



**Sierra Vista City Council**  
Meeting Agenda  
May 27, 2021

**Call to Order**

5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona

**Roll Call**

**Invocation** – Reverend Greg Adolf, St. Andrews Catholic Church

**Pledge of Allegiance**

**Item 1** Acceptance of the Agenda

**Awards and Presentations**

Presentation of Certificate of Appreciation to Council Member Pacheco

**City Manager's Report:** Upcoming Meetings, Bid Openings and Bid Awards

**Item 2 Consent Agenda**

**Item 2.1** Approval of the Special City Council Meeting Minutes of May 11, 2021

**Item 2.2** Approval of the Regular City Council Meeting Minutes of May 13, 2021

**Item 2.3** Resolution 2021-036, Electrical Utility Easement for the Veteran's Memorial Park Sports Complex Sports Division Building

**Item 2.4** Resolution 2021-040, Appointment of Gregory Johnson to the Sierra Vista Metropolitan Planning Organization Board of Directors

**New Business**

**Item 3** Resolution 2021-037, Authorizing the Submission of the Program Year 2021 Community Development Block Grant (CDBG) Annual Action Plan to the U.S. Department of Housing and Urban Development

**Item 4** Resolution 2021-038, Approval of FY 2022-2023 Strategic Plan

**Item 5** Resolution 2021-039, Ratifying the Sale of the City Property Located at 3514 King's Court Drive

**Call to the Public**

**Comments and Requests of the Council**

**Adjournment**

For special needs and accommodations, please contact Jill Adams, City Clerk, 72 hours prior to the meeting or activity at (520) 458-3315 or through the Arizona Relay Service at 1-800-367-8939, or by simply dialing 7-1-1.

Sierra Vista City Council  
Special Meeting Minutes  
MAY 11, 2021

1. Mayor Mueller called the May 11, 2021, City Council Special Meeting to order at 1:32 p.m., City Hall, City Manager's Conference Room, 1011 N. Coronado Drive, Sierra Vista, AZ

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – present  
Council Member Gregory Johnson – present  
Council Member Angelica Landry – present  
Council Member Sarah Pacheco – absent  
Council Member Carolyn Umphrey - present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Nathan Williams, City Attorney  
Jill Adams, City Clerk

Item 1 Acceptance of Agenda

Mayor Pro Tem Gray moved that the agenda for the Special City Council Meeting of May 11, 2021, be approved as written. Council Member Umphrey seconded the motion. The motion passed by a unanimous vote of 6/0, Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Johnson, Landry, and Umphrey.

New Business

Item 2 The purpose of the meeting is to call an Executive Session in accordance with Arizona Revised Statute §38-431.03(A) obtain legal advice from the attorney or attorneys of the public body concerning a possible court agreement with Cochise County; Arizona Revised Statute §38-431.03(A.1) discussion regarding appointment and compensation of Kenneth Curfman as City Magistrate, and Arizona Revised Statute §38-431.03(A.7) discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property- King's Court.

Council Member Umphrey at 1:33 p.m. moved to adjourn into Executive Session in accordance with Arizona Revised Statute §38-431.03(A), Arizona Revised Statute §38-431.03(A.1), and Arizona Revised Statute §38-431.03(A.7). Council Member Benning seconded the motion. The motion passed by a unanimous vote of 6/0, Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Johnson, Landry, and Umphrey.

Item 3 Adjournment

Mayor Mueller adjourned the May 11, 2021, meeting of the Sierra Vista City Council Executive Session and Special Meeting at 2:41 p.m.

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Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

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Maria G. Marsh, Deputy Clerk

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Jill Adams, City Clerk

Sierra Vista City Council  
Meeting Minutes  
[May 13, 2021](#)

Mayor Mueller called the May 13, 2021, City Council Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – present  
Council Member Gregory Johnson - present  
Council Member Angelica Landry – present  
Council Member Sarah Pacheco – present (5:07 p.m.)  
Council Member Carolyn Umphrey - 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  
Matt McLachlan, Community Development Director  
Sharon Flissar, Public Works Director  
Jill Adams, City Clerk  
Tony Boone, Economic Development Manager  
Nathan J. Williams, City Attorney

Invocation – Pastor Greg Rowles, God is Good Church, conducted the invocation.

Pledge of Allegiance – Council Member Johnson led the Pledge of Allegiance.

