



Sierra Vista City Council  
Work Session Minutes  
October 6, 2020

1. Call to order

Mayor Mueller called the October 6, 2020 City Council Work Session to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – absent  
Council Member Gwen Calhoun – present  
Council Member Sarah Pacheco – present  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Adam Thrasher, Police Chief  
Jon Kosmider, Deputy Police Chief  
Matt McLachlan, Community Development Director  
Laura Wilson, Leisure and Library Services Director  
Sharon Flissar, Public Works Director  
Tony Boone, Economic Development Manager  
Jennifer Osburn, Budget Officer  
Adam Curtis, PIO  
Linda Jones, Transit Administrator  
Jill Adams, City Clerk

2. Presentation and Discussion:

A. October 8, 2020 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for October 6, 2020 starts at 5:00 p.m. with roll call, invocation, Pledge of Allegiance, the acceptance of the agenda, presentation by the Commission on Disability Issues to Sierra Toyota and a proclamation declaring the month of October as Fire Prevention. There were no changes made to the agenda.

In response to Mayor Mueller, Mr. Potucek stated that he will report on the Joint Powers Authority for SEACOM Meeting and a couple of procurement items on Thursday, October 8, 2020.

Item 2.1 Approval of the City Council Regular Meeting Minutes of September 10, 2020 – There were no amendments.

Item 2.2 Approval of the City Council Special Meeting Minutes of September 22, 2020 – There were no amendments.

Item 2.3 Resolution 2020-058, Re-appointing Barbara Fleming and Gary Smith to the Sierra Vista Police and Fire Pension Boards, said terms to expire August 1, 2024 – Council Member Umphrey requested an application for Gary Smith because she was not present since the last time that he was appointed.

Council Member Calhoun asked about the length of time that Ms. Fleming and Mr. Smith have served on the Police and Fire Pension Boards. Mayor Mueller stated that the forthcoming application will provide her with an idea of the length of time. If not, that information will be provided by Ms. Adams.

Council Member Calhoun asked how the public is made aware that the civilian position is available. She also asked if Ms. Fleming also considered a civilian. Mayor Mueller stated that Ms. Fleming is administrative. Mr. Potucek stated that since the boards deal with the retirement system, the City has always had the Human Resources Manager as a member of the boards to assist. Mayor Mueller noted that the technical expertise is needed.

Council Member Calhoun asked if Ms. Fleming could serve as a consultant or advisor to the boards and provide civilians have an opportunity. Mayor Mueller stated that it is not the way that the boards are currently set up, but it can happen.

Council Member Calhoun stated that these appointments have been done a couple of times and it occurred to her, with the City's new engagement efforts, that perhaps there is room for others. Mayor Mueller noted that this board deals with police pensions, which does not draw a lot of interest.

Council Member Calhoun asked if anything can be done to change this. Mayor Mueller stated that not before Thursday, October 8, 2020.

In response to Mayor Mueller, Ms. Adams stated that the next time that terms expire that they are posted, but it is just the two out of four/five because most of the terms are filled by law enforcement or fire, depending on the board.

Mayor Mueller noted that he sits as the chair on these boards and there is not a whole lot of room. Ms. Adams stated that they only meet periodically when needed and there is no schedule which is sometimes problematic for having a citizen volunteer.

Council Member Calhoun stated that she is looking at post retirement positions.

Item 2.4 Resolution 2020-059, Release of Improvement Security for Retreat Phase 2, Lots 64-69, 91-141 – there was no discussion.

Item 3 Resolution 2020-060, Approval of 2020 Title VI Nondiscrimination Plan for the City of Sierra Vista / Vista Transit – Ms. Adams stated that this is a tri-annual renewal of the City of Sierra Vista and Vista Transit's Nondiscrimination Plan. As a federal grant recipient, the Federal

Transportation Administration and the Department of Transportation require that the City have in place this plan that is basically a statement of policy that the City will follow and abide by all of the Title VI Nondiscrimination Laws. The rest is all the backup as to how the City will deal with it as far as public engagement, complaint processes, and there are very few changes to the 2017 document. It has been streamlined and the route timing has been updated in the middle of the section to reflect the current routes.

The intent of the document has not changed and will not change because it is federal law, and the City follows it, and the City has not received a complaint in four years. This is in place to hopefully ward off any complaints.

Council Member Calhoun asked if there is civilian committee hearing/discussion about the Plan. Ms. Adams stated that the Plan is approved by the governing body, City Council. In the past it was run by the Transportation Committee, but due to COVID that body fell apart this year and there was no review by them. She added that since the Plan did not change much and that the City has a very comprehensive Plan that the FTA had approved before that there would be no need to be reviewed; However it is important that there is a whole component that is public participation for how transit changes in the future. This is where public participation needs to come in and the City has allowed for notification, membership, comments, and input from the public should it be necessary.

