

Sierra Vista City Council
Work Session Minutes
August 10, 2021

1. Call to Order:

Mayor Mueller called the August 10, 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 Mark Rodriguez - present
Council Member Carolyn Umphrey - present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Adam Thrasher, Police Chief
Brian Jones, Fire Chief
Matt McLachlan, Community Development Director
Jeff Pregler, Planner
Blake Fisher, Planner
Sharon Flissar, Public Works Director
Laura Wilson, Leisure and Library Services Director
Judy Hector, Marketing and Communications.
Tony Boone, Economic Development Manager
David Felix, Chief Financial Officer
Jennifer Osburn, Budget Officer
Jill Adams, City Clerk

Mayor Mueller announced that the benefit of screens and normal things that would be used for presentations are unavailable due to the power strike that took place last week; however, staff is diligently working on getting that back up. He also complimented staff on the excellent presentations during the Spotlight Breakfast.

2. Presentation and Discussion:

A. August 12, 2021 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for Thursday, August 12, 2021, starts at 5:00 p.m. with the call to order, roll call, invocation by Father Greg Adolf, Pledge of Allegiance, and the acceptance of the agenda.

In response to Mayor Mueller, Mr. Potucek stated that the process is being started in getting the

fire truck and the transit busses. He added that he received the year-end sales tax report, and the city is up 11 percent year over year for the entire year and 9.3 percent June to June and noted that June is a slow month of the city that puts the city in a good stead for next year.

Item 2.1 Consent Agenda, Discussion and Possible Action of the Special City Council Meeting Minutes of July 20, 2021 – There was no discussion.

Item 2.2 Consent Agenda, Discussion and Possible Action of the Special City Council Meeting Minutes of July 26, 2021 – There was no discussion.

Item 3 Public Hearing, Discussion and Possible Action of Resolution 2021-054, New License, Interim Permit, Limited Liability-type of ownership for a Series 12 Liquor License for Jung He Matranga on behalf of the Tasty Wok and Asian Market – Ms. Adams stated that the application is for a Series 12, a restaurant liquor license, for the Tasty Wok and Asian Market. The agent and owner is Jung He Matranga. The notice of the public hearing was posted on the facility and to-date no comments have been received from the public pro or con. The Police Department performed their background check of Ms. Matranga and has no objection to the application moving forward. Restaurant liquor licenses unlike the bars and other are a single use license that is attached to the building/person, and it is the only place that this license will be used because it is not a quota license. It does require a certain amount of food sales attached to the liquor sales; 40 percent of their receipts must be from food to qualify for this type of license. If approved, the application will be returned to the State for final action and issuance.

In response to Mayor Mueller, Ms. Adams stated that the location is where the Peacock Restaurant used to be located on Fab and Fry Boulevard.

Item 4 Discussion and Possible Action of Ordinance 2021-006, Fiscal Year 2021/2022 Property Tax Levy - Ms. Osburn stated that this is the last step for the budgeting process. In accordance with State Statute, the city held a public hearing for the property tax levy on July 26, 2021. The proposed primary tax levy rate is set at \$0.1108 per \$100 of assessed value, which will generate an estimated \$377,145. The slight increase in total property tax revenue from the previous fiscal year is due to new construction.

The Arizona Department of Revenue provided the FY22 property tax levy rate and total collection amount. Due to the decrease in valuation of taxable property, the rate was adjusted slightly higher for FY22 so that the amount paid by the citizens in FY22 remains the same as the amount paid in FY21. For this proposed new rate, the city is not required to publish truth in taxation notices for the property tax levy.

Item 5 Discussion and Possible Action of Ordinance 2021-007, Amendment to City Code, Chapter 33, City Departments – Ms. Yarbrough stated that this item is coming back before Council for their consideration and final adoption. This Chapter defines several specifics about each department, and it has been long since obsolete. Therefore, this is an update to generalize the scope of services provided by each department in hopes that it does not have to be updated in the future. As required, it has been out for public comment for 30 days and there have been no comments received for it or against.

Item 6 Discussion and Possible Action of Resolution 2021-055, Adoption of the Parks Master Plan – Mr. McLachlan stated that this is the final draft of the Parks and Recreation Master Plan for approval. This checks off Council's last Strategic Plan goal of developing a comprehensive Parks Master Plan. Staff believes that the draft reflects the input that was

received from the Mayor and Council as well as the public input during the 60-day public comment period.

The memo summarizes the input and changes that were made to the draft document. Some of the thoughts that were submitted include balancing water conservation goals with adding new water features that will be factored into future decisions on park upgrades. Staff believes that the splash pad spray features that are proposed in the Plan sufficiently satisfy the public interest in a responsible manner. Building a second public pool or constructing a fishing pond are beyond to what staff is prepared to recommend at this time. Some implementation concerns were raised regarding Roadrunner Park that will be addressed when initiating the detailed master planning in engineering that is required for new park construction. Staff understands the need to consider site access, parking circulation, environmental and neighborhood impacts in the eventual park design. There will be a specific public outreach process conducted to determine which features will be added. Currently, the popular park features are at Tompkins Park as a starting base, but it will still need to be tailored to this specific site.

Regarding Tribute to build on the horizon for the special area plan stretches far beyond what is contemplated with the Parks and Recreation Master Plan. Staff is still working with Castle and Cooke on the final phasing plan for the infrastructure buildout, but it has been agreed upon that the first community park will not be needed until the 2,000 homes are constructed and this benchmark is unlikely to be realized during this planning period.

