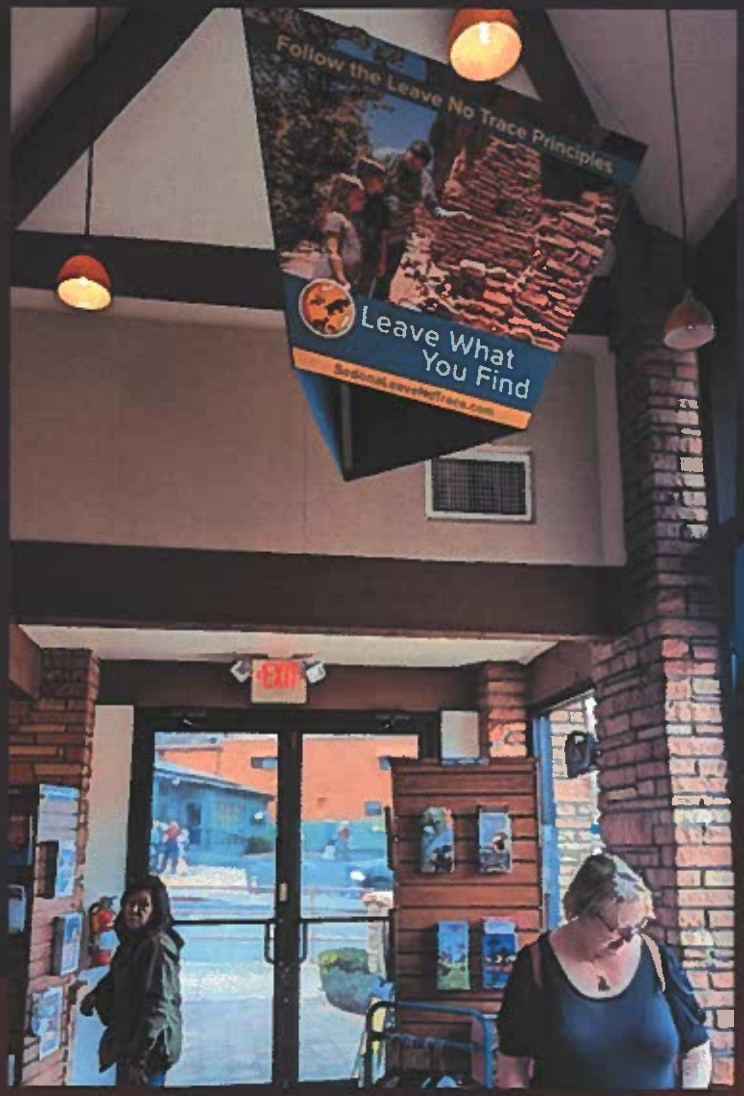




Visitor Education

HIGHLIGHTING SEDONA'S SUSTAINABILITY VALUES





The Golden Rule of Tourism

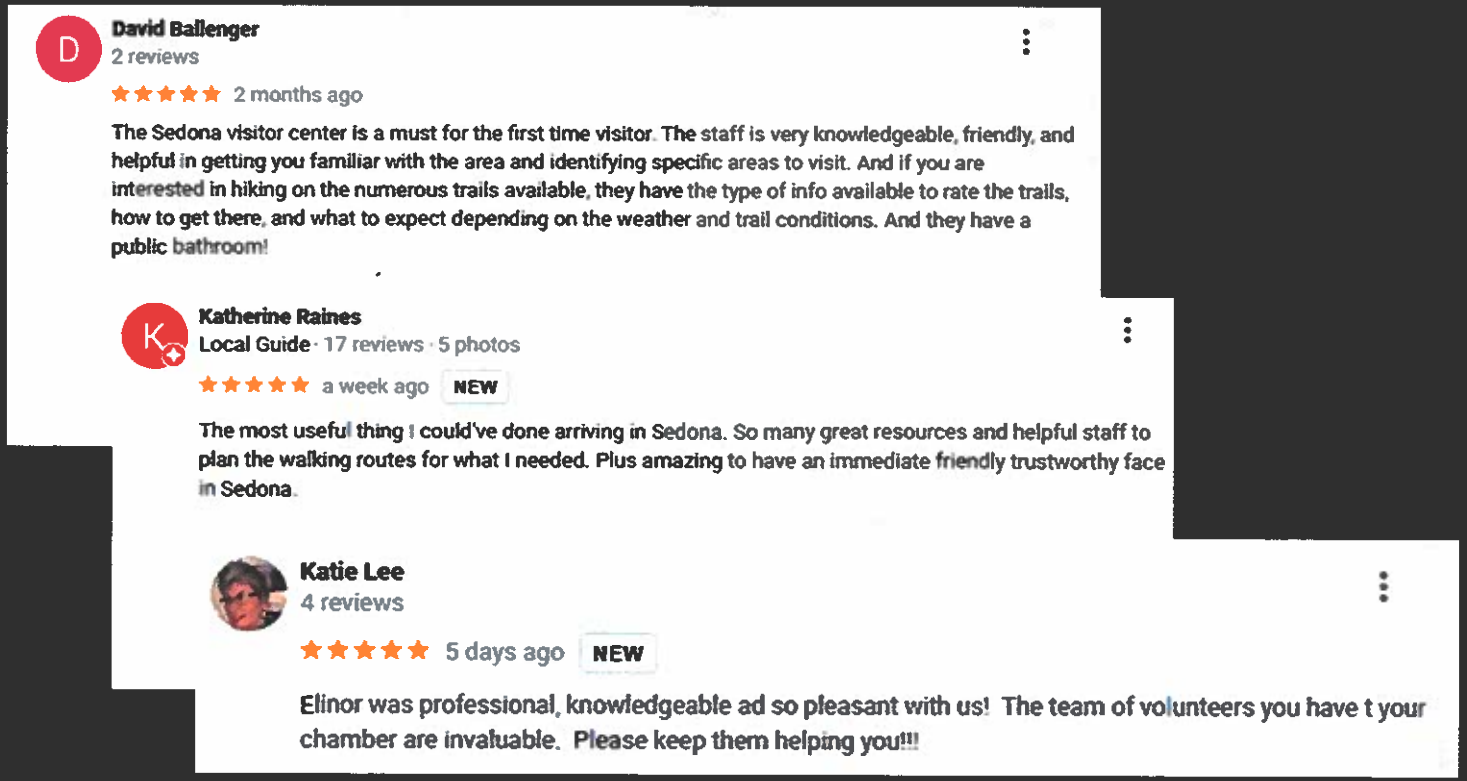
TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED





Reviews

BEST CUSTOMER SERVICE AND RESOURCE FOR VISITORS AND RESIDENTS



David Ballenger
2 reviews

★★★★★ 2 months ago

The Sedona visitor center is a must for the first time visitor. The staff is very knowledgeable, friendly, and helpful in getting you familiar with the area and identifying specific areas to visit. And if you are interested in hiking on the numerous trails available, they have the type of info available to rate the trails, how to get there, and what to expect depending on the weather and trail conditions. And they have a public bathroom!

Katherine Raines
Local Guide · 17 reviews · 5 photos

★★★★★ a week ago NEW

The most useful thing I could've done arriving in Sedona. So many great resources and helpful staff to plan the walking routes for what I needed. Plus amazing to have an immediate friendly trustworthy face in Sedona.

Katie Lee
4 reviews

★★★★★ 5 days ago NEW

Elinor was professional, knowledgeable ad so pleasant with us! The team of volunteers you have t your chamber are invaluable. Please keep them helping you!!!

