

Sierra Vista City Council  
Work Session Minutes

May 11, 2021

1. Call to Order:

Mayor Mueller called the May 11, 2021, 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 – present  
Council Member Gregory Johnson – present  
Council Member Angelica Landry – present  
Council Member Sarah Pacheco – present (3:08 p.m.)  
Council Member Carolyn Umphrey - present

Others Present:

Victoria Yarbrough, Assistant City Manager  
Adam Thrasher, Police Chief  
Chris Hiser, Commander and SEACOM Acting Director  
Brian Jones, Fire Chief  
Matt McLachlan, Community Development Director  
Sharon Flissar, Public Works Director  
Laura Wilson, Leisure and Library Services Director  
Abe Rubio, Chief IT Officer  
Tony Boone, Economic Development Manager  
David Felix, Chief Financial Officer  
Jennifer Osburn, Budget Officer  
Kennie Downing, Chief Procurement Officer  
Jill Adams, City Clerk  
Adam Curtis, PIO  
Michael Cline, Management Analyst  
Susan Papatrefon, Cochise County 911 Administrator/SEACOM Administrator

2. Presentation and Discussion:

A. May 13, 2021 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for Thursday, May 13, 2021, starts at 5:00 p.m. with the Call to Order followed by roll call, invocation, Pledge of Allegiance, and the acceptance of the agenda.

In response to Mayor Mueller, Mr. Potucek stated that there are some big bids coming in that have issues, but he will provide more detail on Thursday, May 13, 2021, during the Council Meeting.

Item 2 Consent Agenda

Item 2.1 Approval of the Regular City Council Meeting Minutes of April 22, 2021 – There was no discussion.

Item 2.2 Resolution 2021-027, Granting an Electrical Utility Easement to Sulphur Springs Valley Electric Cooperative for the Canada Vista Subdivision – Ms. Flissar stated that this straightforward. It is an easement for Sulphur Springs Valley Electric Cooperative for the Canada Vista Subdivision.

Mayor Mueller noted that it is so that they can complete the construction in the ongoing subdivision.

Item 2.3 Resolution 2021-028, Designating David J. Felix, Chief Financial Officer, as the person authorized to sign and submit the City's Annual Expenditure Limitation Report for FY 2021 – Mayor Mueller explained this item along with item 2.4., designates David Felix to sign up for certain things. He added that it was last year or the year before that there was a change in State Law that requires these actions. A motion is required naming the person that fill that responsibility.

Item 2.4 Resolution 2021-029, Designating David J. Felix, Chief Financial Officer, as the person authorized to sign and submit the City's Annual Expenditure Limitation Report for FY 2022

#### Public Hearing

Item 3 Resolution 2021-030, Codification of Code of Ordinances and declaring a 30-day Public Record – Ms. Adams stated that the process for moving and creating City laws is a multi-step process. This is the final process. The codification is simply placing the laws that Council has passed in the last two and a half years into to the city public record. These will be printed, a few hard copies of the Code of Ordinances, and put into the books. This makes these officially a part of the public record. It does not in any way affect their effective dates. The ordinances, absent a declaration of emergency, go into effect 30 days after Council votes for them. All the laws, despite those from 2019, were effective back then and this has nothing to do with that. This is merely an administrative step to close the book on all these ordinances. If approved on Thursday, May 13, 2021, it will be open for 30 days, and it will then come back before Council as another ordinance and will be finalized to officially close the book on those ordinances and start anew. She added that she has never received a comment.

Mayor Mueller asked if this is by statutory requirement. Ms. Adams stated that he is correct.

Item 4 Resolution 2021-031, Development Code Text Amendment to Section 151.22.026, Recreational Vehicle Park (RVP) Overlay District and declaring a 30-day Public Record – Mr. McLachlan stated that staff is seeking a review and comment on the proposed amendment to the Development Code concerning the establishment of a recreational vehicle park overlay district. An overlay district essentially superimposes additional modified requirements for land use allowances upon a base zoning district, which in this case applies to the Manufactured Home Residence District (MHR).

The amendments provide a regulatory pathway for large park owners to increase the number of recreational vehicle spaces beyond the 30 percent cap in the Code. The overly sets up a hybrid options that allows an owner to flex spaces between recreational vehicle and manufactured home use on an interim or long-term basis to respond to changes in the market demand. This provides an owner with the protection to convert or revert without putting their entitlement at risk.

The current regulations would require an owner to rezone all or a portion of a manufactured home park property to the standard Recreational Vehicle Park District to lease more than 30 percent of the overall spaces within a manufactured home park for recreational vehicle use. The Recreational Vehicle District does not permit manufactured homes; therefore, if the demand for recreational vehicles drops, the owner would have to go through a second rezoning process to revert the property back to the Manufactured Home Residence Zoning District.

As stated in the memo to Council, Mr. McLachlan stated that the impetus for the city drafting this Overlay District is to help facilitate the redevelopment, revitalization and repositioning of manufactured home parks that have been a source of blight for many years.

Four parks on the West End have changed ownership in the past year with a combined inventory of 800 spaces. Site managers are in the process of identifying and rehabbing manufactured homes that are worthy of preservation and demolishing and removing the old delapidated pre-HUD mobile homes, which is the preponderance of units. This cleanup effort has resulted in vast swaths of empty, idle, non-revenue producing spaces.

Mr. McLachlan stated that it is likely going to take an extended period for the manufactured home market to fill those spaces. Recreational vehicle use can help bridge the gap. Moreover, the re-orientation of residential park to recreational vehicle use was supporting amenities that will offer an additional option in the community for tourist accommodations, which furthers the City's economic development strategy.

The Recreational Vehicle Park Overlay would be assigned through the regular rezoning process, involving a public hearing before the Planning and Zoning Commission and approval by the Mayor and Council. Each application would be evaluated against the City's review criteria to ensure compatibility.

