

Sierra Vista City Council
Work Session Minutes
December 7, 2021

1. Call to Order

Mayor Mueller called the December 7, 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
Brad Dever, Deputy Fire Chief
Laura Wilson, Parks, Recreation and Library Director
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Jeff Pregler, Planner
Tony Boone, Economic Development Manager
Judy Hector, Communications and Marketing Manager
Karen Lamberton, SVMPO Director
Dennis Donovan, P.E. SVMPO Regional Transportation Engineer
Chanel Kirkpatrick, Public Works External Service Manager
Jill Adams, City Clerk

2. Presentation and Discussion:

A. December 9, 2021 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for Thursday, December 9, 2021, starts at 5:00 p.m. with the call to order, roll call, invocation, pledge, acceptance of the agenda, and a ceremony to thank the good folks at United Way for helping the City with the COVID distribution of federal funds.

In response to Mayor Mueller, Mr. Potucek stated that he does not generally always go over every item that is in the report, but the request for qualifications is out now on the Animal Control Expansion Project. The City is moving right along, and everyone will start seeing progress on that.

Mayor Mueller noted that there has been interest in the community, especially with the fact that the City does have plenty of animals available for Christmas, so if there are folks out there that are thinking about getting a friend for life, they need to come and see. He added that he thinks

they got all kinds of specials and deals going on too. He encouraged people to help by keeping the animal shelter from being overcrowded and noted that help is on the way once the City gets additional facilities.

Mr. Potucek stated that this hits on a theme that the City has going on right now too with regards to capacity. The animal shelter does not have enough capacity for all the animals, the City does not have capacity for ambulance services that needs to be provided, and obviously that project is proceeding. The City has needs and fortunately the City is doing some things to address those. Mayor Mueller added that the City is on the way to catching up, but it is not there yet, and that is the issue.

Item 2.1 Discussion and Possible Action of the Regular City Council Meeting Minutes of November 18, 2021 – There was no discussion.

Item 2.2 Discussion and Possible Action of Resolution 2021-084, Re-appointments of Brad Snyder and Daniel Coxworth, and appointment of Leslie Thomas to the Planning and Zoning Commission, said terms to expire December 31, 2023 – Mayor Pro Tem Gray stated that Mr. Grisham did not reapply, and she will thank him for his service.

Item 2.3 Discussion and Possible Action of Resolution 2021-085, Acceptance of Public Improvements for the Holiday at PDS, Phase 5A subdivision plat

Council Member Rodriguez asked if an improvement bond was the financial instrument used, and if so, when was the improvement bond submitted to the City? Mr. Pregler stated that would have been at the time that the plat was approved, which was earlier last year.

Council Member Rodriguez asked if the \$200 kept for each lot, 29 lots, going to be \$1500. He also asked about what happens to that money. Mr. Pregler stated that the City takes in that money and puts it in a fund. The City hangs onto it until the two-year warranty periods expires, and at that point the Department does its final inspection. If everything looks good, then they will return that that money back to the developer.

Mayor Mueller asked if this is an interest-bearing account. Mr. Pregler stated that it is not, and the City is not allowed to put that in an interest-bearing account by law. Mr. Potucek stated that it is other people's money.

Council Member Benning asked if there is going to be an ingress or egress route going onto Highway 92. Mayor Mueller noted that there used to be an emergency gate, but that is gone. Mr. Pregler stated that it will remain this way. There is a secondary access now, Great Basin Lane and Resort Drive that was put in place prior to Great Basin Lane being constructed. That was a secondary access and know that it is in, the emergency access is no longer needed.

Mayor Mueller noted that the Highway Department was nervous about the access that did not have a light there, which was an issue as well.

Item 2.4 Discussion and Possible Action of Resolution 2021-087, Electrical Utility Easement Modification for the Veteran's Memorial Park Sports Complex and Sports Division Building – Removed

Item 2.5 Discussion and Possible Action of Resolution 2021-088, Re-appointment of Debbie Perkinson to the Employee Benefit Trust, said terms to expire December 31, 2024 – There was no discussion.