Mayor Mueller noted that the MPO also participates in Title VI Plan and they had their Plan approved within the last couple of months after being reviewed by ADOT, which is basically the same as this Plan that is required for getting federal grant monies. Ms. Adams added that their Plan is on their website. The proposed plan will be uploaded to the City's website under the Transit page. The City generally follows Title VI because it is Federal Law, and the City gets a lot of federal grants for a lot of different things. FTA and DOT are the only departments that currently require this Plan in place and down the road, a plan might be needed for the Airport and some of the other divisions that get grants. Currently there is no requirement for these, but Transit is required to have this mainly because of their customer base, which could be discriminated against.

Council Member Pacheco stated that the Plan does not include sexual orientation. Ms. Adams stated that Title VI only covers race, color, and national origins. Sexual orientation comes in with other laws. However, she will check to make sure that it has not changed. Mayor Mueller noted that it probably has not been updated by the federal government.

Item 4 Resolution 2020-061, Authorization to Accept Arizona Governor's Office of Highway Safety Grant Funding (Contract #2021-PTS-063) – Police Chief Thrasher stated that the City is a member of the Southeastern Arizona DUI Task Force and as such, the City participates in many deployments as part of the Governor's Office Highway Safety. The City participates in the Selective Traffic Enforcement Program, which puts details out there for aggressive driving and child safety restraint details. Aggressive driving under the Arizona Statutes is speeding and identifying speeders and as part of this grant, the City has been awarded \$5,220 to purchase two LIDAR speed detection devices. These devices are different from radar and are designed to detect speed of specific vehicles, particularly on multi-lane highways.

Council Member Calhoun asked if there are many violations regarding seat belts and child safety restraints. Police Chief Thrasher stated that the Governor's Office of Highway Safety has specific weekends where they emphasize a statewide campaign and have all agencies in the State doing selective enforcement for seat belts and child safety restraints. Child safety

restraints is a primary offense that police officers can pull people over, but seat belts are a secondary, which means that people must be pulled over for some other traffic violation.

Council Member Pacheco asked when the Department will start ticketing for cell phone use. Police Chief Thrasher stated that it will start in January 2021. Currently the officers can pull over people and give a verbal warning. He added that the Department will put out a campaign starting in December to make sure that everyone is aware.

In response to Council Member Pacheco, Police Chief Thrasher stated that from his own personal experience, within a week, he has pulled over the same person for the same offense knowing that he cannot cite them; therefore the warning did not do much good.

Mayor Mueller stated that there needs to be education and information made available.

Council Member Umphrey asked if the LIDAR speed detection devices like what is already being used by the Police Department. Police Chief Thrasher stated that the Department has LIDAR and Radar. There are different types of speed detection devices. A light detection and ranging device (LIDAR) use a laser and detects specific vehicles in a multi-lane road. The radar's range goes out wide and it is hard to tell at a distance which vehicle is speeding whereas a laser goes specifically to a vehicle and gets to about three feet wide.

In response to Council Member Umphrey, Police Chief Thrasher stated that the Department has some LIDARs on hand, and officers must be certified to use both LIDAR and radar. Mayor Mueller added that radar is an electronic emission that goes out in a band and covers an area, whereas the LIDAR is a point and return type of device.

Council Member Pacheco asked how aggressive driving is identified. Police Chief Thrasher stated that under Arizona Statutes aggressive driving is specific. The first thing that needs to be involved is speeding along with two other offenses that go along with it, i.e. unsafe lane changes and following too close. The officers can then charge to aggressive driving, but speeding is the main identifier.

Item 5 Resolution 2020-062, Authorization to Accept Arizona Governor's Office of Highway Safety Grant Funding (Contract #2021-AL-031) – Police Chief Thrasher stated that this is the yearly grant that the Departments gets as part of the DUI Task Force. This is the grant that pays for overtime and employee related expenses at 40 percent for DUI deployment throughout the County. However, most deployments are in the Sierra Vista area. In addition, this grant also allows for the purchase of four portable breathe testers that are used out on the scene during the field sobriety tests. The total amount of the award is \$31,829.

Item 6 Resolution 2020-063, Authorization to Accept Phoenix Police Department (Primary Grantee)/Arizona Internet Crimes Against Children (ICAC) Lead Agency Grant Funding – Police Chief Thrasher stated that this is a grant and an intergovernmental agreement to become a part of the Arizona Internet Crimes Against Children Task Force that is administered by the Phoenix Police Department as the primary grantee. The Phoenix Police Department gets their funds from the Department of Justice and focus the investigations on child exploitation, child pornography, and in the luring of a minor for sex crimes. This grant will be used mainly for training officers that are involved in the task force deployments and investigations, and possible some software upgrades.