With respect to development standards, no more than one recreational vehicle unit is permitted per approved space; therefore, the overall approved density of the park will remain the same. Each space needs to be clearly and permanently marked with a space number. Fire pits are restricted to designated communal areas. Community laundering and shower facilities shall be provided to the number of recreational vehicle spaces exceeds 30 percent of the overall spaces in the park.

Mr. McLachlan stated that this was a point of discussion with the Planning and Zoning Commission. Staff further specified that at least one washer and dryer per 25 spaces is required along with one men's and women's shower is required per 50 spaces to meet anticipated usage.

Storage units containing a volume of no less than 180 cubic feet shall be provided for 25 percent of designated recreational vehicle spaces when the number of recreational vehicle spaces exceed 30 percent of the overall spaces within the park. Storage units may be consolidated within a structure provided they are individually secure and located within the recreational vehicle designated area or common area.

Landscaping, screening, and buffering, a minimum of 10-foot-wide landscape buffer is required to be maintained along exterior property lines adjoining a public right-of-way exclusive of permitted driveways, pedestrian openings, or any significant natural feature to be retained. If the exterior boundary does not possess a wall, a continuous hedge using shrubs that reach at least six feet in height at maturity may be used as a screening device unless an alternate plan is approved by the city that provides an equivalent amount of landscape buffering. Street trees are required to be spaced 50 feet on center, which is also required to be installed upon the rezoning.

The West End Commission has been briefed on this proposal and they express their support. The Planning and Zoning Commission held a public hearing and voted unanimously to approve the amendments. Their feedback has been factored into the proposal before Council.

Mr. McLachlan noted that a letter from Good Living Ventures was provided to Council in support of the Overlay District. He added that Ben Wilde will be their architectural manager and will be attending the meeting on Thursday, May 13, 2021, to provide further comment.

The requested action following Thursday's meeting is to place Exhibit A into the public record for a 30-day public comment period. The ordinance will be scheduled for adoption at the June 24, 2021 meeting.

Council Member Benning asked if the 30 percent in a Manufactured Home Zone consolidated in one designated area and not mixed throughout. Mr. McLachlan explained that prior to 2018, the cap was 10 percent, and the Department has raised it through an ordinance change to 30 percent. The provisions states that no more than 30 percent of the overall space within a manufactured home park can be used for recreational vehicle purposes. It does not specify that they need to be grouped together, but typically that is what happens. There will be a row that is designated specifically for recreational vehicle use within a manufactured home park versus scattered sites throughout the park.

Mayor Mueller stated that it makes sense, especially if they require to put in showers, storage and all the other amenities in one location that people are paying for a rental to be able to have easy access to those.

Council Member Benning voiced his concern that any time they can come back before Council to have it rezoned back to manufactured homes. He asked that if he has a recreational vehicle there and it is over 30 percent, what does it do for him. Mr. McLachlan stated that this regulatory option allows an owner to establish a recreational vehicle park within a manufactured home park as a primary or secondary use. They would not have to go back through the rezoning process.

Council Member Johnson asked how staff came up with one washer and dryer for 25 spaces and one shower stall for 50 spaces. He added that a lot of the recreational vehicles have bathrooms, but the number does not seem adequate. Mr. McLachlan explained that it came from market research that was provided by one of the manufactured home park owners. In addition, there will be showers associated with the pool, a bath house. The shower facilities will be in addition to those provided with the pool.

Council Member Johnson asked if Good Living Ventures owns four parks. Mr. McLachlan stated that they own three of the four parks that were acquired last year, Sierra Grande that is the property that they are specifically focused on in terms of converting primarily to recreational vehicle use because that is the market and if it bans out, they will continue with that model. They also purchased Mountain View off south Carmichael as well as Garden Canyon Mobile Home Park.

Council Member Johnson asked Mr. McLachlan if he has an idea of which one, they are interested in looking at specifically. He also asked about the type of amenities that they are going to provide. Mr. McLachlan stated that he does know and added that Sierra Grande has facilities in place, and they have a permit request to build the shower and laundry facilities. The other parks, Mountain View has a permit to rehabilitate the club house and if they can lease up additional sites within that property, they will consider adding a pool in the future. It is important to increase the economic viability in these parks, so they have more money to invest in additional improvements than what is currently in place.

Mayor Mueller stated that hopefully they will reinvest. Council Member Benning agreed.

#### New Business

Item 5 Resolution 2021-032, Authorization to Accept Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program (GFR Grant Number: GFR- ADOA-AZ911-22-02A) – Ms. Papatrefon stated that 9-1-1 services allow callers to dial a standard nationwide number to reach emergency services. The calls are specifically routed to the nearest public safety answering point (PSAP) through a standalone network. Each PSAP incurs monthly fees for uninterrupted service and continued equipment maintenance, replacement, and software updates.

Ms. Papatrefon stated that as the Cochise County 911 System Administrator, a grant has been secured in the amount of \$415,529.00. This funding has been allocated to the Cochise 9-1-1 system by the Arizona Department of Administration State 9-1-1 Program Office. It is intended to cover the costs associated with monthly fees, equipment maintenance, replacement, and software updates for each PSAP in Cochise County. This award covers the period of FY July 1, 2021 through June 30, 2022.

Mayor Mueller asked if this item is coming before Council as knowledge or the fact that the city is the fiscal agent. Ms. Papatrefon stated that the City of Sierra Vista is the fiscal agent for SEACOM.

Council Member Pacheco asked if Council will be approving this as the fiscal agent because the Council is not the board. Mayor Mueller stated that the board has also approved it. Ms. Papatrefon stated that she is unsure if this has gone before the board because this is separate and for the whole County 9-1-1 System and not just specific to SEACOM.

Mr. Potucek stated that this item is coming before Council because it is more encompassing than just SEACOM. It is the entire County.