Staff fully concurs with the comment that the city consider the special needs and desires for the neurodivergent and the disabled, and there is a lot that can be shared that the city is doing in that regard.

The Master Plan does help to understand and proactively plan for future maintenance and park needs to ensure that future park upgrades are consistent with the community's desires and that new parks are logically located, developed, and maintained an appropriate level of service. The Plan is designed to not only enhance the quality of life and sense of community for existing future residents, but to leverage sports tourism to grow the economy.

The current year budget has given the city a jumpstart on the implementation and in large part to outside grants that have been received or expected. If approved, it will serve as a guide for annual capital improvement program budget process and support future grant applications or donor requests.

Ms. Landry stated that she loved looking through the Parks Master Plan as it is exciting and she likes the breakdown on the analysis of all the different parks, maintenance, etc. She added that she feels that this is good and will improve the quality of life for the citizens of Sierra Vista.

Mayor Mueller pointed out that the Plan will act as a guide to developing and maintaining parks and park facilities over the next twelve years. He noted that the key word is "guide" and shared that he ran on a pro parks agenda and missed getting elected by 11 votes in the past. People seem to think that now that they have a Parks Master Plan, everything is cut in stone, but there is a process as each park is approached, i.e., the park that used to be called Three Canyons and is now Canyon de Flores. There will be a process whereby city staff will go to the neighbors and meet with them and give them a blank piece of paper and ask them what they want in their park. Then it will be refined based on the Plan and what can be afforded to provide

the amenities that will be used. Lastly, he stated that a key paragraph is that capital improvement recommendations in the Master Plan cover maintenance, replacement and proposed upgrades in existing parks and proposed park development. Council still needs to figure ways as a Council to make recommendations and to fund all those things for upkeep and revitalization of older parks, i.e., Nancy Haykes Parks that has needed help for a long time.

Council Member Rodriguez stated that the local veterans' group is trying to do some upgrades to the park itself from a veteran's standpoint by holding fund raising to put in bricks, etc. He asked how this will fit into the Plan. Ms. Wilson stated that this was considered in the Plan and staff left the front of that park, norther side facing to the Fry side in the current veterans' area. That was ratified by resolution by Council several years ago. The veterans' group is currently working on their fund-raising efforts, and this Plan will beautify the surrounding areas of that, but it leaves it alone for that process.

Mayor Mueller stated that it has been set aside appropriately in the Plan. There is going to be a conflict in the future because this is the same area that the Christmas tree lighting event is held. If everything is built in the way that they have asked, then there may be a conflict; but the Parks and Recreation has already started working with the Kiwanis and other groups to have an alternate site, the front of the Pavilion, which will be a year by year to get to the point where there can be a sustainable Christmas event in the park as held in the past without interference with the building and establishment of the Veterans Memorial.

Item 7 Discussion and Possible Action of Resolution 2021-056, Development Code Amendments to: Section 151.02.004-Definitions; Section 151.06.008-Communications Facilities; and Section 151.20.002, Architectural and Design Review Applicability, and Declaring a 30-day Public Comment Period – Mr. Pregler stated that staff is recommending three separate Development Code amendments for Council's consideration. The Community Development Department regularly reviews Code revisions and procedures to identify ways in which the city can improve efficiencies, clarify requirements, and help residents and business owners move through the review process more easily, which is consistent with the Council's Strategic Plan Initiatives. The proposed text amendments will be consistent with these policies.

Mr. Pregler displayed slides and stated that the first amendment relates to the definition of building height and finished grade. The current definition of the building height reads that "the vertical distance of a building measured from the lowest grade adjacent to the building to the highest point of the roof." The proposed definition reads that "the vertical distance to the highest point of the roof for a flat roof and to the average height between the eaves and ridge for gable, hip, and gambrel roofs measured from finished grade." The ultimate height of the building can be higher than 35 feet, two, or three-feet addition to the 35 feet and the reason for this is to provide additional flexibility for commercial and residential buildings.

The definition of finished grade currently states that "the final elevation of the ground surface after development." The proposed definition is that "the final elevation of the ground surface after alteration at the highest point." This is talking about the highest grade of the property after it has been graded and set for drainage and the building is ready to be constructed on the property. This would apply to slope roofs, but flat roofs it would still be the highest point of the building.

Council Member Rodriguez asked if there would be a problem if a fire apparatus is needed. Mr. Pregler stated that the ladder truck can go up four stories. Fire Chief Jones explained that the Fire Department apparatus through the process of getting their building permits is making sure

that the apparatus has the radius to turn around and the height of the building that they look for is the time and a half of it and all the buildings within the city reach that.

Mayor Mueller shared that as the liaison of the Planning and Zoning Commission for a few years, he is not sure if the proposed finished grade is clear, but he has no suggestions - the final elevation of the ground surface from the highest point of the graded lot. For somebody that deals with Code, people that are going to have to go out and enforce Code, and build a Code, they need to have very clean, clear English translation. Mr. McLachlan stated that it should read the highest grade adjoining the finished structure.

Mayor Mueller asked if it is the highest point of the ground surface after grade. Mr. Pregler stated that it is the highest adjacent grade.

Mayor Mueller asked if the finished grade is the highest point of the final elevation after alteration. Mr. Pregler stated that he is correct.

Mayor Mueller stated that this is much clearer because he is thinking of the homeowner who does not have much experience who is wanting to build something. Mr. Pregler stated that he can revise the wording.