New Business

Item 3 Discussion and Possible Action of Resolution 2021-089, Creation of Economic Development Commission

Mr. Boone stated that this proposal remains unchanged from November, and Council has seen it before. For the sake of anyone that was not at the meeting or did not see it, Mr. Boone relayed that during the review of the City's ordinances, there is no defined process to create an additional commission. Therefore, he went back to the language within the City Administrative Directive Board and Commission Practice and Procedure Guidelines, as approved by the City Council by Resolution 2020-035 on June 11, 2020 that was published with an amendment on June 25th. In reviewing previous meeting videos, he found that there have been several discussions, and so he took all the feedback. This resolution does two simple things, if approved, this directs the creation of the Economic Development Commission, and two, it approves the mission statement as drafted and included in the resolution. In this case, Council is leveraging its past decisions. In this case, Resolution 2020-035. Utilizing a non-regulatory commission leverages that previous language.

There were some questions and comments from the previous work session, but in this case the roles, responsibilities, membership selection, terms, meetings and agendas, public law records, administrative support, and budget are all covered within the Administrative Directive, which was included in the memo. Additionally, he tried to include comments from Council Member Johnson's proposal, other discussion ideas, and other economic development commissions.

Council Member Johnson stated that the way this shaked out was not within his original proposal; however, seeing that it is going to be a non-binding type of commission, and previous discussions that have been made by Councils prior to the current Council, he believes that this is the best to get this done. He voiced his appreciation at Mr. Boone's work as he knows that he is a one-man band currently in having lost his assistant. He further stated that he truly hopes that this proposal/commission will be able to move things forward and assist the entire City staff with respect to economic development because this is important.

Mayor Mueller noted that the City Manager's report recently depicted that out of the commissions that the City has, there several of them that have vacancies. One of the trends that has happened since COVID is that people are not as active, getting out, and joining commissions. He added that when talking about commissions like re-establishing the Youth Commission, it is going to take some extra effort, as well as getting the right people on the Economic Development Commission because there needs to be people with certain business skills in certain areas. They also need to be the kind of person that can set aside their own interests, and in some cases, they may have to, if they are working on a particular issue, sign a non-disclosure agreement. This will not be manning a regular commission where Council just throws out five spots are available, come sign up. The Council is going to have to really think about the people that are there and whether they are going to be capable to do what Council would like the Economic Development Commission to do. A lot of that is engendered in what Council Member Johnson put in his initial documents, and it is going to be tough, and the City already has a challenge filling commission slot. If the Council votes on this on Thursday, December 9, 2021, hopefully the Council can start talking to folks early on and at least get three

or four applicants so that the City can have a commission meeting in the first quarter of the year.

Council Member Benning stated that Council has been talking about this in the work sessions and asked if anyone has reached out to the City. Mr. Boone stated that informally, yes, he had someone call for an application, and he has gotten mixed comments in discussion with people. However, he has not gone out with a hard sell or a recruiting trip yet.

Mayor Mueller stated that this is a good point. If Council sees somebody in the community, to include the senior staff, that would be a good fit, it is probably a good step to discuss with Mr. Potucek, himself, or the Economic Development Director to try and figure if they are a good fit. If they are a good fit, then the City needs to get the application as soon as possible and bring them on board. However, it is going to be a recruiting challenge.

Council Member Rodriguez stated that the way that it is worded, it is supposed to reflect a wide representation of the City, and he thinks that Council should start with some lessons learned from the pandemic because there are a lot of businesses that have dealt with this, some that did not work, some that found ways it did not work and at least share that because it is not a competition. It is not about businesses competing amongst each other, trying to one up each other or hide stuff from each other. This is to find out how businesses can be successful, what has worked for them during the pandemic, how were they able to tap into resources that some were not able to.

Mayor Mueller stated that all that is a part of it, but it is about being focused on what additional things need to be brought in, and one of the first sessions that needs to happen, once they get constituted, is to get briefed on what the City has done so far and then what has not been done and where are the opportunities. The City then attacks those opportunities and includes what did or did not work during COVID.

