

Sierra Vista City Council
Work Session Minutes
June 11, 2024

Mayor McCaa called the June 11, 2024, City Council Work Session to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Mayor Clea McCaa – present
Mayor Pro Tem Carolyn Umphrey – present
Council Member William Benning – absent
Council Member Gregory Johnson – present
Council Member Angelica Landry – present
Council Member Marta Messmer - present
Council Member Mark Rodriguez – present (3:10 p.m.)

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Chris Hiser, Police Chief
Armin Lewis, Deputy Police Chief
Lis Chatham, Police Department Commander
Brian Jones, Fire Chief
Laura Wilson, Leisure, Parks, and Library Director
Sharon Flissar, Public Works Director
Irene Zuniga, Capital Improvements and Development Manager
Bryce Kirkpatrick, Civil Engineer II
Matt McLachlan, Community Development Director
Jeff Pregler, Planner
Jennifer Dillaha, Budget Officer/Management Analyst II
Adam Curtis, Marketing and Communications Manager
Tony Boone, Economic Development Manager

2. Presentation and Discussion:

- A. [Discussion regarding FY 2024-2025 Budget \(\(presentation\)](#) continuation if necessary)

There was no discussion.

- B. June 13, 2024 Council Meeting Agenda Items ([agenda attached](#))

Mayor McCaa stated that the agenda starts with the call to order, roll call, invocation led by Pastor Randy Youngblood, Thunder Mountain Church, and the Pledge of Allegiance led by Council Member Messmer followed by presentations of the photography winners and the Police Department annual awardees.

In response to Mayor McCaa, Mr. Potucek announced that the City's offices will be closed Wednesday, June 19, 2024 in observance of Juneteenth, and the next scheduled work session is on June 25, 2023, at 3:00 p.m. in the Council Chambers, following by the regularly scheduled Council Meeting on June 27, 2024, at 5:00 p.m. in the Council Chambers where the Tentative Budget will be voted on. He reported that there will be a SEACOM JPA Board Meeting on Thursday, June 13, 2024, which he will report on during the Thursday, June 13, 2024 Council Meeting. Lastly, he stated that the sales tax numbers are actual retail numbers and outside of food, they were down almost \$100,000 from last year's numbers. Therefore, the City has drifted down a little in sales tax collection, ongoing for about six months.

Consent Agenda

Item 2.1 Discussion and Possible Action of the Work Session Meeting Minutes of May 21, 2024 – There was no discussion.

Item 2.2 Discussion and Possible Action of the Regular City Council Meeting Minutes of May 23, 2024 – There was no discussion.

Item 2.3 Discussion and Possible Approval of Resolution 2024-036, Addendum to the City Attorney's Contract – There was no discussion.

Item 2.4 Discussion and Possible Action of Resolution 2024-040, Ratification of Employee Loan Agreement between SEACOM and Cochise County – Tammi-Jo Wilkins

In response to Council Member Johnson, Mr. Potucek stated that this is an administrative cleanup item. The director, Tammy-Jo Wilkins, works for Cochise County and as such she needed to have a loaned employee agreement to SEACOM. The County Board of Supervisors approved that and then the SEACOM JPA Board approved it, but the City Council has never approved it. It is important that the City have this agreement because as a County employee, Miss Wilkins really should not have access to the City's recruiting records regarding psychologicals due to HIPAA, background investigations, etc., but as a loan employee to the City, she will be able to do that legally and she should have the ability to do that as the director. This action formalizes it which the Board of Supervisors and the JPA Board have already approved.