Council Member Benning voiced his concern over new development because a homeowner selects their site for a reason and if a developer can sneak in and get four to five feet in the house next door, that four to five feet does not seem a lot, but when talking views, etc. then it is a big difference. Mayor Mueller stated that he is unsure how that can be regulated effectively because they can seriously raise the level of the lot in their construction and still build to the proper height standards. This would not prevent it.

Mr. Pregler stated that the next proposed amendment relates to communication facilities. Staff is recommending an amendment that would exempt essential communication facilities for emergency, police and medical service dispatch located on public property from the development requirement in the Communications Facilities Section of the Code. An example where an exemption is necessary relates to architectural standards. The Development Code currently requires all communications towers use stealth design, which includes concealing attached antennas and prohibiting the use of lattice-type towers. Communication towers used for cellular service are only using cell phone antenna arrays which can easily be concealed in a monopole, fobe pine or fobe palm tree for cellular service only. Emergency service towers require additional arrays, dishes, and antennas that cannot practically be concealed. Therefore, the lattice-type tower is more functional for emergency service towers. In addition, there are reduced maintenance costs and repair times with lattice towers as opposed to monopoles. Monopoles require the city to order a lift truck from Tucson causing delays in the repair work and ultimately delays to emergency responses. Repairs to lattice towers only requires local personnel to climb the structure and make the necessary repairs. Finally, the lattice structures are the industry standard for emergency service towers as can be seen in the Cochise County lattice towers. The amendment would expedite the review and construction of emergency communication facilities, which will ultimately allow for quicker response times.

The final amendment being proposed relates to the architectural and design review-applicability. The Development Code currently exempts single family residential and multi-family residential with four or less units on a lot, from meeting the architectural and design review requirements. Although the architectural and design requirements would be applicable to commercial, industrial, and apartment developments, the Code does not specify if these requirements are

applicable to sheds or accessory buildings associated with these developments. To clarify this issue, staff is proposing code amendments which would exempt certain accessory structures from meeting the architectural and design review criteria. Specifically, accessory structures that have a wall or walls that can be viewed from a public right-of-way, 30 linear feet or less, would be exempt from the architectural and design standards.

An example would be a shed on a corner lot that can be viewed from the roadway that has no screening device, i.e., landscaping or walls. If the width of those walls are less than 30 linear feet, it will not require an architectural design review. Similarly, if there is a shed or an accessory structure which has walls greater than 30 linear feet, but is screened by buildings, walls, or landscaping, it would also be exempt from architectural design standards. Only those accessory structures which have no screening and that can be viewed from the roadway and have a wall which is greater than 30 linear feet would be required to meet architectural design standards.

Staff reviewed all commercial and industrial sheds issued in the past six years and none of them had a wall which is great than 30 linear feet. The 30 linear feet would only show too many sheds applying for building permits; therefore, this issue would not be common, nor would it come up. This would be for the larger accessory structures or sheds which would be used for storage or equipment for the principal structure on the property and not for the smaller sheds seen in residential areas.

Mayor Mueller asked for clarification on the amendment. He also asked if this applies to commercial, industrial and apartment buildings. Mr. Pregler stated that it is for any development that requires a site plan that kicks in a design review. Although, it is not currently an issue, the problem is that it needs to be clarified that accessory structures are not applicable to the architectural design criteria. Currently the Code states that any new commercial development must meet the requirements of architectural design standards. It can be a new shed on a piece of property, but that shed would be exempt from architectural design because it is only certain sheds, 30 linear feet or greater that would kick in the standards.

Mayor Mueller asked if an apartment building or commercial venture with a 30 feet linear wall with solar panels across the top, put in for storage, or a place where people can park cars, be required to have screening and all the other things? Mr. Pregler stated that they would be required.

Mayor Mueller asked if it was 29 feet then they do not. Mr. Pregler stated that he is correct.

Mayor Mueller asked about the 30 feet parameter. Mr. Pregler stated that in looking at the past six-year, staff noticed that many of the sheds are around 200/250 square feet and none of the sheds looked at had a 30 linear foot wall. He added that he believes that 30 feet is a good threshold because there are not going to be too many of those that are going to be 30 feet and above. The Department does get many that have a 20-foot linear wall.

Council Member Rodriguez stated that a metal Conex storage that is used in the military as shipping containers that people are now using and converting them to buildings and storage are 30 feet. Mr. Pregler stated that the Department did permit one a couple of months ago for a church and it was 40 feet in width. In this case it was screened by the buildings and could not be seen from a public roadway.

Council Member Rodriguez asked if it is still possible to use these if they are screened. Mr.

Pregler stated that he is correct, and the architectural design standards do not apply if it is screened.

Mayor Mueller stated that he is beginning to understand as soon as the word Conex was mentioned because when talking about a structure, he is thinking about buildings, garages, etc., an actual cinder block structure. He agreed in that if there is a Conex that is over 30 feet that is not properly maintained can be an eye sore and cause problems.

Mr. Pregler stated that the Planning and Zoning Commission heard the amendments on August 3, 2021 and unanimously recommended them to Council. The city posted the Code amendments on the City's website and no comments have been received to-date. Approval of the resolution will start a 30-day public comment period which will allow for additional public comment. The amendments will then be brought back before Council for final adoption after the 30-days.

Mr. Potucek stated that he just received word from Ms. Flissar that the FAA is sending another \$32,000 and that must be on the agenda. Ms. Flissar apologized for the lateness of the item and stated that she just received notice from the FAA on the item and they have requested a response back by August 26, 2021. This is the second or the third round of funding that the FAA has sent the city's way. The first acronym was the CARE Act and is now ARPA that are tied to COVID-19 relief and funding money for airports associated with ongoing impacts related to COVID-19. This grant is \$32,000, straight federal funding with no required city match, like the other ones approved by Council.