Item 4 Discussion and Possible Action of Resolution 2021-090, Acceptance of the grant offer from the Arizona State Parks Non-motorized Grant Program for funding to construct a stabilized ADA loop trail at Garden Canyon Linear Park off St. Andrews Drive

Ms. Flissar stated that this agenda item will accept the grant from the Arizona State Parks Nonmotorized Grant Program to install a loop trail and other improvements at Garden Canyon Linear Park off Saint Andrews Drive. The project is phase two of recent upgrades at the park, with phase one being the installation of a trailhead parking lot approximately a year ago. That project used the same funding source through the Arizona State Parks. The planned improvements at Garden Canyon Linear Park were developed as part of a master planning effort several years ago with the park eventually slated to include features such as ramadas, picnic tables, and natural playground, educational areas, and a handicapped accessible loop trail. The current grant award is \$150,000 with an in-kind City match of \$18,780.94.

Mayor Mueller stated that it is always a good thing to get state tax money back for the community. He further stated that it is his understanding that this is based on the old plan. It does not include the recent acquisition of a loop trail around the old junior high property. Ms. Flissar stated that he is correct. This is based on the former master plan.

Council Member Rodriguez asked for clarification on the park names because currently that area is called Roadrunner Park. Ms. Flissar stated that there are a bunch of different parcels near each other. The Garden Canyon Linear Park is what is down in the wash. There is Roadrunner Park, and the former school district site, which was recently acquired by the City

and is now part of Roadrunner Park. She added that she expects in the future there may be some sort of a renaming effort due to the confusion noted.

Council Member Rodriguez stated that the current Parks Master Plan has a nice map and suggested a map for clarification to go along with the agenda item. He asked if the project is on one side of the road. Ms. Flissar stated that he is correct. Mayor Mueller noted that the original concept was that there would be a couple little loops in there so they could have nature kiosks, but he does not know how much money is involved to be able to get that far. Ms. Flissar stated that at \$150,000 at a time, it will take a little time, but the City is working in the right direction.

Item 5 Discussion and Possible Action of Resolution 2021-091, Public Transportation (Transit) Agency Safety Plan

Ms. Flissar introduced Chanel Fitch Kirkpatrick, the City's new External Services Manager, who has been on board for a few months, and Vista Transit is one of the sections that she oversees.

In response to Mayor Mueller, Ms. Flissar stated that external services are the airport, refuse, wastewater, and transit - those services that the City provides to the public.

Ms. Flissar stated that this agenda item will provide Council approval of the Vista Transit Public Transit Agency Safety Plan. The Safety Plan is a relatively new requirement for those agencies who receive federal transit funds. The first Transit Safety Plan was approved by Council one year ago, and since it was a new requirement for all agencies at the time, the initial Plan was developed jointly with other Arizona Rural Transit service providers by the Arizona Department of Transportation. Although the initial ADOT Plan provided a good framework from which to build as a shared plan, it was more general in nature and lacked details specific to each organization. For this year's annual update, Vista Transit partnered with the Sierra Vista Metropolitan Planning Organization for the necessary funding to complete a plan specific to Vista Transit. The Plan was developed by the Consulting Firm of Michael Baker and a more in-depth presentation on both the Safety Plan and Short-Range Transit Plan efforts will be given by the Sierra Vista MPO as part of the work session agenda. Since the Safety Plan is a relatively new federal requirement, it is not expected that transit systems would be fully compliant at this point. The Safety Plan merely provides guidance moving forward and helps to track progress towards meeting established goals. Some of the areas for improvement include updating the Emergency Evacuation Plan and other policies and procedures, such as the Vista Transit Employee Handbook and the Hazardous Materials Program. This will be an annual effort from here on forward and is required for Vista Transit to maintain its funding through the Federal Transit Administration.

Mayor Mueller asked if the Plan must be approved every year. Ms. Flissar stated that at this point, it is an annual effort. There is a provision that after the City gets rolling and there are no substantial updates from year to year, the City could draft a letter that states that the City does not have any substantial updates over last year.

Mayor Mueller noted that this is a lot of work, but safety is important, and the City needs to do it right. However, every five years seems reasonable unless there is something new that comes into the system that causes a glitch. Ms. Flissar stated that although this is always a heavy lift to get this off the ground, moving into the future the City would be able to use this as a very good backbone for plans moving forward.

Council Member Rodriguez suggested amending the memo to reflect the correct year that

Council voted on the Plan.