Council Member Pacheco asked if this gets put into the City's budget. Mr. Felix explained that historically when any County or agency within Cochise County had any of these invoices and bills, they were sent to the State. The State then took care of them, but two years ago, Ms. Papatrefon received notice that the State was no longer going to do that way and that she as the administrator had to apply for the funding for all the 9-1-1 services in the whole County. Actual expenditures are not voted on by the agent. It is an agency fund reported in the financial statements so the revenues and expenditures of reimbursing and covering these other agencies' cost do not affect the City's budget at all. It is reported in the CAFER as required for being a fiscal agent.

Council Member Benning stated that it is 100 percent refundable. Mr. Felix stated that it is completely because it is all agencies and not just SEACOM. This is not in the SEACOM budget either and it is presented in the Agency Fund in the financial statements. Mr. Potucek added that therefore the board does not vote on it. Mr. Felix noted that the city as the fiscal agent, is required to accept the grant.

Item 6 Resolution 2021-033, Authorization to Accept Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program (GFR Grant Number: GFR- ADOA-AZ911-22-02B) – Ms. Papatrefon stated that the evolution of 9-1-1 had had to continue growing as technology has become more sophisticated with over 80 percent of 9-1-1 calls being placed from a wireless device. It is crucial to have updated Geographical Information Systems (GIS) data to ensure call delivery to the appropriate call center.

Ms. Papatrefon stated that as the Cochise County 911 System Administrator, a grant has been secured in the amount of \$79,576.00. This funding has been allocated to the Cochise 9-1-1 System by the Arizona Department of Administration, State 9-1-1 Program Office. It is intended to fund contract services with DATAMARK, a company that specializes in public safety GIS data management for GIS improvement and ongoing address data maintenance. DATAMARK Validation Edit Provision (VEP) Tool facilitates data aggregation, preparation, analysis, and maintenance of address data contained in the Cochise 9-1-1 System. This award period was beginning April 1, 2021, but they did not send the contract for signature, and it ends March 31, 2022.

Item 7 Resolution 2021-035, Arizona State Parks and Trails Land and Water Conservation Fund (LWCF) Grant Application – Ms. Flissar stated that this agenda item will authorize staff to apply for a grant to the Arizona State Parks and Trails Land and Water Conservation Fund. Staff has applied for Arizona State Parks Grant for a variety of park improvements in the past and has found them to be a good match for City projects. This grant is focused on water conservation. If the grant application is successful, the funding will be applied towards irrigation improvements at the Veterans Memorial Park Sports Complex. The existing irrigation system at the complex is antiquated and nonfunctional. By repairing the adjacent well at Veterans Memorial Park and replacing the irrigation system and converting the football field to artificial turf at Veterans Memorial Park Sports Complex, significant water savings can be realized over the life of the facility. This work will also prepare the city's infrastructure in those areas for all future improvements, while avoiding private water utility costs by connecting to the city's well. The total estimated cost of the project is \$3 Million and if the grant approved, would award a maximum of \$1.5 Million. A 50 percent match is required so the City's contribution would also be \$1.5 Million plus a six percent surcharge to reimburse the State for their cost in administering the grant. Matching funds have tentatively been budgeted in next fiscal year, pending the outcome of the grant application.

Council Member Benning asked that if the grant was denied, the well is budgeted anyway. Ms. Yarbrough explained stated that the way that it is going to be budgeted is as a finance project. If the City receives the grant, then the city has the grant match. If the City does not get the grant, the city can still proceed with a smaller portion of that project. Mr. Potucek added that Council will soon be presented with the Parks Master Plan per the Council's strategic planning process. This project

would be a part of that overall Parks Master Plan; therefore, it would be an implementation portion of that. He added that a good example of what the city would try to do to implement the entire Parks Plan is by seeking grants to help offset the costs. He asked Council that when they see these numbers to note that the city has these opportunities. He further stated that this is a good question because this is a large grant match number to place in the budget and it essentially freezes or fences off that money and precludes the city from using it. By using the technique that Ms. Yarbrough described, the city will not run into that problem.

B. FY 2021-2022 SEACOM  
[Presentation](#)  
[Budget](#)  
[Model](#)

Commander and Acting SEACOM Director Hiser presented the FY22 SEACOM budget. He noted that this is the same power point presentation that was given to the Cochise County Board of Supervisors last week.

A photo of SEACOM Dispatch Center was displayed because it is tied into the budget as there is a lot of technology in SEACOM and it is not inexpensive. This is a big-ticket item to be dealt with year to year in the budget, but there is good news in looking down the road on some of the technology expenses. This is a superior service level coming to the citizens of Cochise County for emergency dispatching services.

Also shared was SEACOM's Mission Statement, "SEACOM serves as the vital link between the citizens of Cochise County and the Public Safety Community for preservation of life and property as we perform with professionalism, courtesy, and compassion", and organizational chart that is important because it ties into the personnel budget. This organizational structure was approved by Joint Powers Authority Board a couple of years ago and has been in place since then.

Commander Hiser stated that there is one SEACOM Director and he is currently the interim, but they are close to narrowing down on the upcoming director. There are two communication shift supervisors that are two new positions that were created last year. These assignments are vital to success in the organization because they basically run the operations and handle a lot of day-to-day stuff that the director may not have time to address. A lot of this involves training, implementation of PROQA, and personnel matters, but above all, good leadership which is important.

SEACOM is funded for 20 fulltime dispatchers, but there are also part time dispatchers which puts SEACOM at over 50 percent staffing. Currently SEACOM is recruiting very heavily and there will be a recruitment video put out soon to try and market SEACOM and the public safety dispatcher position as a profession. There is also one records clerk that was a new position a year ago that has also been a tremendous help because this position takes some of the administrative burden off the 9-1-1 dispatchers. During downtime, the dispatchers are having to enter warrants or other paperwork and as PROQA was implemented, the emergency medical dispatching, there is a lot more time spent on the phone, providing life saving measures and to take some of this work and putting it on a fulltime clerk is beneficial and it helps the efficiency of the agency.