Industry Best Practices

DO WHAT WORKS BEST FOR **YOUR** DESTINATION AND ITS VISITORS





FY24 Status

FY24 Walk-In Traffic

A CURRENT SNAPSHOT

- Steadily recovering from Covid numbers.
- Change in walk-in counting method from pre-Covid to present day.
- 8% increase from January 2023 to January 2024.
- 10% increase from February 2023 to February 2024.
- February average daily walk-in counts in the 500's.
- Visitor Center and local businesses noted an 'early Spring Break' first half of February
- March walk-ins averaging 600 visitors per day.
- Through March 12, the Visitor Center has assisted nearly 7,200 visitors!

FY24 KPIs

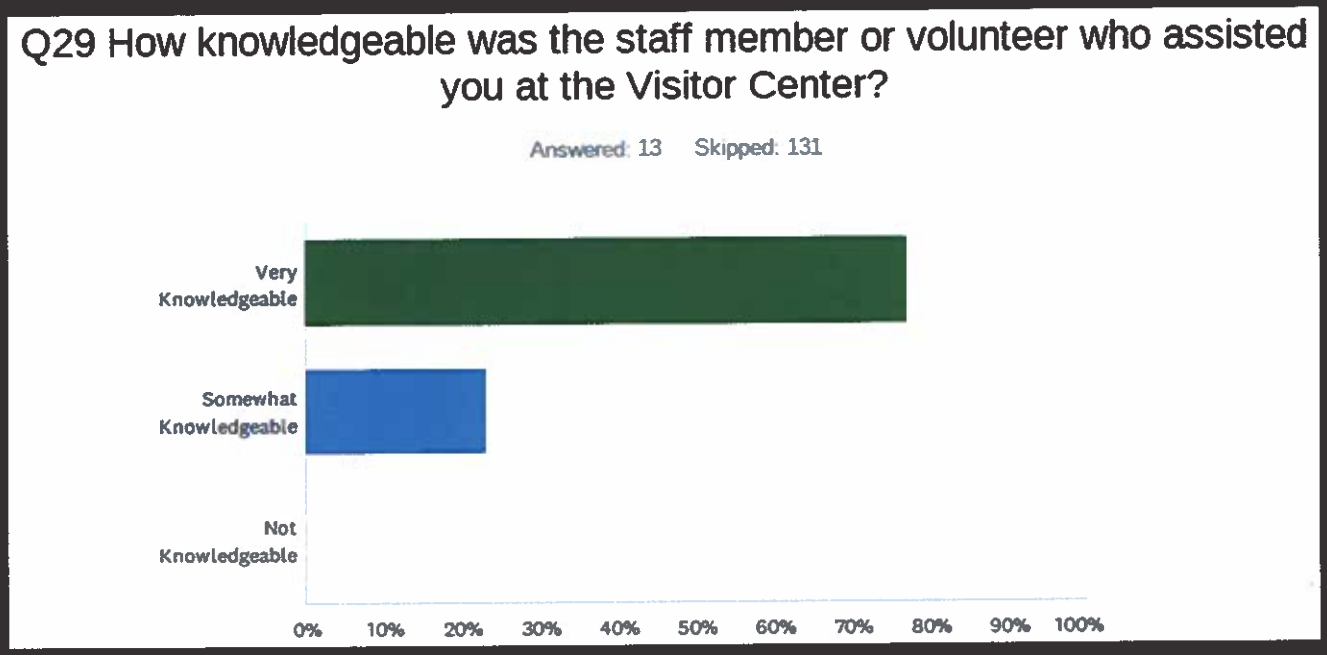
KEY PERFORMANCE INDICATORS THRU FEBRUARY 2024

	February 2024	YTD (Jul 2023 – Feb 2024)	Annual Goal	% of Target
Manage and Assist 150,000 Walk-ins	11,189	84,755	150,000	57%
Manage and Assist 7,500 Visitor Inquiries (via phone, email)	657	4,036	7,500	54%