Item 3 Discussion and Possible Action of Resolution 2024-037, Authorization to proceed with Intergovernmental Agreement between the City of Sierra Vista, the Cochise County Sheriff's Office, and the Cochise County Community College District – Police Chief Hiser stated that this resolution is for renewal of an intergovernmental agreement with the Cochise County Sheriff's Office and Cochise College District for continuation of the Southeastern Arizona Law Enforcement Training Academy (SALETA). This partnership has been a win, win and continues to grow in a great direction for the Sierra Vista Police Departments. The quality of recruits from the academy is producing the highest caliber and it is because they are being taught locally. The Department's officers and deputies are doing the instruction, and this has been a great fit. Therefore, he is requesting approval of this agreement. He noted that for the City's involvement, the Department provides a recruit training officer, a fulltime officer who works with the recruits and helps them be successful throughout the Academy. The College reimburses up to \$11,800 for any overtime incurred during role-playing scenarios, etc. that goes over 40 hours a week. In addition, the City's only other commitment is to occasionally provide a defensive tactics room if they need it for a secondary training location.

Item 4 Discussion and Possible Action of Ordinance 2024-004, Updated Surface Water Master Plan, and associated code amendments to Section 151.08.005, Surface Drainage and Storm Water Systems – Mr. Pregler stated that this is a request to consider the updated Surface Water Plan and associated Code amendments to Section 151.08.005 of the Development Code. The proposed Surface Water Plan is the result of a study conducted by CMG Drainage Engineering in cooperation with the City's Public Works Department. The purpose of the Plan is to guide the planning, construction, location, and function of surface water conveying systems within Sierra Vista. Amendments to the Plan were last adopted in 2006. However, there have been significant changes to some of the water courses, both natural and manmade, including channelization, roadway culvert modifications, enlargement of detention basins in Fort Huachuca, and channel entrenchment. These changes warranted the need for an updated Plan, so in addition to the Surface Water Master Plan, the Council will be considering Development Code amendments to Section 151.08.005. These proposed changes reflect the updates in the Master Plan; therefore, that both documents have consistent rules and regulations.

These items were considered at the Planning and Zoning Commission on April 16, 2024, and the Commission voted unanimously to recommend approval to the City Council. There was one member from the public that had questions and comments about the Surface Water Master Plan, which staff

did address (part of the original supportive document).

On April 25, 2024 the City Council approved a 30-day public comment period for both the Surface Water Plan and the text amendments. The City has not received any additional public comments.

Council Member Landry voiced her appreciation for the Surface Water Plan and stated that it is quite the document to go through, but it helped her to become aware of more things that are out there. She further stated that she is hoping that with the forthcoming Strategic Plan, that some different issues that arose can be addressed. She then asked when the Plan would be updated in the future. Mr. Kirkpatrick stated that these plans need to be revisited every so often because of the need to evaluate infrastructure. However, his personal recommendation would be every five to ten years to see if any changes warrant an update.

Item 5 Discussion and Possible Action of Resolution 2024-038, Authorize Submission of the City's 2024-2028 Five Year Consolidated Plan, 2024 Annual Action Plan for Community Development Block Grant (CDBG) Funding, and Analysis of Impediments to Fair Housing Choice (AI) to the U.S. Department of Housing and Urban Development for Review and Approval - Mr. McLachlan stated that the Consolidated Plan is essentially the same document that Council received in April. The City went through the 30-day public comment period and no comments were received. The only material changes in the document are the adjustments to the allocations for next year.

The Department went into the planning process with a \$250,000 estimate, but the actual amount was announced at \$246,400, a \$3,600 difference. Consequently, that lowered the 50 percent cap on public services, which reduced the amounts allocated to Boys and Girls Club and United Way by \$270 each. Staff then took the remainder out of the fire safety improvements for the Montebello Neighborhood, which lowered the budget by \$3,060. The City should still be able to accomplish the entire project due the buffer in there.