On the administrative side, there is one SEACOM administrator, Susan Papatrefon, who is also a project manager. Regional communications/public safety communications are the way of the future and a lot of organizations, municipalities, governments are moving towards and there are a lot of grant opportunities. Ms. Papatrefon's job is also to seek out these opportunities and finding money to help fund SEACOM. On top of that, she is the administrator for a lot of special projects that could not be implemented or get done without her. Emergency medical dispatching has been quite an endeavor to implement in the organization and Ms. Papatrefon is the project lead and it is a fulltime assignment. This position works on budgeting and other responsibilities as well. Under Ms. Papatrefon is a GIS/rural addressing position that came over from Cochise County Government. This job description is being looked at to see where it can be made to fit with the SEACOM mission.

Mayor Mueller stated that SEACOM has two shift supervisors that normally supervise 10 people each. He asked about the number of communicators per shift. Commander Hiser stated that at any given time there are four to five dispatchers on a shift. They are not necessarily supervising all of them at once. Ideally, it would be nice to have a structure where 10 of them fall under one supervisor, but SEACOM is not there yet because currently they are hybridizing their schedules. They both have an equal span of control over all the dispatchers. This is more for the availability of supervisors.

Council Member Pacheco referenced the paper's article that stated that SEACOM has a volunteer dispatcher. She asked about the number of volunteer dispatchers. Commander Hiser stated that it was misinformation in the news. He stated that it was a part time dispatcher. He added that part of the confusion is in that the employee has been a volunteer, but he is a part time employee.

Council Member Pacheco stated that the gentleman works at the School District as well and noted that it is double duty on stressful jobs. Commander Hiser added that he works on IT for the department.

A slide was displayed of the entities that are served by SEACOM. SEACOM is service reach within the County and the region and growing year by year. It is anticipated to bring on some more subscribers in the coming years. Currently there are 14 fire departments/fire districts and one private ambulance transport, Health Care Innovations, that provides ambulance transport mostly up on I-10 corridor, northern part of Cochise County. Not all of them are paying because some are very small and the service level that they get is literally the calls are just dispatched to them. By law, the County used to provide that and so that came over when Cochise County and the City consolidated.

SEACOM currently serves the following law enforcement agencies:

- Cochise County Sheriff's Office
- Sierra Vista Police Department
- Huachuca City Police Department
- Tombstone Marshal's Office
- National Park Service

There are a couple of municipalities in the County that are still feeling this out and getting an idea if this will be the right fit for them. Some are interested, but have not yet committed, and SEACOM needs to be prepared for when they come knocking on the door wanting services.

Council Member Pacheco asked if the National Park Service and Forest Service work together specifically in fire situations. Commander Hiser explained that fire and law enforcement and natural resources are different. National Park Service is the law enforcement only for the two monuments, Chiricahua and Coronado National Monuments, the park rangers. There are law enforcement officers (LEOs) for the National Forrest Service, and they get dispatched by their own dispatch center out of south Highway 92. The fire part, when there is an incident command set up for major wild land fire, becomes consolidated and it could be several entities that are handling it because it depends on the location and primary agency.

Commander Hiser stated that in 2020 there were 44,932 9-1-1 calls received, 102,918 calls received on admin/non-emergency lines, which could be citizens calling in for barking dog calls, etc. or officers, fire personnel, first responders calling to get some service out of SEACOM. There were also 102,765 calls for service entered into CAD. These calls are dispatched out and end up showing up on someone's screen, whether it be fire or police.

A slide of the FY21 fund balance was displayed, which is critical in looking at SEACOM's final budget for FY22. The fund balance is looked at year to year to essentially fund some of the big-ticket IT costs that is working out in favor. At the end of this fiscal year, the fund balance is \$367,787.

Significant changes for SEACOM in next year's fiscal budget are:

- Personnel increase because they are looking at four percent market shift and two percent step increase for eligible employees. SEACOM is recruiting and just over 50 percent staffing. This is a difficult position to recruit for and retain because the training is intent, and they need to attract people that are career minded. SEACOM needs to stay competitive on the salaries.
- Overtime increases to cover staff shortages. Shifts are being covered where they are working 12-hour shifts and there is some automatic overtime built in. The goal is to eliminate that, and the full staffing model will eliminate it. Training time cost associated with the implementation of PROQA. There is a lot of training for dispatchers that goes with the emergency medical dispatching. Also, there is a law enforcement module that will be going live on July. There are also mandatory training/certifications that dispatchers are required to take and pass exams, but to this and maintain minimum service levels at SEACOM, at 50 percent, is costing some over time.

Mayor Mueller asked where the training takes place and if Cochise College has been contacted about potential qualified certifications for the training. Commander Hiser stated that the PROQA training is occurring locally at one of the fire stations and it is done by the software company. He added that Cochise College is an endeavor that needs to be pursued, but they have not been approached. This would be a good addition with the law enforcement academy that is in place, and it would be nice to see different pathways. Mr. Potucek added that Cochise College is already involved with the fire service and now with the law enforcement academy. This would be a natural off shoot of those two programs.

- Motorola SUA II technology cost for the software upgrades. It looks on paper that SEACOM had an increase this coming next year, but they did not. The actual number for last year was in the \$700,000 range, but they used prior fund balance as well as grant to offset some of this. This is coming down and it is being paid off. It is technology and there will always be costs associated with it.

Commander Hiser stated that SEACOM, like all other departmental budgets, is literally a year-by-year analysis, line by line. For example, chairs are being sat in by the dispatchers for 12 hours at a time and they need to be comfortable, but they are not replaced every year and so they look at that to zero it out and replace them in the next couple of years. They go through this process every year meticulously to make sure that the same amount is not left in its place every year if it is not going to be spent and that is owed to all the partners and agencies that are involved.