In response to Mayor Mueller, Police Chief Thrasher stated that the Department is already doing

some of these investigations, but these are joint investigations due to the wide range nature of these things. These investigations are not only done with the Phoenix Police Department, but also with the Department of Justice, Homeland Security, and other agencies in the area including Fort Huachuca's unit.

Council Member Pacheco asked if this is a new grant. Police Chief Thrasher stated that this is a new grant. The Department has been a part of the task force, but this is a new grant that the Department has not had in a couple of years.

Council Member Calhoun asked that if the Department could still participate on the task forces without the grants. Police Chief Thrasher stated that the Department would be able to participate, but the grant by the Phoenix Police Department allows for the Department to get more officers trained on how to do the investigations because it is specific. However, the Department would probably not be deploying on the DUI Task Force because that it all over time and that would have to come out of the City's budget without the grant funds. The Department would still focus on DUIs, but the additional deployments would be difficult to do without the grants.

Council Member Calhoun congratulated Police Chief Thrasher on being able to get the grants.

#### B. Strategic Plan Update

Ms. Yarbrough stated that there is good news since the last report because many of the items were on hold due to the pandemic; however, most of the items that were on hold are moving forward and on schedule.

Items that are now complete include the objective on the census, the first of the two objectives on homelessness, mental health and affordable housing that concluded with the analysis that was presented to Council in July. The second item on those same issues is currently on hold and is likely to remain on hold since it relies on new staff at Good Neighbor Alliance.

Other items that are currently on hold have been whittled down to just the objectives on events hashtag and event permitting. Although the process to redo the event permitting is under way once more. The only other item still on hold is the objective on a small business incubator since it is being addressed by other organizations in the community already.

Highlights from the rest of the Plan that are on schedule are the:

- Objectives on the Bang the Table Engagement Platform that is now operational, launched with the Spotlight video, which is accessible at [engaged.sierravistaaz.gov](http://engaged.sierravistaaz.gov).

This has good information including a Council HQ landing page that contains information on council, meeting videos, agendas, breakdowns on what Council will be discussing, and what has been voted on. Council's pod casts are also there as well as a page to ask if a factor is fake. Staff is looking forward to getting questions.

- The emergency medical dispatching implementation was scheduled for September 29, 2020 and is now complete.
- The grant for the EMS Substation was received and planning is underway.

Ms. Yarbrough stated that there was a meeting held and it is expected to have a release

on the RFQ for a design-build contract.

Mayor Mueller asked if there is still one federal clearance needed for the substation. Ms. Yarbrough stated that there are a few things underway. One is for BLM to release the change of use permit, which is expected to happen shortly. The BLM indicated verbally that it is not expected to be a problem, but they are figuring out how to do it because they do not do that very often.

- Phase one of the Fry and North Garden Street Scape Improvement Project is on track and the City is in between the 35 and 75 percent design planning process, which is scheduled to wrap up in early spring before going out for construction.
- The West Sierra Vista Partnership Program continues to proceed very well.
- Discussions to negotiate the Tribute Master Plan are going very well. The plan is to have the topic for discussion at one of the Council Work Sessions at the end of October or beginning of November 2020.
- Closed on the purchase of the Rothery Center property and its future use is included in the overall Park Master Plan process, which is progressing well and expected to wrap up next spring.

Council Member Pacheco asked if the progress on the ADA plug in for the City's website been communicated to the Commission on Disability Issues. Ms. Adams stated that it has been shown to the Commission on Disability Issues and they were impressed with it. She added that two different vendors were contacted, but the second one was a far more robust app and comments indicate that people were pleased and were not aware that there were accommodations for the ADHD options.

Council Member Calhoun asked if there is a way that the IDA creates revenue with Fort Huachuca regarding the Fire Department training and Animal Control. Ms. Yarbrough stated that she does not believe that there is revenue created on the Fire Department training. Police Chief Thrasher stated that the animal control is now a contract with Fort Huachuca, and they pay for the service provided to them, and only on a per animal basis.

Council Member Umphrey gave kudos and stated that she was very pleased with the engagement site and noted that everything is in one place and easy to find. She asked if there are plans on promoting it. Mr. Curtis stated that the current stage is a soft launch, and they intend to use it a lot more in the next several weeks and aggressively promoting it.

Council Member Calhoun asked if it is ok to send it out to friends. Mr. Curtis stated that it is the idea because staff wants people to start poking around and see what they think about it before pushing it out more broadly.