Mayor Mueller asked if the action on Thursday, August 12, 2021 be to authorize the acceptance of the funding. He asked how this will affect the budget. Mr. Potucek asked Ms. Flissar about a spending timeframe, restrictions, and can this be pushed off until next fiscal year.

Ms. Flissar stated that she will check on the timeline and noted that in the past Ms. Velasquez has used this for personnel related expenses. They have specific criteria which has not changed.

Mr. Potucek stated that based on the explanation, it will then be an offset to the expenses that the city already has.

In response to Mayor Mueller, Mr. Potucek stated that no additional spending will be added.

B. [Discussion on Economic Development Advisory Group](#)

Mayor Mueller stated that he strongly feels that Council fully understands why this is being done, what the needs are, and to be very aware of the scope of an additional piece of government before adding any missions or requirements. Once that is understood, Council can go ahead and decide whether they need a normal commission, an advisory council or anything.

Council Member Benning stated that one of the things that is talked about when talking about economic development is reaching out to stakeholders, and this gives the Council an opportunity to have the stakeholders available to them all the time. He added that this is the same concept as that of the Airport Commission in supporting something that they believe in. He further added that he believes in bringing in business owners who have a stake in what happens around them as stakeholders. This gives Mr. Boone, a team of one, the same inside

that Parks and Recreation Commission and the Airport Commission. It lets the city do more work and bring in more bodies to the table to accomplish what needs to be done to further build the economy and this is important.

Mayor Mueller apologized to Council Member Rodriguez because he was not in the whole build over this, but Council had Mr. Boone and his team come and ask them about economic development standards. He recommended that he get together with Mr. Boone about the series of discussions on economic development.

Council Member Johnson stated that he ran on economic development in 2018 and 2020 as a write-in. He proposed this and has talked about this. He even took the initiative to write an ordinance creating a commission, which he shared with Council. From his experience he sat in an economic development commission in Des Plaines, Illinois that met once a month that was composed of business leaders, i.e., restaurants, coffee shops, hoteliers. This commission would not oversee what the city or staff person is doing, it would complement, and bring stakeholders to the table, an asset. He added that the city relies a great deal on Fort Huachuca and Mr. Boone has put in a lot of effort and time on the airport development, a good thing, engaging with Mexico and doing a lot of stuff. He further added that all he wants is to bring stakeholders together once a month to talk things through just like the Airport Commission, Parks and Recreation Commission do. They do not have to be a regulatory commission like the Parks and Recreation Commission, but merely getting interested people involved to help Mr. Boone out and to supplement what the city is doing. He would like for this group to meet regularly with good stakeholders, but cautious of an empire building, real estate persons because they could do a lot of manipulation as far as suggestions are concerned.

Council Member Benning stated that the city lost a great asset when Mr. Cline went over to take over SEACOM, someone who would do business walks. Back in 2015, 2016, the city used to partner with the Chamber and would do business walks with them. By bringing in the same people that Mr. Cline would go out and talk to, eliminated is the going around because there are other business owners that do things with the Chamber, i.e., network meetings, etc. In turn, they can bring to the table things for Mr. Boone. Lastly, he stated that he does not believe that the commission should be a regulatory commission. This group could be like the Airport Commission who are invested in the airport and the same can be done for economic development.

Mayor Mueller stated that he is trying to get a consensus of Council as to whether there is a need for an economic development group to assist staff to make sure that the city is hitting all the things that need to be hit in the economic development arena, or the things that are practical and will fit the community.

Council Member Landry stated that together everyone accomplishes more and having people with experience and different insight, suggestions, things that they have tried is great to bring it all together and take a certain course of action over another one. This would be beneficial and not a temporary thing, but beneficial to have people that are interested in getting this going.

Council Member Rodriguez stated that the city is always compared to other towns, but Sierra Vista is a unique city, and he has seen commissions like this in MacDill Airforce Base in Tampa, Florida, and Fort Bliss in El Paso. He added that when he thinks of these commissions, he thinks about helping small business owners. Council always preaches to help support local and this will help to do that. There is federal funding set aside for small businesses, and this could be an avenue to help people in the area that want to start a business or are struggling. People

that have a common goal can get together and talk to benefit the community.

Mayor Mueller agreed and stated that part of the mission that was previously discussed was to grow local businesses. As far as small business development, there are other agencies that are more adept i.e., Cochise College, etc. that are better suited to do that, which the city could connect folks with. Small business development itself should not be a part of this because there are other agencies that do that.

Council Member Umphrey stated that she is curious even if it is just being tried, but maybe a partnership group and she does not know how it would work. She added that she does not have an opinion yet because she is not convinced either way.

Mayor Pro Tem stated that the questions for her is, what type of problem are they trying to solve? She stated that she is just listening at this point, but she has not yet heard about an actual problem that needs to be resolved. She further stated that this would help her hone-in on where they want to go with this.

In response to Mayor Mueller, Council Member Johnson stated that he does not believe that they must look for a problem, and does not believe that there is one, but he wants to make it better. He added that in the draft ordinance he proposed a six-member board or commission, limited in scope, composed of business leaders in the various industries that would be interested in devoting their time. Lastly, he stated that it is the wrong approach to look at this as if there is a problem.

Mayor Pro Tem Gray stated that she believes that it is important not to use right/wrong words for the discussion. This is to try and get some ideas about what is happening, but she is not sure which way to look at this at this point.