Ms. Lamberton with the Sierra Vista Metropolitan Planning Organization, the City's regional agency, stated that it was a pleasure to be able to partner with the City and Vista Transit to bring this annual update to Council, the first specific one for Vista Transit. The MPO contracted the firm of Michael Baker International for the Public Transportation Agency Safety Plan update. She then introduced Brian Snyder and announced that he and his team are on board to provide a presentation to Council on the Plan.

Mr. Snyder, a transportation planner with Michael Baker International out of Phoenix, Arizona, thanked Council for the opportunity and introduced Kevin Kugler, a member of his team. He stated that they were contacted by the Sierra Vista MPO to work with City and Vista Transit on the Public Transportation Agency Safety Plan update. They worked closely with the City as well as some transit subject matter experts from across the country on this effort.

He explained that a public transit agency safety plan or PTASP is a new requirement from the Federal Transit Administration to address safety as it is becoming a hot topic on all federal entities across the board. This rule came out in 2019 where it required any 5307-transit agency in the country to adopt and update a public transportation agency safety plan or PTASP and then submit it annually. The rule states that the state DOT is required to offer a group plan for small 5307 transit agencies with less than 100 vehicles; therefore, the City along with other smaller rural transit agencies across Arizona were grouped into a plan that was produced by Arizona Department of Transportation and that plan met the federal requirement for the initial issue of the PTASP. This version was adopted on December 14, 2020 by City Council and from there the City of Sierra Vista and Vista Transit are required to update it annually on an as needed basis. There are certain components of the PTASP that warrant annual review/updates and addressing certain deficiencies.

The 2020 PTASP that was produced by ADOT identified nine deficiencies for Vista Transit that needed to be addressed within this update, as well as any future updates down the road. The FTA was not expecting transit agencies to be 100% compliant with the PTSAP for this first round, and for a few years after that. This is a learning effort, and this is a new requirement. The FTA understands that and although these are identified as deficiencies it is just something that flags that needs to be addressed for future updates for PTSAP. The goal is that these updates become less and less of an effort as more and more updates happen. The Sierra Vista MPO contacted with Michael Baker International to work with Vista Transit and City of Sierra Vista to address these nine deficiencies. Once these are all addressed, these annual updates again will just be less and less effort and less updates will have to occur.

There are really four components that Part 673.21-25 requires a PTSAP to include as part of the 2021 City of Sierra Vista Transit PTSAP report. Those four components are:

- Safety Management Policy, Chapter 2, covers the safety management policy statement that the City will adhere to, and it also talks about the purpose, the goals and the objectives of the Plan as well as outlining the management structure within the Public Works Department and Vista Transit.
- Safety Risk Management Procedures, Chapter 3, talks about the risk management processes in play, safety event notifications/investigation and reporting, transit asset management policies and procedures and efforts, as well as what are the corrective actions associated with those different components.
- Safety Assurance, Chapter 4, includes items such as the performance measurements,

monitoring, the internal safety audit program, compliance rules, the maintenance planning, inspections, audits of the different facilities, fleet of vehicles within Vista Transit, and the procurement process.

- Safety Promotion, Chapter 5, talks about safety communication, how Vista Transit communicates safety throughout its agency. It touches on the drug and alcohol program, hazardous materials program as well as compliance with local, state, and federal safety requirements.

Within those four different chapters, there are 18 elements that are required to be touched on by FTA and the PTSAP. Out of those 18 elements, seven of those were flagged for a deficiency in a previous plan.

Chapter One is the way that the Plan was outlined, formatted, and general requirements. The requirements are to be included in a PTASP but are not necessarily relative to the safety management systems within Vista Transit. These requirements include listing the transit agency information, definitions and acronyms that are typically see in a plan, how the plan is implemented and other requirements such as an emergency management program and record keeping of safety related documentation.