A slide was displayed of the budget by category that provided a break down from FY21 to FY22:

- Personnel budget is going up by \$95,000.
- Travel and training are reduced. The \$15,000 was more for full staffing. There is currently a Dispatcher I and II positions and that growth/movement from a Dispatcher I to a Dispatcher II is important for morale and it gives them benchmarks to work toward in their career. There are some specific training requirements and that is budgeted so that the opportunity is available from professional organizations. However, that is not going to be spent when they are at 50 percent staffing. The dispatchers need to be hired and get them the initial training so that they are proficient at dispatching.
- Association memberships benefit the training cost as ABCO members because they get a reduced cost.
- IT services has decreased by \$130,000.
- Building maintenance has decreased by \$8,000 because they look at different building-related issues, whether it be HVAC and others that need repair. Last year, there was a need to install an emergency exit that was not in the building and needed to get done, which was taken care during the fiscal year. The budget will adequately address what is coming next year.
- Legal and insurance is a slight increase.
- Specialized supplies had a major decrease in the amount of \$15,000. This was mainly because they are looking at what they have on hand, whether it be office furniture, chairs and fixtures or consoles. SEACOM is set to get through another fiscal year.
- Carryover of one project for the coming year at half of the funded amount. This is a repeater



upgrade for Fire West that has been approved by the JPA Board; however, it cannot be completed this fiscal year so half will be funded this year and upon project completion next year, they will pay the second half of \$32,244.

In response to Mr. Potucek, Commander Hiser stated that the repeater is located on the West End of town on the West End Tower.

Commander Hiser stated that the major change in the budget amount is a decrease of \$31,445.02 from the previous year. The final FY22 budget for SEACOM is a little over \$2.6 Million.

A breakdown of FY22 revenue contributions was displayed.

Commander Hiser stated that some of the fund balance of \$120,000 is going to be applied from this fiscal year to the next on the contributions from both the City and Cochise County. They are splitting the fund balance at 64/36 percent like they have been doing consistently between the County and the City. Mr. Potucek added that SEACOM has been budgeted the same way as the City's budget, for full staffing and salaries so most of the fund balance comes from unfilled positions during the year, even though overtime is paid, a fund balance is still generated because of how it is budgeted. The fund balance was used last year to help offset the cost of SUA II Motorola Radio Software Project, which was about \$750,000 hit to the budget. The bulk of that is being paid, the remainder this fiscal year so \$120,000 of the projected fund balance is being used to help pay that. Those large costs will be gone going forward so decreases should be seen in the budget moving forward.

Council Member Johnson asked how the contributions are determined. Commander Hiser explained that points towards the intergovernmental agreement that is in place that governs SEACOM that defines a subscriber and partner. There is also a formula that was established prior to SEACOM going live and done in community format by the Operations Committee and the JPA Board to determine the rates. However, these rates need to be revisited, and one of the big priorities that has been recognized by the JPA Board is an objective for next year is putting together a committee to re-evaluate those rates and the fairness and equity for all the partners. Some of the very small fire departments are feeling this more than the larger agencies and they feel that the formula that is applied might be harsh on them given their operational situation. It is good business to have one established formula that can follow across the board and not do case by case and individual exceptions.

Mr. Potucek added that it was a very difficult thing to stand up and try to come up with a fair system for the subscribers. There are a lot of small fire districts throughout the County, and they were getting the service essentially for free through the Sheriff's Office, even Palominas. They are set at \$10,000 and that hurts their budget. The Board is trying to be flexible and negotiate when bringing on subscribers, but they also need to be fair to all subscribers which is why the formula needs to be reviewed. The more subscribers there are, the less the city and the County as principles would have to pay going forward.

Council Member Johnson asked if SEACOM is affirmatively going out and seeking subscribers, i.e., Bisbee. Mr. Potucek stated that they do that and there are a couple of municipalities, i.e., Wilcox that is the most interested. They had a cost factor with regards to their PCAPs seats that they had already entered a contract, but that contract will be expiring and will then be looking at joining SEACOM. It is believed that SEACOM could save all these entities money if they join. Hopefully with a change in leadership in Bisbee, SEACOM may be able to approach them. The last one that would come on-board would-be Douglas because there are issues regarding distance and bilingual requirements that would have to be addressed to attract them.

Mayor Mueller asked if anything is being done to address the bilingual issue. Commander Hiser stated that the language line has been the go-to service that is paid for and is in the budget. To attract bilingual dispatchers is going to be a challenge, but he is open to incentives. It is something that they need to grow to. He added that over the years, in law enforcement, they have been wanting Spanish speaking police officers and it is no different with dispatchers. They need to look for

those skill sets to be brought in and they are fortunate that they have the language line to help by bringing in an interpreter.

Mayor Mueller stated that it is great, but eventually they will want to have their own once everyone is on board. There should be a couple Spanish speakers on each shift so that they can handle those calls. Commander Hiser agreed and noted that if they were ever going to start serving communities i.e., Douglas, they would need that because currently they are not prepared. Ideally, it would be great to attract the Douglas dispatchers as future employees.

Mayor Mueller stated that long range, they will need to have a training plan to make sure that the capability is maintained by bringing in people from Douglas. Mr. Potucek stated that Douglas' issue is the distance and satellite operations would need to be investigated.

Council Member Landry thanked Commander Hiser for sharing information and noted that at the end of last year, she had a ride along with the Sheriff and she was able to go to SEACOM, a nondescript building, but with a lot of stuff going on inside. She was also able to go visit the various departments, i.e., police station, fire station etc. to see how all the communication goes on. She was able to see the screens and see how more detailed information can be shared to improve efficiency.