[Item 1](#) Acceptance of the Agenda

Council Member Landry moved that the agenda for the Regular City Council Meeting of May 13, 2021, be approved. Council Member Benning seconded the motion. The motion unanimously carried, 6/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, and Umphrey voting in favor.

City Manager's Report: Mr. Potucek announced that the regular City Council Work Session is scheduled at 3:00 p.m. on May 25, 2021, in the City Manager's Conference Room that will include the normal update, discussion on the Council's Policy and Procedures Manual, Council Executive Report and a budget update. The regularly scheduled City Council Meeting on May 27, 2021, at 5:00 p.m. is also in Council Chambers. He also announced that two bids were received on April 30, 2021, for the North Garden Avenue/Fry Boulevard Improvements Phase I Project; however, both were significantly overbudget to the tune of about \$800,000. Staff met and decided on what to cut out of the Project and to have it proceed with the length from Carmichael to North Garden, and the Gate. Those determinations have been made and the project will be rebid. He added that there are other ways that can address some of the shortfalls, including maybe putting some of the items in the Phase II Project that are being discussed, but

staff is working fast due to the tight timeframe so that the project can be done by next summer. The final numbers for the EMS Substation Design-Build Phase are not due until later in the summer, but higher costs are anticipated with this project; therefore, some budget changes are being made that will be presented to Council during the next work session. He also announced that on a positive note, the March sales tax numbers are in, and year over year from March 2020 to March 2021, there was a 28 percent increase in sales tax receipts, which is probably the most significant number he has seen in many years. This puts the city at almost 10 percent up over 2020 for the fiscal year, which is also a very significant number. Internet sales and shopping local seem to be paying off for the city. The Apron and Taxiway J Rehabilitation Project is scheduled to start in the summer; the Street Maintenance Pavement Patching, Crack and Sand Seal Construction Project is already out with KE&G that is expected to be completed by June 15, 2021; and the Police Department Locker Room Remodel is expected to be completed before June 30, 2021.

Item 2 Consent Agenda:

[Item 2.1](#) Approval of the Regular City Council Meeting Minutes of April 22, 2021

[Item 2.2](#) Resolution 2021-027, Granting an Electrical Utility Easement to Sulphur Springs Valley Electric Cooperative for the Canada Vista Subdivision

[Item 2.3](#) Resolution 2021-028, Designating David J. Felix, Chief Financial Officer, as the person authorized to sign and submit the City's Annual Expenditure Limitation Report for FY 2021

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

Council Member Johnson moved that the Consent Agenda consisting of the regular City Council Meeting Minutes of April 22, 2021, Resolution 2021-027, granting an electrical utility easement to Sulphur Springs Valley Electric Cooperative for the Canada Vista Subdivision, Resolution 2021-028 and Resolution 2021-029, both designating David J. Felix, Chief Financial Officer, as the person authorized to sign and submit the City's Annual Expenditure Limitation Report for FY 2021 and FY 2022, be approved. Mayor Pro Tem Gray seconded the motion. The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

Public Hearing:

[Item 3](#) Resolution 2021-030, Codification of Code of Ordinances and declaring a 30-day Public Record

Council Member Umphrey moved that Resolution 2021-030, codification of Code of Ordinances, and declaring a 30-day public record, be approved. Council Member Benning seconded the motion.

Ms. Adams stated that this is the first step in the process to formally incorporate the ordinances passed by the Council in the period of 2019 through the current 2021 into City Code and become part of the official city record. The ordinances being codified in this action are primarily Development Code items, some annexations, and a few of the City Code that are listed in the staff memo attached to the resolution submitted in Council's packets. If approved, a 30-day public comment period will start after which in the second meeting June, this item will come back before Council in the form of an ordinance for a final vote, and 30-days after that will also become a part of the City Code.

The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

[Item 4](#) Resolution 2021-031, Development Code Text Amendment to Section 151.22.026, Recreational Vehicle Park (RVP) Overlay District and declaring a 30-day Public Record

Mayor Pro Tem Gray moved that Resolution 2021-031, Development Code text amendment to Section 151.22.026, Recreational Vehicle (RV) Park Overlay District and declaring a 30-day public record, be approved. Council Member Umphrey seconded the motion.