A slide was displayed of the nine areas that were flagged for deficiencies in the 2020 PTASP, the document that was produced by ADOT. The approach to handling these flag deficiencies was a big undertaking. There were a series of work sessions, surveys and interviews with subject matter experts relayed within Vista Transit and the City that related to these different elements or requirements that are part of the PTSAP. It was found through interviews, work sessions and surveys that a lot of the items that were flagged as deficient were because there is not a policy or procedure in place. Also found was that the City and Vista Transit had a policy in place for most of these requirement and elements, i.e., the requirement for the Emergency Management Program. The consultants were able to work with the Vista Transit staff to update the current PTSAP to include Vista Transit Emergency and Evacuation Program as well as other relative plans and policies in place that made that requirement compliant with FTA and not deficient. All nine deficiencies were gone through, and eight out of nine were made compliant with FTA just with existing policies and procedures that were in place that were either overlooked or just were not in place at the time of the previous plan. The only the only item that is going to need to be continued to update is element number 11, which is rules compliance that talks about Vista Transit needing to update their employee handbook to have a procedure and policy in place to make sure that the employees are compliant with the rules. This is more about how they are keeping the evaluation forms and how they just need a policy in place that is stated in the handbook. Once that is updated that element will be compliant with FTA requirements.

In partnership with the Sierra Vista MPO, the consultant completed in a separate effort the Short-Range Transit Plan, but they are currently looking for approval from the City Council to approve this Plan, which will then be submitted to ADOT's Multimodal Planning Division by the deadline that is at the end of the year.

Mayor Mueller stated that when he first read through those nine deficiencies, he was a little surprised that there were so many but getting the explanation that most of them had been covered in other documents and procedures and getting all that stuff in one place is a good thing. He voiced his appreciation at the efforts and staff in making sure that the City has a safe and operating transit system, which is obviously critical for a key portion of the community, especially during the COVID period.

a. [Presentation on the Vista Transit Short-Range Transit Plan](#)

Mr. Snyder stated that Michael Baker International was also contacted by the Sierra Vista MPO in partnership with Vista Transit and the City of Sierra Vista to produce a short-range transit plan. He explained that a short-range transit plan or an SRTP is a planning document that generally looks and plans out transit service operations and fleet that is over a five-year period. It looks at updating the processes as well as evaluating the transit system to determine fleet needs, capital, operating costs, revenues, looking at potential new transit services, and making recommendations to meet the current demands as well as projected demands in that short planning horizon.

The recommendations presented within the Short-Range Transit Plan are not necessarily requirements. These are recommendations based on the findings from the analysis done through the short-range transit planning process and they may be implemented as Vista Transit works on its annual work activities, and funding becomes available. By no means are the recommendations a requirement. They are just a recommendation and the other important note about a short-range transit plan is that the FTA requires any transit agency receiving 5307 federal funds to have a short-range transit plan in place.

The consultant went through the short-range transit planning process for about 10 months, and there were a lot of stakeholder and community outreach through that. They had a kiosk set up in the Vista Transit Center where there were surveys, a table with the project information and some informational boards for riders to look at and learn about the short-range transit planning process. People were asked a series of questions to help determine their needs are and how to address those. There were 74 paper surveys received that represented 79 percent of the riders during that outreach time. In addition, included was an update to the 2014 SRTP that integrated some input from the Vista Transit drivers and their responses. It was included into the recommendations in the analysis as well. Throughout all of that there were a few documents that were reviewed by the Vista Transit staff, drivers, SEAGO Mobility Manager, Sierra Vista MPO, ADOT and FTA.

The Short-Range Transit Plan is online for the public to view, which was approved by the Sierra Vista MPO Board on August 25, 2021 and is online on the SVMPO website. There are four elements that are included in that SRTP report:

- The performance measures, which are a requirement of FTA to have performance measures on these different categories of safety, assets and quality, and those safety performances that are directly tied into the PTASP.
- The transit recommendations, which covers three different topics, service recommendations, policy recommendations and administrative recommendations.
- A five-year financial plan broken out into the into the Short-Range Transit Plan laying out line item by line item as well as identifying potential funding sources to help implement the Plan.
- Action items and implementation plan over the next five years.

The Short-Range Transit Plan was broken down into six transit improvement recommendations in no specific order:

- Purchase new fare boxes that accept additional fare media such as credit cards or electronic fare media through a mobile app, which is underway as Vista Transit is accepting information from potential contractors to do that, great news to see that the Plan is being implemented.
- Increase online engagement and advertise a bus tracking application. This recommendation is to promote the service as well as give potential riders an easier way to track buses and to give them a better riding experience.
- Deploy a new paratransit scheduling software. Through the analysis, found were some inefficiencies with how the paratransit was being operated. Therefore, they found a new scheduling software that would be beneficial and would have a return on investment after two years.
- Consider fair adjustments within the five-year planning horizon. The Short-Range Transit Plan has a segmented mental fare increase over the next five years, and it is just a recommended fare structure for this City to consider over the next five years.
- Expand and enhance the bus network, which really focused on expanding the service into the weekend as well as looking for opportunities to expand into Fort Huachuca.
- Complete the Public Transportation Agency safety Plan update, which is underway and was accepted by the Sierra Vista MPO Board on August 25, 2021.