Council Member Calhoun stated that it is very nice, and she likes being able to read the Vistas. Mr. Curtis stated that one of the advantages of this site is that people will find stuff that they did not where to find before. This centralizes a lot of information that is hard to find on the web site.

Council Member Pacheco asked about the mercado concept that is no longer being looked at in the West End. Mr. Boone stated that the mercado concept is facing issues. One is that it was based on the partnership with Sonoran businesses, but COVID has closed the border and that

presents a challenge. The other is trying to find a partner to go in on the mercado concept. There was a private effort before COVID to do roughly the same thing. A meeting was set up with the AREDF Small Business Development Center and they pulled in Sonoran businesses, but they were looking at setting it up in the mall. This would be a private concept. The concept was discussed internally with staff on whether to combine it or use it with the Fab and Fry property, which would be on the West End. Trying to find an ideal location at a low cost is challenging and COVID has discombobulated the initial effort – it is a bridge too far.

Council Member Calhoun noted that it is too bad because it was a nice idea. Mr. Boone stated that staff was trying to work the businesses back in December and were working on import and export to overcome issues. Staff also looked at building a lease and put an intermediate in, whether it was the Hispanic Chamber or someone else, but with COVID it was a challenge.

Council Member Pacheco asked about the plan on the use of effluent. She added that she is aware that there were a few models for possible alternatives, but they must be based on the adjudication. Mr. Potucek stated that currently a lot of effluent is being recharged at the EOP and there has been discussion through the Cochise Conservation Recharge Network to move a portion of that effluent to the River Stone Project, a piece of land next to the SPRNCA to the south of the EOP. There has been preliminary work done because this would help that reach of the river from Riverstone site to the EOP. The issues are taking it down Moson Road that is an uphill that will require engineering. There is also a lot of right-of-way issues that the County would need to resolve on Moson Road. The effluent is going to be an important component of any future talks that the City may have regarding water and in working with the County and the federal government. This would be the best use of the effluent in the future.

Council Member Calhoun asked Mr. Potucek if this is a similar project to the one in Nogales. Mr. Potucek stated that the City is already recharging effluent and is a leader in the State in terms of doing that. The discussion is about more benefit to the river in more places. For the City to do that, the City needs to take the effluent to the south. This is different than what Nogales is doing. The adjudication is a big part of this and there is still no word from the judge on the Fort's adjudication nor Bureau of Land Management. Mayor Mueller added that the Nogales project is a lot different than the City of Sierra Vista because most of their water comes from Mexico, which is untreated and treated based on the international agreement with Mexico on the United States side and has recently been made available to be released because it now meets the standards and it is starting to increase the quality of the aquatic life in Santa Cruz north of Nogales. Sierra Vista does not have the pollution issue nor areas of the river that are going dry. The City has a stretch of river that is relatively wet most of the year, which is being looked at being able to stretch over to the south and north by doing other recharge projects.

C. [Community Development Block Grant CARES Act Funding Update \(2<sup>nd</sup> Allocation\)](#)

Mr. McLachlan stated that staff is looking for Council's input and guidance on the second round of CARES Act funding via the City's Community Development Block Grant Program. The approval and programming process will be the same as the first round. The grant dollars must be used to respond the COVID virus and provide a benefit to low- and moderate-income persons. The normal 15 percent cap on public services is suspended for this category of funding.

Council has been a part of each step in the process, which dates to March when the CARES Act was first signed into law by the President. In April, Council met to discuss the funding

parameters and priorities for the \$159,897. The following month, staff processed the necessary amendments to the Consolidated Plan and Annual Action Plan to program the funds. Economic staff managed the application process for the small business assistance grant, which ended in June. In total the City awarded \$86,050 in CARES Act funding to help 11 businesses. In May the City signed a subrecipient agreement with United Way of Sierra Vista to administer the emergency crisis fund, which was modeled after the Grombacher Assistance Program. This fund provides needed rental and utility payment assistance and a variety of public services to community members impacted by COVID.

Mr. McLachlan stated that from the Department's perspective, the agreement has worked well, and he is getting monthly reports with the necessary backup information to track every dollar that is spent through the program. He added that there needs to be a determination on what the priorities will be during the second round and final allocation of CARES Act funding. This amount is 50 percent higher than the first round at \$239,351. He asked that if Council can arrive at a consensus, he will schedule the amendments to the Consolidated Plan, Annual Action Plan for the first meeting in November. Lastly, he added that he has asked Anthony Reed, Executive Direction from United Way to walk Council through his proposal so that Council can get a first hand perspective on critical needs that the community is facing and how they are being met.