Mayor Mueller stated that there is a desire to enhance what is already being done. There are several ways to do this, which can be discussed. Traditionally, the city's Economic Development Department has looked specifically at certain things. He added that he believes that it is probably time that Council expands the scope and the way to do that is to get advice, information from other community leaders in certain areas, i.e., military, education, medical business, real estate, etc. These must be people that are in the community, active in the community and know the community that are willing to take the time to use their expertise to share ideas and implement projects, etc. to work with the city. The city would maintain its basic focus and periodically this group would review this to make sure that nothing is being missed or an opportunity that is not being addressed. Lastly, he stated that he can see some benefit for a group like this, but structure is an interesting question.

Council Member Benning stated that they do not know what they do not know, and he gives Mr. Boone a lot of credit. Mayor Mueller added that the city needs to use all strengths within the community to be able to do this and draw on this from seasoned folks that will make the city stronger.

Mr. Potucek stated that the discussion helps figure out where to take this. There are a lot of different facets to economic development in terms of what that means to the community. He added that Mr. Cline performed a function for the city in one of those areas that is important that consumes most of the time, which is to serve as an ombudsman and working on retail economic development, not retailers; although, many of them are retailers. They are people that need assistance in finding a site, building, or getting through the development process. This requires

face time and sitting down and working together. They spent a lot of time doing that and proofs of that effort can be seen on the West Side in working with Mr. McLachlan and his group. Large attraction things that Mr. Boone keeps him apprised of are different. Mr. Boone is currently working on a project at the airport. It cannot be said to anyone publicly what these people are interested in, or they will walk. It is hard for a group to work on a project like this when there is this type of situation. Government contracts are more open and may be a benefit to a group, working on those types of things and bringing those dollars to the community. There are opportunities that exist that do not necessarily translate immediately into jobs, but it could be something working with U of A, Cochise College, developing programs that train and develop workforce, which are all important.

Mr. Potucek noted that during the Spotlight Breakfast, there was discussion about the need for workforce. If there is an area currently where there is a problem, it is workforce and getting people trained locally to be able to take some of these jobs because people are hiring and people are not being found to fill the positions, even at the city. Brining a group together that can discuss some of these issues can be beneficial, but the city does not necessarily chase after retail. As an example, would be someone wanting to bring in a Red Lobster, and considers that to be economic development. The city does not bring in competition to existing people that have already invested in the community. However, if someone has already made the decision to come into the community, then the city is there to assist them in terms of getting them located and getting through the processes, and this is what Mr. Boone does. Another part of the economic development strategy is sports tourism events and there may be some interest on the part of community members to talk about some of those things might work, which is an example of brining in outside dollars into the community. It is not always about jobs, but there are initiatives that can lead to more jobs if they are worked properly.

Mr. Potucek stated that he asked Mr. Boone to put together a few things in terms of different structures that might get to where Council may want to go with the Strategic Plan item.

Mayor Mueller stated that if there is an additional group, they need to be of a caliber where they sit down and state long term educational needs to be able to get to where the city wants to go, here is what needs to be done as a city/community. This is talking about larger development, a thought process of how to meet all the needs of the community, i.e., medical issues with doctors retiring, etc. to have an idea as to how to do this to maintain what the city has and build upon it, the military, that would be worked through the Huachuca 50. The group would help with long term focus and short-term actions.

Mr. Boone stated that in four years in terms of the outreach and engagement, he sat through the Sierra Vista Technical Assistance Program, which included three small businesses. He worked with Sun Corridor to bring in expertise, and he got a good sense and feel for the small businesses and the requirements. The jobs and economic impact were good, which are reflected in the numbers, and the instate was to engage with those businesses.

Mr. Boone stated that he currently serves on the Arizona Work Board that includes educators, business owners, etc. in Cochise, Graham and Greenlee Counties. The current discussion for this board is about jobs and not having people. They are tracking over 450 empty vacant jobs within the Greater Sierra Vista area, with a handful in Benson and Bisbee.

An economic development framework to update the Plan for Prosperity was the charge from Council, and the solution was to bring in community leaders that included business owners, real estate, Canyon Vista Medical Center, Fort Huachuca, and educators. There were about 16 to 18

people that got together to try and touch base with all these facets, to include small business owners, long term retailers, and restaurants that have phenomenal customer service. This is what drove the six objectives after a couple of sessions to try to pull those people together, who were very busy, and everyone was cognizant of their time.

Mr. Boone stated that he is also engaged with the Chamber on their Small Business Committee to discuss issues monthly. He noted that these things have helped inform him, and his thoughts on how to approach it. Significant long-term work with Cochise College, Dr. Rottweiler and his team still provides great promise in the virtual reality/augment reality. Also, there are still discussions with McCain and Company because of the great potential which is seen. Therefore, education is a central piece. He further noted that he has also talked and looked at CTE and how it plays a role in the community from a workforce perspective.

Mr. Boone stated that between Mr. Cline and himself, they try to stay plugged in as well as the ombudsman side. He noted that he worked with Dr. Deno and Jason Deno on U of A cast and where they go from an intelligence perspective, the internet, and the elements of cyber as well as intel. All these pieces and parts, not to include his engagement with Fort Huachuca, play a role as well as the engagement on the small and large businesses. He further noted that he and Mr. Cline split duties on the ombudsman role, which was clearly in his job description, but he learned a lot in walking and talking to businesses about City Code, law enforcement as well as engaging.