FY24 KPIs

KEY PERFORMANCE INDICATORS THRU FEBRUARY 2024

Visitor Center Assessment
Visitor Survey from November 2023 ESG Orders



FY25 KPIs

KEY PERFORMANCE INDICATOR TO CHANGE

- Experience Sedona Guides are no longer being distributed as of April 1.
- Need new method to survey visitor satisfaction of Visitor Center experience.
- Recommendations to Investigate:
  - QR code directing user to short survey
  - Guest book at Visitor Center
  - Survey inclusion in SCC&TB Consumer eNewsletter

Arizona Visitor Centers

City/Town	Destination Visitor Volume	Annual Walk-in Visitors	Email & Phone	Paid Employees	Volunteers	FUNDING Bed Tax/City	FUNDING Membership	FUNDING Grants	FUNDING Other
Bisbee	Est 60-70,000	52,000	Do Not Track	2 FT	1	X			
Camp Verde				3					
Chino Valley		2,920	Do Not Track	1 FT	1	X			
Cottonwood	Not Available	7,258	1,100	3	15	X		X	
Flagstaff	5.5 M	125,754	E:200 P:12,600	4 FT & 3 PT	0	X			
Grand Canyon	4.7 M								
Kingman	1.2 overnight 4.8 M	173,137	Not Available	1 FT & 7 PT	0	X			X
Lake Havasu									
Page	5.2 M to Glen Canyon National Rec Area	16,722	4,366	4	6			X	X
Phoenix	19.5M	16,500	30,000	3	0	X	X <1%>	X	
Prescott		30,000		1	35	X		X	
Salt River	Do Not Track	600	yes/no # given	1 FT	0	X			
Scottsdale	10.8 M	7,124	3,157	1 PT	0	X	X <1%>	X	
Sedona	3.2 M avg 2014-2022	138,098	5,976	3 FT 7 PT	32	X			
Show Low									
Sierra Vista		4,986		3	1	X			
Tombstone			Do Not Track	6	0	X		X	
Tucson	4.9 M	31,648	11,916	1 FT & 2 PT	25-30	X			
Williams		7,994	Email/No Phone/ 2234 calls	2 FT & 3 PT	0	X			

FY25 Proposed Budget

FY25 Proposed Visitor Center Budget

	Category	Description	FY24 Budget	FY24 Projection	FY25 Budget
1	Employee & Volunteer	Salary, wages, benefits, volunteer & staff recognition	304,500	230,200	249,300
2	Public Restrooms	Maintenance & repairs, supplies, utilities	45,000	28,600	30,200
3	Visitor Center Occupancy	Bldg & grounds maintenance & repairs, utilities, copier, storage, real estate tax, insurance	46,500	35,300	34,200
4	Collateral	11X17 counter maps	24,000	8,500	15,000
5	Other	Computer & IT, supplies, phone, data lines, Internet	31,000	17,200	16,700
6	Mortgage Interest Allocation		10,000	10,600	
7	Building Value Allocation (25%)	February 2024 appraisal			25,500
8	Total Expense		461,000	330,400	370,900
9	**City Funding** = Total expense plus 15% management fee, allocated 80/20 City/Chamber		424,120	303,968	**341,228**


Thank You!

CITY COUNCIL AGENDA BILL

AB 3027
April 9, 2024
Regular Business

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

Department	City Manager
Time to Present	15 Minutes
Total Time for Item	30 Minutes
Other Council Meetings	Jan. 23, 2024; Feb. 13, 2024; Feb. 28, 2024; Mar. 12, 2024 Mar. 26, 2024
Exhibits	None

Finance Approval	Reviewed 4/1/24 CRW
City Attorney Approval	Reviewed 4/1/24 KWC
City Manager's Recommendation	For discussion and direction only.

Expenditure Required	
$	N/A
Amount Budgeted	
$	N/A
Account No. (Description)	N/A

SUMMARY STATEMENT

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

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

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

Board/Commission Recommendation: ☐Applicable - ☒Not Applicable

Alternative(s): None

MOTION

I move to: For presentation and direction purposes only.