Commander Hiser stated that SEACOM is the glue that keeps it all together and it is a critical place. It is a great endeavor, and he is honored to be a part of it. They are working hard because they want to make this the way of the future and it would be nice to make this into a model for other communities to follow.

Mr. Potucek stated that the city and the County are still barring some of the costs, i.e., the city pays for administration that includes Commander Hiser, Barbara Fleming and Jennifer Osburn's time and other staff as required. This is being done as an in-kind contribution. The County is also doing the same regarding their IT support and infrastructure, maintenance support. During the next year, the JPA Board will be working on an incremental plan to start bringing all those costs together at SEACOM, but that is going to be done over time so that it can be absorbed by all the subscribers more easily. The County is also very interested in pursuing this.

Mayor Mueller noted that this was mentioned in last year's briefing. He added that eventually they want to get to a point where it is basically a stand-alone entity that all that must be done is pay cash for service.

#### C. FY 2021-2022 Balanced Budget

Ms. Yarbrough stated that the city budget is well balanced. Council will have a lot more detail forthcoming, both in their draft budget book, which will be given out the Friday before Memorial Day, and during the one-on-one meetings that will be scheduled two weeks after the budget book is provided. Thereafter, the special budget work sessions will begin.

She stated that she is going through an update on the general fund, revenue streams and the capital improvement projects. However, she does not yet have the grant matched projects.

The general fund proposed for next year ended up at \$44,178,127, over \$3.7 Million above last year's adopted budget. The increases and decreases came from the TPT increase of \$617,584, Vehicle License Tax of \$225,000. The Urban revenue sharing that is income tax decreased because last year the country delayed filing taxes. People did not have to file their taxes until July and that is why there is a \$1,135,394 decrease, and not because of lost population, etc. Fuel sales were kept level for this year because it is hard to tell. There was very little travel last year and assuming that most travel is going to come back, it will probably come along slowly. The ambulance fees are adjusted year to year based on the previous year's actuals and where they projected will end for the year, but they were off by about \$30,000 last year; therefore, it was adjusted down by \$30,000. Overall, this amounts to \$3.7 Million increase over last year. The revenue projections were kept at four percent over last year's budget. The city is currently running about 15 percent over projected

revenues, but in carrying on with tradition, projections were kept very conservative. It is anyone's guess if there are additional federal stimulus packages, etc.

Capital Improvements that are still in the budget are:

- Fire Department, \$20,000 for a Stryker Ambulance Gurney that has power lift.
- IT, \$15,200 for two Fire Department radios; \$220,000 for IT network infrastructure upgrade; \$95,000 for the Library VDI patron system replacement; and \$115,000 for the replacement and upgrade for the Fire Station Training Room and Conference Room.
- Animal Control Center, \$200,000 for the design that will all be funded out of donation funds.
- Parks, \$40,000 to replace the castle playground at Veterans Memorial Park; \$16,650 to replace playground at Oscar Yrun Community Center because both of these have reached end of life and have safety issues, if they are not replaced they will then be torn down and there would not be any playgrounds; \$47,600 to replace tot turf at Veterans Memorial Park; and \$800,000 for restroom improvements throughout the Sports Complex, which is also a Strategic Plan item in trying to get the port-a-pots out of the way.

Mayor Mueller noted that the number is high is because water systems need to be put into place along with septic systems, etc. because nothing is currently there. Ms. Yarbrough agreed and added that it is for facilities and the city can save some money by combining all the projects together and at the same time.

- Facilities, \$24,000 for diving board replacements at the Cove; \$150,000 for the Police Station flooring, removing the carpet and polishing the concrete; \$100,000 for City Hall power entrance/expansion because last year the analysis was done of the electrical capacity at City Hall and this is the next step to replace the electrical systems; \$30,000 for the Pavilion roof replacement, even though the Pavilion is not that old, there were issues with the contractor when it was constructed and the roof has not held up well; and \$140,000 for the Fire Station I and II roof replacements.
- HURF was worked on a lot and while there will be changes in the final budget, currently budgeted is \$2,500,000 for the Avenida Escuela Extension with bridge and culvert, which Wal-Mart will pay half for the bridge and culvert; \$30,000 tentatively for the Fab Avenue/Fry Boulevard improvements, but the Surface Water Maste Plan is still ongoing that will tell what improvements are needed to handle storm water and so this is a place holder; \$265,000 for the next phase of Garden Avenue design; and \$932,000 for the Charleston Road rebuild from the Highway 92 intersection down to the road that leads to the College.

Mayor Pro Tem Gray asked how the number estimates are budgeted. Ms. Flissar explained that for projects like this in HURF the cost estimates are generally generated by the engineers based on their knowledge of pavement maintenance strategies and what is required for each specific project.

Mayor Pro Tem Gray stated that currently construction costs are going up and wonders if the Department forecasts pricing and how that might factor in. Ms. Flissar stated that they certainly try to, but with oil prices doing what they are doing right now, it is hard to say. They hope that they come down and it improves in the future and not get any worse.

Council Member Pacheco asked if Charleston Road is just being resurfaced or restructuring it for better flow of traffic. Ms. Flissar stated that it is a mix because portions of the road are going to need a rebuild, like what was done on Coronado Drive from MLK to Fry Boulevard. The section abutting Highway 92 is in rough shape, other portions approaching the College are in slightly better shape so they might be able to do a mill and fill, which is basically to take off the top two inches of the asphalt and put new asphalt down on top. The other thing that they are planning for this project is the future traffic signal at the driveway entrance coming out of the Plaza Vista Mall area. As part of the rebuild process, they would put in the underground conduits to make that process easier and less expensive in the future.