Within the last year, as the pandemic weaned, he wonders what more can be done for the local business owners and he is aware that Mr. McLachlan has similar questions as people have come to the Community Development Department.

Mr. Boone stated that he has offered this information as points for discussion from his perspective. He added that he tried to cover most of this in the 45-minute brief that he did a few months ago and offered to go through this with Council Member Rodriguez.

Mr. Boone stated that as a planner, he met with Mr. Potucek regarding the structural solutions and came up with four potential options:

- Task Force that has a time frame and very direct purpose.

The City of Glendale set up one for one year to bring business owners in and to look at codes, ordinances, processes to find recommendations to clean these up or make them simpler.

- Nonregulatory commission based on the Administrative Action

Mr. Boone stated that the tenancy and time to assist and work with this goes forward but having looked at all segments that make up the community, it might be tough to pull six individuals to cover all bases that the city deals with.

- Mayor Blue Ribbon Panel Advisory Group

This would be under the authority of the mayor which gives both the mayor and the council a great deal of flexibility, i.e., how many people, when to meet, and it would not fall under the administrative guidance.

- Chamber's Small Business Committee

This was a discussion with the Committee and as they look to shape and change the Chamber based on the guidance from the US National Chamber of Commerce, one of the discussion points was a business or small business council with the intent to discuss about what is going on in the community and the issues.

Mr. Boone stated that he offered the Chamber his partnership to explore, and in this case the partnership must be equal, and they must have the same intent, goals, but as a sounding board, potentially for the local businesses and the opportunity to talk in greater detail. He added that there would not be any NDA and they would not be discussing things that cannot be discussed; therefore, that environment would not change. This might offer something outside of the commission or nonregulatory guidance so that options can be explored as to how many people are interested, how many people can invest the time, when would they work, and to find out if the business owners are interested in this proposition.

Out of the four, this looks at a very lean area on the business side because it is different. It is a subset of the economic development impact, but it leaves out the education, workforce, medical, the professionals, etc.

Mr. Boone stated that the options are to provide a menu without having the benefit of the discussion during the work session. He added that he pulled the words from the Strategic Plan because those are the things that Council has seen and approved.

Mayor Mueller stated that a task force focuses on one thing, and he believes that Council is talking about a broader focus; therefore, the task force is probably out. He added that as much as he would like to partner with the Chamber, the Chamber is focused on a small business group and maybe a member or leader of that group could be a part of the city's group. Mr. Potucek added that the city is not precluded from still working with the Chamber of Commerce.

Mayor Mueller stated that if the Council is to proceed, there are two structures, which would be the nonregulatory commission that if this was done, there would be specific guidelines, number of members, regular meetings, etc., but he is not sure if the higher-powered people can be available. He added that after reading Council Member's Johnson's proposal, the main reason that he would support an advisory group of some type is that there needs to be an outside group that knows the community, are experts in their field, will look at what is being done, and will be looking for the spots that are being missed or that could be done internally, locally and within any of the areas mentioned to enhance to where the city wants to go to in the future. This group could help the Council establish goals on what type of businesses to attract and provide the expertise and do some things internally for education, labor force, etc. that would help the City. He further stated that this group does not have to be called the mayor's advisory group because it could be an economic advisory group that met on a regular basis and be industry experts in their field where they could meet with Mr. Boone, the mayor and council members based on the subject that is being discussed. This would have to be a blue-ribbon panel and they would let council know if they are headed the right direction. This would be a nonstandard commission.

Mayor Pro Tem Gray stated that it sounds like having people from different sectors of the community coming together. Mayor Mueller stated that it would be experts from the different sectors coming together over time and having specific issues to discuss at the meetings and giving input and recommendations. In some cases, their staff would provide support as well depending on their area of expertise. This would not be a standard commission, and this does not mean that there will not be work for staff, but this might be worth trying.

Council Member Rodriguez stated that he is not trying to make more work for Mr. Boone, noted that Mr. Boone may not want help, and was not asked if he wanted help, but he appreciates having this broken down. He stated that in thinking about this, he thinks about the city's partnership with Fort Huachuca and God forbid that they must go through BRAC. He further stated that he believes that this is what keeps towns involved with their local military bases, but when talking about commissions, he keeps in mind the BRAC and commissions stating, "here is the money that is being brought into the community, here are the jobs, and this is where they will be put and not just on the base, but in the city, and here is how the community was built. So, this is all invested, and this is how far the roots go, and others can look somewhere else and not consider Fort Huachuca."

Mayor Mueller stated that this cannot just be looking at businesses outside of the post because it must be the whole community.

Council Member Rodriguez stated that he likes the idea of bringing in people from outside to have this work and bringing them in to see why it will or will not work, and people may be open to this. Mayor Mueller stated that the key thing for this group, is that it would identify potentials and they do not have to do the pursuit of potential businesses or whatever, but they can help with background, help steer staff and Council in the right direction to see if these are valid pathways to improving the community.

Mayor Mueller stated that sometimes he pities Mr. Boone and Mr. Cline because they are running a lot of pathways and they can do a lot of work, and they end up in a boxed canyon and there is no where to go, but this is what is done when trying to run down potential opportunities. It is a lot of work, and it can be very frustrating. There needs to be a group that is willing to work and work on different things simultaneously. He further added that these folks can provide advice and keyways to approach future development that includes the post but is not just the post. They need to look at what is going on in the post and what is complimentary to the post and what can be done in the city that is not going to have major effects on the environment.