The following expenditures to date were provided to Council:

- 72 percent of the \$73,847 that was in the agreement has been applied to rent, utilities that is being administered by Saint Vincent De Paul Society.
- Moved up the October payment to meet the surge and demand in September.
- \$7,000 was provided to the Sierra Vista Dream Center to provide low-income residents with meals.
- Series of resume writing workshops have helped people secure employment.
- Seminars have been held for people grappling with anxiety and depression.

Mr. McLachlan stated that according to a recent study published by the American Medical Association, the number of adults experiencing depression has tripled in the United States since the Coronavirus outbreak, with more than one in four adults reporting symptoms of depression. A study found a correlation between socioeconomic status and depression. Individuals with lower social resources, lower economic resources, and greater exposure to stressors reported a greater burden of depression symptoms, and Sierra Vista is not immune from those trends. The fund also covered the cost of hotel rooms when Samaritan Station has reached maximum capacity.

A slide was displayed that showed the beneficiaries of the services that are being provided. To-date the Emergency Crisis Fund has assisted 329 families, 938 people in the community, and the needs are still ongoing.

Mr. McLachlan stated that with the proposed budget the figures can be adjusted as the needs fluctuate throughout the program year by up to 15 percent. Prior approval is required by the City if the type of service exceeds the 15 percent.

Council Member Wolfe asked if Samaritan Station the Goon Neighbor Alliance Shelter. Mr. McLachlan stated that she is correct.

In response to Council Member Calhoun, Mr. Reed explained that money does not go directly to anyone individual. The rent money goes directly to the landlords, and there is documentation. He added that the moratorium on evictions was to expire in July. United Way spoke to a lot of



the landlords in Sierra Vista and found that they already had eviction notices ready and waiting for the deadline. Landlords were trying to be sympathetic, but some of the people had not paid rent since March, and they must be able to maintain the building. Unemployment paid an additional \$600 a week, and no one was asking for rent assistance. As employers opened back up, it was difficult to have people come back to work, but as it got closer to the moratorium, and it was unknown as to what the Governors was going to do, then everyone started requesting assistance. There was \$17,000 worth of requests in three days. He added that Saint Vincent De Paul has an intake process and sees if they can negotiate with the landlord. Utility companies already have a semi-agreement with Saint Vincent De Paul, and they will not shut off utilities when temperatures reach a certain degree. However, it is anticipated that there will be a lot of people seeking assistance during the month of October.

Mayor Pro Tem Gray asked if the 938 persons assisted unique individuals or repeats? Mr. Reed stated that the program is setup due to the HUD intake form, if a family comes in and asks for help with paying their utilities, then it will be counted towards utilities, but if the family also asks for rent assistance, then they will be counted towards rent. Most people coming in either need help with one or the other or they might need help with rent and food. There are some repeat offenders, but not a lot.

Anthony Reed stated that when Mr. McLachlan called him with the new numbers, he started thinking about how to assist because they ended up having to adjust, and per the agreement if it is more than 50 percent, he had to get authorization to move money around. The average rent cost in Sierra Vista is about \$750, and people may be behind on utilities by \$100 to \$200. During the first round, food assistance was provided to not only individuals, but to the smaller nonprofits. People were coming in every Sunday and got food. People are going to need money for Thanksgiving and Christmas.

United Way is trying to get SECAP and other organizations to help, i.e. the Legacy Foundation, and some of the organization are spending the money from the Legacy Foundation first and when that runs out, they will start spending the other funds. There was not much of a need when they started out, but that changed when unemployment ran out.

The proposed extension will enable Untied Way to put the bulk of the money towards rental assistance. The Grombacher Assistance Program assists an individual one time per year, but the debt that they have is still accumulating. The landlords do not want to evict anyone because they do not have a line of people waiting.

A lot of people are still remote learning, and some parents must stay home, and people only go to school three days out of the week in some cases. During the summer, the schools provided lunch to the students.

Council Member Calhoun asked if the schools are feeding families. Mr. Reed stated that lunches are being provided at the schools, but those kids that are remote learning are not getting the lunches and most of the people out of the 948 are on the West End.

Council Member Pacheco noted that the schools have a pickup at every school in Sierra Vista and at the Rothery Center. Remote learners can go pickup breakfast and lunch. She added that she does not know if it applies to charter schools or Huachuca City's school. Council Member Calhoun noted that a lot of people do not have transportation to get to the food that is being offered.

In response to Council Member Calhoun, Mr. Reed stated that people with transportation issues are sent to Saint Vincent De Paul, where they are provided with bus passes. There is a budget line for the new round for Good Neighbor Alliance when they must go to job interviews, medical etc.