Ms. Yarbrough displayed a slide of the vehicles that would be financed out of the general fund. She explained that the discrepancy between \$50,000 for two pickup trucks and \$40,000 for one is

because the Police Department pickup would have the police package, lights, sirens, etc. on it and the Community Development pickup would need to have a rack for ladders, etc. and the engineering truck would just be a pickup truck.

Future budget issues:

- Additional personnel market shift

During the last budget presentation stated was the need for the four percent market shift for staff and it looks like at this point that would keep the city at about 95 percent of market. Staff will keep an eye on how the market develops over the next year and it is possible that an additional market shift would be proposed next year to try and get the city closer to paying staff 100 percent of market, which helps with recruitment, retention, etc.

Ms. Yarbrough stated that during discussions with colleagues around the State, everybody is in this same situation, and it is tough for everyone out there, but falling far from market does not help the city in any of its recruitment.

- Parks Master Plan

Presentation is tentatively scheduled for the next work session at which time staff will go through all the projects and potential strategies for paying for the Plan. This is something that Council will be seeing over the next few years in the budget.

- Public Safety retirements/ PSPRS

This is also tied to the market shift. There are quite a few retirements coming up; therefore, attracting and recruiting police officers has been a challenge for some time. This will remain a priority as well addressing the unfunded liability.

Mr. Felix's message regarding the CAFR, the City was able to put together almost \$800,000 additional payment last year thanks to the policy that Council adopted to help address the unfunded liability. The liability is decreasing, and this will be continued to be prioritized.

- Street maintenance

This will continue to be an issue and staff has strategies to deal with that. Part of that strategy was presented where a larger project was budgeted, i.e., Charleston Road rebuild in addition to budgeting for regular street maintenance. This will also continue to be a priority as well.

- Funds from the American Rescue Plan

Funds are being received through the American Rescue Plan that staff knew was forthcoming, but they are waiting for the Treasury Department to release its guidance on how that money can be spent. The guidance was released on Monday, May 10, 2021, as well as the revised amount for how much the city would be getting. Currently, the City is getting about \$6.2 Million in additional funds that will be split over two years. The city will get about \$3.1 Million next year and the following year. Staff has been working on a plan for how to utilize that money and now that specific guidance from the Treasury Department has been released, Council will be hearing the plan on how that money will be applied during the next budget work session.

Mayor Mueller noted that defining key restrictions on what the money cannot be spent on and making sure that it is included in the plans. It is more complicated than just hearing that there is money on the way. Ms. Yarbrough agreed and noted that the initial guidance was vague, and the guidance is important to finalize the plan.

Council Member Johnson asked if this is the infrastructure that they keep taking about. Ms. Yarbrough stated that this is the package that was passed in January or February. Mayor Mueller

added that the infrastructure has not gone through congress yet.

Council Member Umphrey asked if the Charleston Road rebuild is only for a portion because the rest of Charleston Road is in good shape and so she questions the \$900,00 for the small segment. Ms. Flissar stated that it is from Highway 92 to Colombo - Cochise College. It seems like a lot, but it is a five-lane section of roadway and a portion of it needs to be a full depth replacement. Mayor Mueller noted that this should provide an idea as to how much replacement roads cost, even though the entire stretch is not being replaced. It is very expensive, and he hopes that the \$900,000 will cover it.

Council Member Pacheco asked if HURF includes any of the routine road replacements. Ms. Flissar stated that the other road replacements are budgeted separately in the O&M account. This is in the capital account.

Ms. Yarbrough thanked Council for their patience as staff works through all the details because the budget is much more difficult to put together when there is revenue to work with and the number of projects that are being done. It is exciting, but it takes some time. A lot more information is forthcoming:

- May 28, 2021, Tentative budget books
- June 7 – 9, 2021, One-on-one council member meetings
- June 14 – 16, 2021, budget work sessions
- June 24, 2021, tentative budget vote
- July 22, 2021, final budget vote and property tax hearing
- August 12, 2021, property tax vote

#### D. [Draft FY 2022-2023 Strategic Plan](#)

Ms. Yarbrough stated that after everyone's feedback during the last work session, she went back and made the requested changes. There are two items that she wants to revisit, specifically the first goals on the Pavement Condition Index (PCI) surveys. She and Ms. Flissar discussed this item with Council Member Umphrey and drafted the goal presented to address more specifically what they think Council Member Umphrey's goals were, "prioritizing, reducing the number of road miles of city-owned streets that fall into that very poor or poor classification on the PCI and maintaining higher classifications to the extent possible."

She displayed a slide of a GIS map and explained that Mr. Fisher took the PCI survey and all numbers and translated that to the GIS map that gives a visual and a measurement on the condition of all the streets within the City. Staff will be able to measure how many road miles are in each category as another PCI survey is done to get a base line number on how things have change since this one was done and then do another one in a couple of years. This will be able to be measured on how the needle has been moved on improving those streets at the bottom, and how the city has done maintaining the ones at the top.

The next one is developing the strategy in the financial plan, but staff is unsure how to address that and that is step one on how to go about achieving the goal.

Council Member Johnson stated that he noticed that his Economic Development Commission has been changed to an advisory group and he would like to have it be a commission to iron out the details. Mayor Mueller explained that it does not matter what it is called because ironing out the details should come first. Mayor Pro Tem Gray stated that it was her recommendation to change it to an advisory group.

Council Member Johnson stated that he noticed that his economic development commission on page four of seven has changed to an economic development advisory group. There was discussion about whether it was going to be a commission, or an advisory ground and he would suggest that it gets changed back to economic development commission for the time being until the details can be ironed out. Mayor Mueller stated that the details need to be ironed out, and what it is called does not

make any difference to him because they must decide whether it is going to be a commission in the regular commission format or whether it is going to be beyond that, and he thinks that it probably needs to be beyond that.