Council Member Johnson stated that when he was in Des Plaines, he felt like he was an ambassador on behalf of the fellow businesspersons as well as the city and he believes that this is where the opportunities are. This can help Mr. Boone and advisory group would supplement and not replace his efforts, especially now that Mr. Cline is not available to rely on. This is the time to decide as to where the city is going to go with this. If Council does not want to call is a commission, then it can be called an advisory group. Lastly, he stated that he is speaking from his experience from back in Des Plaines, Illinois when he sat on the economic development commission for many years. The ambassador part is a big thing, and the supplement is a big thing as this has been his baby and he hopes that Council can come to some consensus.

Mayor Pro Tem Gray stated that she hears everything that is being said, and the word ambassador or advocate keeps being mentioned, and all these things are very important, that should be done, and thinks that Council should be doing. She started listing all the groups in the community that work on economic development of some sort, job force, and she is not saying that a group is not needed, she is trying to figure out what this is going to look like:

- Huachuca 50
- Chamber of Commerce
- IDA
- EDF
- City's Economic Development Department
- Small Business Development Center

- SEAGO
- Arizona at Work
- Council Members

She added that she is still struggling with the question, in addition to what these organizations already do, what would the group do or what would it be?

Mayor Mueller stated that this group is to focus the city's economic effort the Council officially approves.

In response to Mayor Pro Tem Gray, Mayor Mueller stated that he assumes that there would be leaders from the post, education, medical, small business or retail, construction/housing. These folks would be selected based on their experience and willingness to sit down and have frank discussions on where the city needs to go for the future. The Council will have to agree on the recommendations that they provide is the way to go, and there may be disagreement and Council could state that it is not a priority, but there would be a lot of discussion, give and take. He added that he believes that there is expertise in the community that is already in the city that Council could take advantage of that they may not be taking as an effective advantage.

Mayor Pro Tem Gray stated that she wrote a list of different sectors within the community that could come together and talk about this. She asked Mayor Mueller if he is looking for consensus as to what direction Council wants to go. Mayor Mueller stated that therefore they had a list of solutions because the discussion is to see if this is acceptable and then they would have to come up with a resolution that has the appropriate structure and explicit outline. Afterwards, there would be a second discussion to make sure that everyone is comfortable with the structure and at the same time, he would be open to hearing about the different sectors that Council thinks may be appropriate to serve. However, this would be a one-on-one discussion because there are personnel involved and he should be the one to approach the individual, unless there is someone on Council that is a friend of the individual. Lastly, he noted that the people that are being looked at are very busy people and must be willing to lend their expertise, business, educational institutions based on whatever the issue is.

Council Member Benning stated that Mayor Pro Tem Gray brought up a good point regarding the other organizations doing their part and it would be good if the city partners with them. He also stated that he thinks that in the description of their part, they have a certain role that they do and that is why they form. However, that role may or may not be to enhance the city, but they enhance whatever it is that they are doing in that role. He added that he does not want to say that the city is brining this in and making it cyclical because the city is not. The city is not helping the SBD do a 180 and going back to look. The city, by starting an advisory group is so that Mr. Boone can do the things that Council was talking about, the nondisclosure ones, and he can go out and focus on the one client that is coming to the city, but it is also a business owner or a vested community member that knows the city. So, if Ms. Hector brings in someone to write an article on the city, there is someone that the city must go to that is on the commission that knows the points that are being talked about monthly and be that ambassador. Lastly, he stated that he is looking for long-term, successful, "here is how I did it and let me help you," when getting together.

Mayor Mueller stated that the real questions are how to make the community better and how to enhance the economy. These are big questions and there are a lot of facets to them. He added that the small business group in the Chamber should continue to focus on enhancing small business, and if there are things that this group can help with then they will work together, and it

goes the same with education, the post, and the Huachuca 50. Lastly, he stated that he believes that the Council is ready for verbiage on exactly what they want to do to make this an economic advisory group and how that will work governmentally, etc. Once this is done, he would like for Council to think about contacts in the community and the sectors, where they think that they need to grow economically, and who those gurus in those areas are in the community.

Council Member Johnson asked Mayor Mueller if he shared the draft ordinance. Mayor Mueller stated that he did not and noted that there were several things within it that did not fit the format, but he will share it with staff for a starting point.

A. [Council Executive Report](#)

Mr. Potucek stated that this report is the May/June 2021 report and some of the key things in the report are the purchase of the Roadrunner Park property from the Sierra Vista Unified School District, which was \$366,000 as put in the budget. Staff is excited to get that underway. He added that Council is aware of the lightning strike and some of the issues that are being dealt with getting things up and running. Hopefully insurance will cover most of the costs associated with this that Ms. Adams is working on. There are a few projects that are being kicked off, i.e., Fry/North Garden being the main one, but also the bridge project to connect Avenida Escuela together with the Domingo Paiz Project. He reported that the ACO Project is moving forward, and staff is working with Schneider Electric on a second Schneider Project, another way to take advantage of their expertise for the following year's budget. Overall, things are looking very good in terms of revenue in the budget and the city is very busy with number of different projects that are going on.

Council Member Jones asked about the year-to-date total incidents. Fire Chief Jones stated that he believes that part of it is that people are coming out of COVID and getting out and about. Other than that, no significant incidents would lead to the increase.

Council Member Landry stated that she enjoys the executive reports and the breakdown of the departments.