Council Member Pacheco noted that families that have kids that go to public schools are having food delivered to them via the school busses. Families can get to a school bus stop in their neighborhood and receive breakfast and lunch.

Mr. Reed stated that there are also a lot of requests for the K-12 COVID-19 education assistance. Teachers are teaching kids in school as well as the remote learners and there are not only technical issues but supplies issues. He added that he would like to build up a fund and have supplies. Lastly, he added that he is currently working with Staples to have a thoroughfare to have the teachers come in and get the supplies that they need. The remote learning is totally different for everyone and a lot of the after-school programs are open for tutoring services. Entities are gathering different tutors to help the students and their parents as they try navigating through the remote learning. Schools are providing chrome books, but there are not enough of them. The other issue is that not everyone has internet for remote learning. United Way has met with Cox Communications along with other entities to figure out how to help curb some of the cost.

Council Member Pacheco stated that the Arizona Department of Education has a grant program to distribute hot spots to students that need help with internet. There was a bus with a hot spot that would park in neighborhoods to provide internet, but since schools are open that is no longer available because the schools are open. Mr. Reed stated that United Way can look at programs for that as well as other rent and other programs.

Mr. Reed stated that since the City expressed doing something for Good Neighbor Alliance, he spoke to Mignone Hollis, who suggested the purchase of a heavy duty washing machine due to all the cleaning requirements due to COVID-19 and the uptick of clients. Another issue is the need for more help with processing all intakes. This would all be a separate line item from the homeless assistance. Good Neighbor Alliance does not contact United Way unless they are full or in an emergency, i.e. a home fire.

Some sessions were held for mental health, anxiety, and depression, via the internet and at the center while practicing social distancing. During the month of November there will be more sessions, especially during the holidays. There were also seminars helping people with resume writing, mock interviews, and showing them how to dress. A problem at first was that people were not in a hurry because there was unemployment available with extra money.

Mr. Reed stated that the administrative cost is five percent because United Way's principle is that whatever amount of money they get, they are going to get the money back out and have it stay in the community.

Council Member Calhoun asked how they contract for mental health and employment trainings. Mr. Reed explained that United Way uses the agencies that they have, but welcome other agencies to participate. Mayor Mueller noted that it is to the City's advantage in working with United Way is that they already have established relationships with several agencies in the community on almost all the issues discussed. If the City had to do this on its own, it would have taken more time and the City would have to follow all the government rules, whereas a private agency can expedite. Lastly, he stated that he appreciates United Way's efforts in getting help

to the community without delays.

Mr. Reed stated that United Way is not tied to one entity or organization. Saint Vincent De Paul is already here, but if there are other organizations that can help people with rent, or other things, they will refer people to them. He added that it is easier for him to work with Saint Vincent De Paul, thus dealing with only one entity regarding all the paperwork.

Council Member Pacheco added that the established process is already there. Council Member Calhoun stated that it is important for Council to get a better understanding of the relationships. She asked if the money went to Saint Vincent De Paul or was it given to a lot of other folks involved who were also assisting landlords. Mayor Mueller stated that it is to the City's advantage to have a setup like this so that if somebody needs help, they can go to the existing agency and that agency can then spend the proper amount of funds or other efforts. This comes back to the City with a bill, showing what was done, and this way it helps the City because the City must account for all the cash to HUD.

Mr. McLachlan displayed a slide with details as part of a subrecipient agreement. The amendments would come before Council in November, i.e. the allocation of the money towards the Emergency Crisis Fund. If Council reaches a consensus to budget the \$239,351 towards the Emergency Crisis Fund, staff will advertise and prepare those amendments for Council's consideration at the meeting held in November.

Council Member Calhoun asked if this is staff's best guess with Mr. Reed's proposal as to where these dollars need to go. She also asked if the 329 families that were assisted, the major number of folks in the community that are hurting. Mr. Reed stated that he believes that there are more, but a lot of people have pride and are trying to figure things out. Saint Vincent De Paul has continued giving out food baskets, and as they give them out, they ask people how they are doing. The new grant will help more people.

Mayor Mueller asked for Council consensus on the methodology, with the understanding that some of the funds can be adjusted as to how they are distributed in the future based on need. Council all agreed on the amendment.

Mayor Mueller stated that there is a five-day period required by the federal government to have public input and encouraged the public to provide input by November 12, 2020. Lastly, he stated that United Way has done a great job in the community for several years and encouraged people to donate funds to United Way.