Council Member Johnson noted that he proposed it initially as a commission. Mayor Pro Tem Gray stated that she suggested changing it because she felt that a commission is restrictive and narrows the Council into a lane. Commissions means that they are very specific within the city, and she felt that another word might help broaden it to get more choices on what they want to do, and it still may be a commission or maybe a task force advisory group.

Council Member Johnson reiterated that his proposal was for a commission that had some teeth, and it seems like the language has already been watered down, and he guesses that he is in the minority. Mayor Pro Tem Gray stated that it was not her intent. It was to make sure that they had as full number of options as possible. Council Member Umphrey stated that this still leaves it open to being a commission.

Mr. Potucek explained that Council currently has a policy on commissions. The way in which the commissions are being used may not necessarily fit what Council is trying to achieve with their goal because a commission currently is a group of five and works through the city manager and staff. The Parks and Recreation Commission and the Planning and Zoning Commission are regulatory in nature that are direct reports to Council. This is the current Council policy regarding how the commission are used. Essentially, commission are working with staff and then they report to Council via the executive report. A task force is more designed for specific things that could be much broader in nature and have different membership or a larger membership, and an advisory group can be set up and established by Council to meet whatever needs they need. There are different connotations to the language, and he thinks that the word advisory group is used here in a broader sense until Council determines the vehicle that they want to use. None the less, the concept of having a focus on economic development is on the Plan.

Mayor Mueller asked about the next steps. Ms. Yarbrough stated that the next step, and not hearing any desire to revise any of the items, is that the Plan will go on the next council meeting for approval. After that, she will take it and assign objective leaders to each one of these and Council will then get back the list with the objective leaders and the implementation plan.

Mayor Mueller stated that after that there will be an update before Council every six months.

#### E. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller stated that he was disappointed that the League of Cities and Towns is going to have zoom meeting for their board meeting because he was hoping to go to Phoenix to get out of town for a day, but it saves him the drive. The agenda is pretty much routine things, i.e., approving the budget and a few other things that they normally do. They will also talk about the upcoming League of Cities and Towns get together on August 31, 2021, at the Biltmore in Phoenix. He encouraged Council Members to look at the schedule and plan their time accordingly to attend. He added that he will be making some requests on his behalf for information items, classes, seminars that they have while they are at the conference to help train new council members One of the things that he wants to do is to make sure that people understand what the role of the Treasurer is managing some of the funds that they have as cities and towns. There are a couple of other specific things that he will recommend. He added that if Council Members have issues that they want to know about that deal with government, now is the time to submit those to the League.

Mayor Pro Tem Gray stated that she is still working on the Military Affairs Commission and how that relates to military installation funding. She worked on re-energizing the Public Safety Courts and Military Affairs Commission, and they seem to understand the importance and will be working to also relay to the Governor how important it is to reconvene the Commission. This is an ongoing process that she is continuing to work on.

Council Member Umphrey stated that she attended the Budget Finance and Economic Development Committee with the League and reported that staff is still working on the income tax changing that is affecting the cities greatly. They brought up Senator Gowen's Affordable Housing Tax Credit that passed unanimously through the Senate and the House, but they think that it may not get signed. However, it will still make its way into the budget.

Mayor Mueller noted that they have not yet worked out the budget. He added that the issue on the hummingbird name got to the Governor's desk, but he does not know if it was signed. He sent a thank you note to Ms. Griffin on the City's behalf for that, and for allowing the City to work on an ADEQ bill that was not right for the City as a community. Consequently, they were able to get some changes made through her office. He also sent a thank you note to Becky Nutt, who did a good job for the city on the community colleges, because colleges are now authorized to have four-year programs. He reported that there was a big dispute between Pima College and University, Maricopa College that may have resulted in having the bill killed, but strategies were discussed to get this pushed through. He added that his argument was that nursing for rural communities has always been a problem and there has always been a shortage because the number of nursing students is limited at the universities, etc. Mr. Rottweiler, president of the College, appreciates the fact that the city got involved and he discussed with him on how to proceed in the future on several areas where they need to identify the need, figure out the financing and the support of the colleges.

#### F. Future Discussion Items and Council Requests

Mayor Mueller stated that the Strategic Plan will be forthcoming as well as the Parks Master Plan next week.

Mr. Potucek stated that another future discussion will be Council Member Johnson's request on the economic development commission.

Council Member Pacheco shared that Thursday, May 13, 2021, will be her last meeting because she will be resigning her seat on Council.

Mayor Mueller stated that he and the rest of Council are sorry to hear that, but they are glad that she will still be in the community. He added that there are specific procedures for Council to do because they only have so many days after receiving an official resignation to meet.

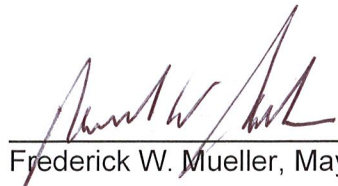
Mayor Pro Tem Gray asked if the Better Bucks presentation has been scheduled. Ms. Yarbrough stated that not yet.

Mayor Mueller mentioned that during the meeting with the Joint Services Club on Friday, May 7, 2021, Corporal Borg said that the Chief did a good job and asked for a local nonprofit charity to help with this and take it over to run on a regular basis. There was one young lady present that was interested. It was a good productive briefing and potential assistance from the community for the Better Bucks Program – it is still alive and running.

Council Member Johnson stated that he has been in touch with Brandon Martin, who has run for Congress, and was recently defeated by Ann Kirkpatrick. He has established an organization called Keepers of Liberty to provide civic lessons to community groups and schools. He would like to address the Council and he is getting an event together for September 11, 2021, that will be held in Veterans Memorial Park. He has been in contact with Library and Leisure Services on this event, and he would like to address the Council during the Call to the Public.

### 3. Adjourn

Mayor Mueller adjourned the City Council Work Session at 4:29 p.m.

  
\_\_\_\_\_  
Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:

  
\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

  
\_\_\_\_\_  
Jill Adams, City Clerk