



Sierra Vista City Council
Special Meeting Summary
[May 12, 2020](#)

1. Mayor Mueller called the May 12, 2020 City Council Special Meeting to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, AZ

Mayor Rick Mueller – present
Mayor Pro Tem Rachel Gray – present
Council Member William Benning – present
Council Member Gwen Calhoun – present
Council Member Sarah Pacheco – present (arrived 3:06 p.m.)
Council Member Carolyn Umphrey - present
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Adam Thrasher, Police Chief
Brian Jones, Fire Chief
Laura Wilson, Leisure and Library Services Director
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Tony Boone, Economic Development Manager
Nathan Williams, City Attorney
Jill Adams, City Clerk

[Item 1](#) Acceptance of the Agenda

Mayor Pro Tem Gray moved that the Agenda for the Special City Council Meeting of May 12, 2020 be approved. Council Member Benning seconded the motion. The motion passed by a 6/0 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Calhoun, Umphrey and Wolfe. Council Member Pacheco not present.

[Item 2](#) Resolution 2020-018, Approval of amendments to Community Development Block Grant (CDBG) Citizen Participation Plan

Mr. Mayor, I move that Resolution 2020-018, amendments to the Community Development Block Grant Citizen Participation Plan, be approved. Council Member Umphrey seconded the motion.

Mr. McLachlan stated that the current Citizen Participation Plan was adopted when the City first became an entitlement community in 2014. This is a HUD required document that establishes the ground rules on how the City adopt, amend, and report on the CDBG plans/activities.

The additional language pertains to the substantial amendments made during a declared emergency, a necessary step to secure the CARES Act funding and expedite a response.

The minimum five-day comment period and the use of virtual public hearings described in the amendments is consistent with HUD's guidance and the COVID-19 waiver that was submitted to pursue this course of action.

The proposed amendments were posted on the City's website for a five-day comment period that ended on May 11, 2020 and no feedback was received. Staff is recommending that the City Council adopt Resolution 2020-018 as presented.

The motion passed by a 6/0 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Calhoun, Umphrey and Wolfe. Council Member Pacheco not present.

[Item 3](#) Resolution 2020-019, Authorization of the Submission of Substantial Amendments to Community Development Block Grant (CDBG) Five-Year Consolidated Plan and Program Year 2019 Annual Action Plan to United States Department of Housing and Urban Development (HUD)

Mr. Mayor, I move that Resolution 2020-019, submission of Substantial Amendments to the Community Development Block Grant Five-Year Consolidated Plan, and Program Year 2019, Annual Action Plan to the United States Department of Housing and Urban Development, be approved. Mayor Pro Tem Gray seconded the motion.

Mr. McLachlan stated that this is authorization to submit the proposed amendments to the Five-Year Consolidated Plan and 2019 Annual Action Plan to program the \$159,897 in CDBG Coronavirus funding that the City received through the CARES Act.

The amendments that were placed in the public record for a five-day comment period are consistent with the Council's most recent guidance on allocating \$120,000 towards an emergency small business grant assistance program and \$39,897 towards public service activities that will assist community members impacted by COVID-19.

The City is ready to proceed on both fronts and the application forms for the business grant have been finalized in accordance with Council's input with a one-page flyer that bullets out the basic terms of the grant, eligible cost, funding available and how to apply. The City has been contacted by several businesses and will continue using all available channels to get the word out. Additionally, staff has amended the subrecipient agreement with United Way to cover the revised amount and present timeframes down to four months. The administrative fee in the agreement was lowered to \$2,000, which is acceptable to United Way. The agreement provides for monthly performance and financial reports so that the City can track progress and expenditures relative to the approved budget. Eighty percent of the funds will be used for food, rent and utilities assistance to help cover the gap and just under \$6,000 will be equally split to provide employment assistance, mental health counseling services and hotel/motel vouchers for homeless individuals if the emergency shelter reaches capacity or for quarantine purposes.

Mr. McLachlan pointed out that no individual will be receiving a check and payments will be made directly to service providers. He also noted that included in Council's packet is a summary of the amendments by page number to help find the highlighted sections in the document. Lastly, he stated that no public comments were provided during the five-day comment period, which closed on May 11, 2020. Staff is recommending adoption of Resolution 2020-019, authorizing staff to submit the amendments to HUD that is done electronically. While staff knows that this will be first in line with HUD that will expedite a review, there is not yet a

definitive date for the grant agreement. Staff is estimating that it will be by the end of the month and Council will be notified as it is received.

Mayor Mueller asked if staff would press to make sure that it as soon as possible. Mr. McLachlan stated that staff will send daily reminders if needed.

Council Member Benning stated that as the Vice President of United Way Board of Directors, he will recuse himself from the vote.

Mayor Pro Tem Gray thanked staff for working as fast as possible to get this accomplished and Council for thinking this through and discussing it. She added that she believes that this will be very helpful to the community and is glad to have this option available.

Council Member Wolfe asked about the number of business that have contacted the City about the grant. Mr. Boone stated that there have been 10 businesses that have contacted the City. He added that in some cases, the City has been contacted by bookkeepers representing two to three businesses. Lastly, he stated that there was one business that currently completed 80 percent of the application.

Council Member Wolfe stated that this is needed in the community and thanked staff.

The motion passed by a 6/1 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Pacheco, Calhoun, Umphrey and Wolfe. Council Member Benning abstained.

Adjournment

Mayor Mueller adjourned the May 12, 2020 special meeting of the Sierra Vista City Council at 5:29 p.m.

Mayor Frederick W. Mueller

MINUTES PREPARED BY:

ATTEST:

Maria G. Marsh, Deputy Clerk

Jill Adams, City Clerk