#### D. [Council Executive Report](#)

Mr. Potucek stated that the Executive Report is a little dated, staff meant to have it before Council at the last iteration of Council Meetings, but those were postponed. He reported that the following issues may not be within the present report but will be in the next one:

- County Administrator

Mr. Potucek met Richard Karwaczka, new County Administrator, and reviewed the revised court agreement that Council and the County Board of Supervisors have approved but requires the signature of the Justice of the Peace, Pat Call. He also plans on meeting with Mr. Karwaczka and Mr. Call at Mr. Karwaczka's request to go over the agreement. There have been issues with the other Justice of the Peace and the County, and it is hoped that the City's agreement is

not structured the same way as theirs. There are some legal issues that the County is working through.

Mr. Potucek stated that he has also been talking to Mr. Karwaczka about some of the environmental discussions that have been held, mostly surrounding the CCRN projects and the effluent.

- Tribute

Discussions with Castle and Cooke on Tribute changes to their plan will take place on Wednesday, October 7, 2020. The value of their effluent will be discussed and where that will go, which all centers around the use of effluent. Staff is close to having an agreement, and therefore it is hoped to have during Council's November Work Session the plans agreed upon as well as the drawings. Staff is hoping to have Council vote on the changes during the Council's December meeting.

- Rothery Land

The City closed on the Rothery land with the School District that will now be a part of Veterans' Park and it will be called the Veterans' Park Sports Complex or some appropriate name until Council chooses a different name in the future. Ms. Wilson and her staff are working on a planning process for the revised Master Plan of both the existing Veterans' Park to work in conjunction with this property. Staff is working on drawing and per his request, they will be working on a few options as well as working with the Parks and Recreation Commission for their input along with a public input process. This may be an excellent project for the Bang the Table application. Once there is a Master Plan, staff will figure out how to pay for it.

Mr. Potucek stated that he was interviewed by a Herald reporter contracted out of Phoenix. The City's new revenue numbers are just in, and they continue to look strong for the City's sales tax, but restaurant and bar and hotel/motel are still hurting, but overall revenues are much higher than originally anticipated. The budget outlook continues to look strong going forward into the holiday season.

- Triadvocates

Staff will be working with Triadvocates postelection to go over elections and the legislative outlook for the coming year and work with them to be able to meet with them, and as the year wanes, and the election looms, there will be a new Council and staff will start working on the strategic planning process for early 2021.

Council Member Pacheco stated that page 17 indicates that there is a recommendation to remove traffic signals on Fry Boulevard. She asked if that takes place during the Fry Boulevard/North Garden Project. Mr. Potucek stated that Ms. Yarbrough is working with the consultant on the Fry/North Garden Project, and the City is at the 35 percent plan level. One of the things that staff was looking at regarding the numbers was the number of traffic lights that are needed in that stretch of the project. Currently, based on traffic warrants and engineering studies, none of the lights would be needed in the area given the amount of traffic. However, he still needs to review the appropriateness of that and determine what signals may or may not be needed or other traffic calming techniques that could be used in the area. He noted that before any decisions are made, staff will bring forth the information to Council for a decision.

Mayor Mueller stated that he has significant issues other than just traffic warrants regarding the lights. It is still part of a discussion, and it is not yet set in stone. The City needs to control traffic to make sure that if the current main gate to Fort Huachuca is closed for a while the people would need to be metered in from Fry Boulevard. The other lights are primarily on Carmichael and North with a little jog where during certain times of the day, there is a need for traffic control. Mr. Potucek stated that there are many ways to tackle this issue, but he wants to look at all options. The road will narrow to three lanes, traffic is meant to go much slower through that area because the City wants to encourage people to stop and take advantage of the businesses and new businesses that may come as a result of this. He asked if Council wants a thoroughfare or something that promotes walking and stopping.

Council Member Pacheco noted that there are a lot of business license requests from out of town and wonders if that is normal. Mayor Mueller stated that if a business is located out of town and they are doing business in the City then they need a license. There are people that are prospecting Sierra Vista to try and drum up business.

Council Member Calhoun asked if the Sierra Vista Fire Department went to any of the California fires. Mr. Potucek stated that he is not aware of the Department going out to California, but Fry Fire went out to the California.

Council Member Calhoun asked about the web based hydrological information portal. Ms. Flissar stated that the WHIP is designed to make a lot of the data that has been collected by groups, i.e. the Upper San Pedro Partnership and the Cochise Conservation and Recharge Network over the years and make that more readily accessible and also bring it all together in a manner that people can look at and see all of the data together. The data will still be complex in nature and there will probably be an effort to see if there is a way to present that in a more readily digestible manner.

Council Member Calhoun stated that she read that the Police Department could potentially lose seven to ten officers in 2021 and she wonders if that is a result of the national scene around the Police Department. Deputy Police Chief Kosmider stated that it is due to retirements. There are four officers that have committed in writing that they intend to retire in 2021. The Department usually experiences one to three officer attrition through other sources, they go to other agencies, different career, but the Department is entering a period of an excessive number of officers being eligible for retirement.