Mayor Mueller stated that the consideration of fare adjustments means raising fair fees and that has always been a volatile subject that Council has talked about. He added that he would be interested in seeing what a five-year planning horizon would look like, especially when putting a dollar figure to it. He further added that the other suggestions make sense and is glad to see a fair box that can accept the additional media.

Mayor Mueller commented that the online engagement is good and the advertisement about where buses are on the route is also a good thing. However, paratransit scheduling is something that the City needs to proceed on if the City can recoup the costs within two years because the current system is inherently inefficient. Expansion and enhancement of a bus network has been an issue as well because the City must have the ridership and from looking at the City Manager's report, ridership is still down from where it was before COVID. Lastly, the City is going to do what it can with safety. In closing, he voiced his appreciation on the comments and the efforts because a transit system is something that the City needs to work efficiently because the City is never going to recoup all the costs back. It is always going to be a burden on the taxpayer if the City offers the service.

Council Member Rodriguez stated that during the League of Cities Conference, Senator Mark Kelly mentioned Vista Transit by name with the \$1.2 trillion the infrastructure investment and JOBS Act. and \$39.2 billion is supposed to go to public transit, so hopefully Sierra Vista will see some of that \$39.2 billion, even if it is the \$.2.

Mayor Mueller stated that currently staff, with the bill that did pass, is there going through the rural transportation side, rural airport side and seeing what is available. Staff is looking for that right now, and if it is there, the City is going to go after it.

Council Member Rodriguez stated mentioned that having the Plan is a requirement to receive any funds. Therefore, once the City has this, then when those billings start flowing, the City will be ready.

Mr. Potucek stated that in this year's budget, even prior to the bill being passed, the City is pursuing existing grant sources for transportation funding. He added that the City is getting a good response and is receiving a number of those fund requests, i.e., the multi-use paths and other items in the community, buses, etc.

Mayor Mueller added that staff is aggressive until they get a big no from somebody, and then they question no.

Council Member Rodriguez asked about greyhound in the City. Ms. Flissar stated that staff reached out to greyhound after the last inquiry and basically, they are still dealing with the effects of COVID; therefore, the answer was "not right now". Not a no not, nor a not ever again. They had a set pot of money to work from and when COVID hit, without as many riders, they were burning through that pot of money very quickly. It was more advantageous to suspend service for now, until ridership started to return post COVID, which everyone hopes it will eventually return to pre pandemic levels and then they could make that subsidy go further and prolong the life of that program.

Mayor Mueller noted that they have issues just like any other business in making sure they have qualified drivers that do not have COVID. There are more challenges than just the money.

b. Council Executive Report

City Manager Potucek stated that a lot of the projects that are in the Strategic Plan are underway and very shortly some other ones will be taking place. He added that with the infrastructure bill, the City is looking at other opportunities to advance that in next year's budget. He commended Ms. Wilson and her staff for the Christmas celebration and noted that he got a lot of favorable comments on how the park looked and the success of the event. Although, there are a few things that need to be ironed out, since it was the first time that it was done, but staff will take lessons learned from that and make it even more special event next year. Staffing continues to be an issue, especially at SEACOM. Although, the Police Department did get five new officers through the Academy, the Police Department's recruitment and staffing will continue to be an issue, which is being seen across the City. There were some improvements in Public Works recently, and it is great to get money in; however, the City has so many engineers and staff to push the projects through and advance them to get them done. The City is competing across the state as cities and other governmental entities continue to raise the ante on salaries and those kinds of things, which will need to be figured out in next year's budget. Lastly, he stated that there have been some increased COVID cases and issues at the hospital that the Fire Department is dealing with.

Mayor Pro Tem Gray asked for a net number on Oktoberfest. Ms. Wilson stated that she does not have the number but will email it out.