Mayor Pro Tem Gray stated that on the update on sworn officers staffing, she wonders if Police Chief Thrasher can talk about some of the new positions funded, 53 of these that are assigned to duty. She asked if there have been more conversations about some services, calls, resolutions not being able to be done. Police Chief Thrasher stated that at this point, they are still able to handle these calls for service. Patrol is the main portion of the department that needs to be made sure that there is enough staffing on. That Department still has this and certain calls for service must wait until forwarded out, but his main concern is more on the more violent things that are happening where crime detectives are needed to deal with those situations. The more recent ones take the entire special operation group plus command staff and partnerships must be leveraged with Homeland Security, DEA, and CCSO. However, at this point the Department is ok on responding on those calls for service. If they get down to 30 officers assigned to patrol, then they would be in a more critical stage.

In response to Mayor Pro Tem Gray, Police Chief Thrasher stated that once the department has officers trained and available for assignment, they run through the testing process to fill the

other positions. As an example, there is one sergeant position opening and the department has already run through that process and as soon as they get someone field trained, the position will be filled and as soon as guys get off training, if the department has not lost anyone else, then those positions, the more experienced officers test for those other positions for assignment to detective, a six-year assignment etc. The positions get filled as the department sees fit and each time that happens, the command staff gets together with the sergeant to figure out which ones are the most critical to fill first and then move down the line.

Mayor Mueller thanked Police Chief Thrasher for the chart which provided the status. From a management aspect, he would hope that if it takes six months to recruit and put them on the street, that a chart for management purposes be put together projecting losses, which would provide a good indication of how hard the city needs to be out there recruiting and working with Cochise College for the police academy. Police Chief Thrasher stated that the department has one.

Mayor Mueller stated that this is the motivation for the recruiting officers and if they need to travel to military installations for job fairs, the city needs to spend the money to send the recruiting officers on the road to get the jobs filled. Police Chief Thrasher stated that the department has that chart, and they already know where the projections are for retirements, and they always project at least three other personnel leaving throughout the year. They also must account for them and plan for at least one to two people on light duty status for that duration.

Mayor Mueller stated that this why the city manager wisely gave the Police Department the extra spots to make sure that the people that are sick are taken care of.

Council Member Umphrey stated that it is good news to hear that there are five recruits this time in the academy. Police Chief Thrasher stated that last week the department had four pass the oral board, two passed the PT test and hopefully three will get through the process, but the recruiter is still under pressure.

Mayor Mueller stated that the police are supported in the community, but nationally, the police are not being supported as they need to be, and this is a problem for recruitment. Police Chief Thrasher stated that it is a problem and one of the things that he has noticed is that the quality of the candidates that are coming in better are better on average than what it was in the past. The department is seeing a little bit of an increase in the recruiting now, but it is cyclical in terms of how it works. The Department took one recruiting trip to Fort Bliss, which seemed fruitful, and they will continue this in the process, and the city manager has given the green light on the funding for those trips.

Council Member Umphrey stated that there was a writeup about Nacho Venezuela, who recently passed away. He announced that the funeral services are on August 11, 2021 at 10:00 a.m. at St. Andrews Church, which Council Member Johnson will attend.

Mr. Potucek recognized Paul Cimino's service to the community over 40 years as his retirement is at the end of the month.

Council Member Umphrey stated that the Park, Recreation and Library Department's Rec and Roll at Soldier Creek Park was great with a huge turnout compared to the first one that was pre-COVID. There were volunteers in the dunk tank who deserve kudos.

Council Member Rodriguez asked if the first hiring event hosted by the County. Police Chief Thrasher stated that he is correct, and the police department is a part of that.

Council Member Rodriguez stated that the city needs to make sure that these guys are paid right and getting them to stay in the city instead of going to Tucson or Phoenix, chasing better wages.

B. Report on Recent Trips, Meetings and Future Meetings

Council Member Rodriguez announced that National Night Out is forthcoming and those departments have a few months to work out and get together a team.

Mayor Mueller reported that the Upper San Pedro Partnership is scheduled on Wednesday, August 11, 2021 at 9:00 a.m., but it will be done electronically. He reminded Council Members that on Thursday, August 12, 2021 is the group and individual photos prior to the Council Meeting. He also announced that the Home Expo is on Saturday, August 14, 2021 at 10:00 a.m. at the Sierra Vista Mall, and Tip at Cop is on Monday, August 16, 2021 from noon to 5:00 p.m. at Vinny's to assist the police department with the special Olympics.

C. Future Discussion Items and Council Requests

Mayor Mueller stated that there will be further discussion on what was just talked about and asked if everyone that is going to the National League of Cities Conference scheduled.

Mayor Pro Tem Gray stated that she and Ms. Hector attended the Rural Policy Summit, and she will share with Mr. McLachlan, Mr. Boone, and Council Members the ideas that came out of the meeting.

In response to Mayor Mueller, Ms. Yarbrough stated that upcoming are the two Strategic Plan items, the final report from the last Plan and the Implementation Plan for the new one, and other than that, it is looking very light for council items for the next meeting. Mr. Potucek added that currently there are no agenda items for the next meeting.

Mayor Mueller asked if there would be a work session to talk about what was mentioned. Ms. Yarbrough stated that they will probably be ready for September. Mr. Potucek stated that he will know for sure after the next staff meeting.

3. Adjournment

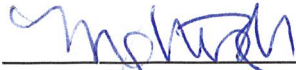
Mayor Mueller adjourned the City Council Work Session at 4:40 p.m.



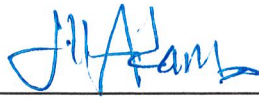
Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:



Maria G. Marsh, Deputy Clerk



Jill Adams, City Clerk