This is the second Consolidated Plan update since the City became an entitlement community in 2014. It essentially guides the use of CDBG funds over the next five years. The goals and strategies are the same that have guided the City in previous Consolidated Plans. There will be an emphasis on public facility and infrastructure improvements within low to moderate census tracts, and those designations have not changed since the last time. The same neighborhoods will qualify for Community Development Block Grant funds as have previously qualified. There are a lot of federal requirements, which explains the length of the document. If approved on Thursday, June 13, 2024, staff will go ahead and upload it and submit it to HUD for the review and acceptance. Typically, the City receives the grant agreement by the end of the summer, early fall, and then the City can start initiating the projects that are in the plan.

Item 6 Discussion and Possible Action of Resolution 2024-039, Adopting a Naming Policy for all City owned Property or Areas – Ms. Wilson stated that this item is a recommendation by the Parks and Recreation Commission to update the City's Naming and Renaming of Public Facilities and Areas Policy, last updated in 2004. Examples of some spaces that would qualify for naming consideration include new buildings, remodeled or refurbished buildings, parks, band shells, public transportation facilities, kiosks, streets, recreational areas, etc.

The recommended edits to the policy are reflected in Council's packets. The updated Policy includes the method for submitting suggestions, outlines the requirements for nominations, updates departmental and Commission names, removes redundancies, and defines which commissions should consider suggestions based on the type of nominations received.

If the Policy is approved, staff will create a publicly available procedure and accompanying form to support the Policy and will ensure that it is accessible to anyone interested in providing a nomination, either in person or electronically.

Council Member Rodriguez commented that the update was due since 2004 was the last time that the Policy was approved. A lot of things have changed, a lot of commissions have changed;

therefore, a lot of wording changes had to be done. He noted that this gives the public a clear guidance if they want to do something.

Mayor Pro Tem Umphrey commented that since she was elected, the Leisure Department has changed its name. She noted that it is a good thing that this Policy did not change every time there was a name change, but she is glad to see that the other commissions are being included. She asked if this process will be routed to the Parks and Recreation Commission after it goes to the other commissions before it comes before Council. Ms. Wilson stated that anyone may submit a request and it will be routed through the City Clerk's Office. The City Manager or whoever he appoints would then look at the criteria and then be referred to the Commission. Whoever submits it will be invited to that next meeting and that is kind of like a good guide for the timeline too because it says in the Policy that it will be on their next regular agenda. Discussion, action, and a recommendation from the Commission will then be referred to Council's next agenda for consideration, approval, or not.

C. Report on Recent Trips, Meetings and Future Meetings

Mr. Potucek stated that he is aware that there is a request from the Good Neighbor Alliance for a presentation to Council that will be scheduled for the Council's next work session.

Mayor Pro Tem Umphrey asked if the presentation about the Community Development Block Grant. Mr. Potucek stated that it is not.

Council Member Landry announced that the Transportation Commission will be meeting on Wednesday, June 12, 2024, at 3:30 in the conference room on the second floor.

Council Member Messmer announced that the Parks and Recreation Commission is meeting on Tuesday, June 11, 2024, 5:30 p.m. at the OYCC. The Arts, Humanities, and Cultural Diversity Commission will be meeting on Wednesday, June 12, 2024, at 4:30 p.m. at the OYCC.

Mayor Pro Tem Umphrey announced that the Planning and Zoning Commission will be meeting following the work session, Tuesday, June 11, 2024, at 5:00 p.m. in Council Chambers.

D. Future Discussion Items and Council Requests

In response to Mayor McCaa, Ms. Yarbrough stated that all she has on the books is the presentation by the Good Neighbor Alliance at the next Council work session, June 25, 2024, and the Fiscal Year 25 Tentative Budget, which is on the agenda for Thursday, June 27, 2024.

3. Adjourn

Mayor McCaa adjourned the June 11, 2024 work session of the Sierra Vista City Council at 3:17 p.m.

Clea McCaa II, Mayor

Minutes prepared by:

Attest:

Maria G. Marsh, Deputy Clerk

Jill Adams, City Clerk

A recording of the Council Meeting is available at:

https://www.youtube.com/channel/UC8PtUpIbkQsixhSy-jeR_Q/videos