Mayor Pro Tem Gray asked Police Chief Thrasher if the five officers are local. Police Chief Thrasher stated that two of them are local Buena graduates and the rest came through the military. Mayor Mueller stated that he met all five and they all seemed to be very good folks and if they can get through their additional training with the Police Department, they will be fine officers.

Police Chief Thrasher stated that if it all works out, they should be off the field training by mid-March.

Council Member Benning stated that it is good to see that Dutch Brothers is open and asked about Popeyes. Mr. McLachlan stated that they are still working through the site plan approval process. Comments have been sent to their engineer and staff is waiting for those to be addressed. It is hard to predict until the permit is issued, and the contractors are on site, but hopefully by the middle of next year.

Council Member Landry stated that she loves going through the executive report because it has a lot of stuff, and she gets to see the different events that have been happening. She added that she is excited about the airport sign going up, the removal of the dirt pile and everything.

Mr. Potucek voiced his appreciation at the comments about the airport because getting the hill knocked down is important and next year Council will see a project recommended in next year's budget to extend utilities out to that property and hopefully then the City will have an already made site for a potential private investor to come in and provide some jobs out there.

In response to Council Member Rodriguez, Mr. Potucek stated that the Corvette Club used to do their racing and set up pylons, but due to the fire season, which plays a big role in the ability to do that for now, it has been cancelled. Forrest services are out there generally during the summer months. Ms. Flissar stated that it has been suspended because they have had the apron and taxiway repair project going on, and they were traversing across that taxiway and apron with construction materials. The car clubs know that they would not be able to be accommodated on a temporary basis. I did get a call from one of the members of the car clubs last week, but now the dirt removal project is occurring that is also near that apron. If there is an opportunity that that can get in there, between the end of that project and the start of fire season, every effort will be made to do that. They were told to go ahead and submit their applications, and then if there needs to be some adjustment to the dates and as it gets closer, that can always be done. Ultimately, they would be relocated for their driving events at the airport, but prior to doing that another suitable location has to be found. Mr. Potucek added that the airport is not a long-term solution for the car clubs because if the City is successful in getting other businesses out there, it is going to make it problematic for them to continue that site.

c. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller announced that the Huachuca 50 elected a new president, Dr. Randy Groth, and a new vice president, Dean Packard at the U of A South. All other officers remained the same and the organization continues to be viable.

Council Member Benning announced the upcoming Parks and Recreation Commission meeting.

d. Future Discussion Items and Council Requests

Mayor Mueller stated that he has talked to Mr. Potucek about a midyear budget report early in the next year so that Council can look at that. Once Council gets the report from the Assistant City Manager on where the City is at with the Strategic Plan and in reaching the goals, Council needs to consider whether there are going to be any adjustments needed so that the City can

have a productive year. He added that revenues are ahead of projections, and when Council finally gets to the budget for next year, Council can start talking budget, which staff is already going to start with. Council needs to look at what things they can spend additional money on to get the Strategic Plan more flushed out, more complete before ending that two-year portion of the Plan.

Council Member Benning stated that before COVID, Council would have meet and greets during the Thursday Farmer's market. He asked Council and the Mayor, if they want to try to bring some of that back and hold one soon.

Mayor Mueller stated that if people want to do that then they need to pick a day once a month as public outreach. He suggested the Council Member Benning come up with a proposal and reminded him that staff must support that if that is what the Council wants to do. He noted that they cannot have a situation where they have a tent set up and advertise it and then suddenly, there is no Council Member available to cover it. It must be a commitment so that there is not only one Council Member sitting there all day because he has experienced that.

Mayor Mueller announced an executive session forthcoming for an evaluation, and the City Attorney's update on any pending legal cases.

3. Adjournment

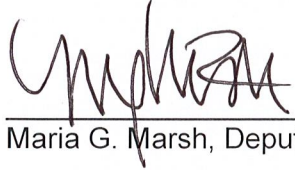
Mayor Mueller adjourned the December 17, 2021 work session of the Sierra Vista City Council at 4:02 p.m.



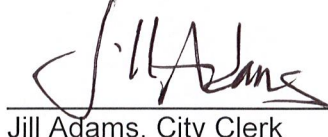
Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:



Maria G. Marsh, Deputy Clerk



Jill Adams, City Clerk