Mayor Mueller added that this is put in the report for a future item discussion because there has been discussion about having over hires to overcome this. The City Manager should have a recommendation to Council for next year's budget. Mr. Potucek stated that this year there are two over hires and explained that the overfill strategy appears to be working and he would recommend continuing doing that to cover the retirements.

Council Member Calhoun commented on the pickle ball tournament and asked about the disc golf tournament. Ms. Wilson stated that the pickle ball tournament occurred about two weeks ago and it was a great success. A lot of people came in from out of town and stayed in the hotels and ate at the restaurants, which is greatly appreciated. She added that the Department is excited about the upcoming disc golf tournament and staff is looking at how to rent that so that a club can charge a fee and make money.

Mr. Potucek stated that at a higher level, Ms. Wilson has been doing a good job. The City has been more open in terms of the use of the outdoor facilities and playing fields since Phoenix and

Tucson have essentially been shut down. The word has gotten out statewide that Sierra Vista is open for tournaments, and there have not been any health issues.

In response to Council Member Pacheco, Mr. Boone stated that the City has received the final review of the plans for the Airport Project regarding the moving of the dirt. Adjustments have been made, but the final construction documents have not yet been received. Those should be forthcoming in about two weeks. Staff has been pursuing the EDA Grant which is CARES funding to the tune of \$1.5 Billion. He added that to work this project into the standards of the EDA does not fit; however, if the dirt is moved and the land is prepared and find the right business, the City is then in a good position to go for future grant funding for a hangar down the road. Mr. Potucek added that moving the dirt does not qualify as job creation and that is the component that is needed to access those funds.

E. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller reported on his meeting with the Mayor Elect of Bisbee where they discussed local issues.

Council Member Calhoun announced the upcoming virtual Good morning Sierra Vista on October 13, 2020 at 7:45 a.m. Mayor Pro Tem Gray added that people can go to the Chamber and sign up for it.

F. Future Discussion Items and Council Requests – There was nothing to report.

G. COVID-19 Status Report

Mayor Mueller stated that wearing masks, social distancing and hand washing is still being encouraged. Mr. Potucek stated that he still people wearing their masks despite the Mayor relaxing the mask mandate. He added that as of Monday, October 5, 2020, there were 50 cases countywide and 15 in the two Sierra Vista zip codes. The City had been lower than that a couple of weeks before, but numbers went up and it is unsure if that is complacency or random cases.

Mayor Mueller noted that he looked at the numbers on the State's site and it is the same as it was at the end of May. Some type of risk must be accepted and be careful because COVID is going to be around for a while. He added that at the end of November, the trials may be done and that means that during December and January the vaccine and treatments may be available. Lastly, he encouraged people to get their flu shots.

Mr. Potucek stated that the City is providing flu shots to the employees and he encourages everyone to get the shot because with flu season coming up and COVID, trying to differentiate between the two is a medical challenge. If the City remains this way, the City will start slowly reopening some of the facilities to more public participation to include maybe more meetings at the City buildings and opening the Library. The soft openings appear to be working well, but large events are still on hold due to the Governor not relaxing those statewide. He added that Mayor Mueller is working on a modified forum for Veterans' Day and Ms. Wilson is working with the Chamber on modifying the Christmas Parade. The City is not looking at opening outdoor events until early next year or spring of next year.

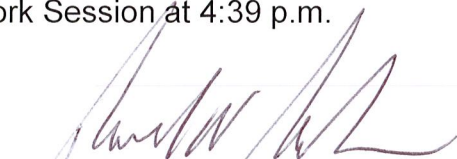
Mayor Mueller stated that he spoke to the Director of the Chamber and found that the Chamber

is still going to do the tree auction, but it will be different and they are also not going to do a parade. They plan on having a Christmas lighting contest for folks around town so that people can drive around in their car and view those rather than a Christmas Parade. The City is planning something in the park with the Christmas tree lighting.

Mr. Potucek stated that he has been asked about Halloween and kids going out trick or treating. He plans on talking to the Police Department, but he believes that many parents will not allow it. Mayor Mueller noted that he is sure that there will be churches that will have trunk and treat, but there will be nothing taking place on City property.

3. Adjourn

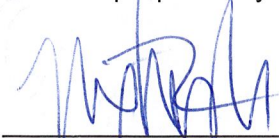
Mayor Mueller adjourned the Council Work Session at 4:39 p.m.



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Frederick W. Mueller, Mayor

Minutes prepared by:



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Maria G. Marsh, Deputy Clerk

Attest:



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Jill Adams, City Clerk