Mr. McLachlan stated that this proposal was developed by staff to help facilitate the redevelopment and revitalization of the manufactured home parks in the Infill Incentive Districts. There are four parks on the West End that are under new ownership and going through various states of transition. There is a significant effort underway to demolish and remove the old pre-Hud mobile homes that have resulted in a large inventory of empty, idle, non-revenue producing spaces.

The Department finds that creating additional opportunities for short-term rental can improve the economic viability of parks and potentially lead to further investments. The substance of the amendments involves establishing an RV Park Overlay District that would allow recreational vehicles as a primary or secondary use within a manufactured home park. Currently parks are permitted to at least up to 30 percent of the overall spaces for recreational vehicles. The Overlay District would remove that cap, provided certain Development Code standards are met.

The Overlay makes a hybrid option available that melds the district requirements for recreational vehicle parks with the regulations for manufactured home parks. This will enable a manufactured home park owner to flex the spaces on an interim or long-term basis to adjust to market demand. Currently an owner wanting to exceed the 30 percent threshold would need to rezone all or a portion of the property to a standard Recreational Vehicle Park District. The Recreational Vehicle Park District does not permit manufactured homes; therefore, if the demand for recreational vehicles drops, the owner would have to go through a second rezoning process to revert to the Mobile Home District. The proposed amendments make the permitting more efficient and predictable, which is consistent with the Council's strategic guidance for code amendments.

Staff finds that large, centrally managed manufactured home parks, which is a type of rental community, currently have or will put in place the necessary landscape buffers to maintain compatibility with surrounding uses. The layout and infrastructure of the manufactured home parks coupled with the required facilities under the proposed regulations make them potentially suitable locations for increased recreational vehicle park usage. The hope is for one or more of these properties to evolve into a full fledge amenitized, good quality recreational vehicle park that will accommodate tourist and snowbirds visiting the southwest in the community.

Development standards:

- No more than one recreational vehicle would be permitted on an approved space; therefore, the overall density of the development will remain the same.
- Each space needs to be clearly and permanently marked with a space number.
- Fire pits would be restricted to designated communal areas.
- Community laundering and shower facilities must be provided at the ratios discussed for washers, dryers, and shower stalls to meet the anticipated usage requirements.

- Storage units containing a volume of no less than 180 cubic feet shall be provided for 25 percent of the designated recreational vehicle spaces when the number of recreational vehicles space exceed 30 percent of the overall spaces within the park. These units may be placed individually on the recreational vehicle space or consolidated into a single storage structure if it is within a recreational vehicle designated area or common area.

Landscaping, screening, and buffering:

- A minimum 10-foot-wide landscape buffer is required to be maintained along exterior property lines, and if the exterior boundary does not include a wall, continuous hedge or shrubs that reach at least six feet in height at maturity may be used as a screening device.
- Street trees spaced 50 feet on center are also required to be installed and maintained.

The West End Commission was briefed on this proposal, and they expressed their support. There is unanimous approval by the Planning and Zoning Commission, and their feedback has been factored into the proposal.

Mr. McLachlan stated that Good Living Ventures submitted a letter in support of the overlay. He introduced, Ben Wilde, Architectural, Design and Planning Manager, who can provide comment, progress, and vision for the parks that they have acquired. The requested action is to place the amendments as shown on Exhibit A into the public record for a 30-day review period. The ordinance will be scheduled for adoption at the June 24, 2021 Council Meeting.

Ben Wilde, Good Living Ventures Architectural and Planning Manager, stated that they are a real estate investment company focused on affordable housing and recreational vehicles, particularly the mobile home and recreational vehicle park space. He added that their primary business model is that they purchase parks that are distressed and need improvement. They make those investments and through that see better communities, better design, and better occupancy. He further added that his job as the architectural and planning manager is to put forth those plans. They worked very closely with Mr. McLachlan on the proposed Recreational Vehicle Park Overlay District and are in full support of it. The Overlay will allow them to bring recreational vehicles into their parks at a quicker rate than they can fill them with mobile homes because mobile homes set, and leasing takes longer. They also see a real potential for the Sierra Vista market to become a tourist destination for one of the parks that they own. This would be an area for snowbirds and short-term recreational vehicles occupying potentially a 250-space park leading to transient tax for the city. However, the current state of the parks being transformed into a highly amenitized, well-run community, which is a far cry from where it currently was when they bought it.

Mr. Wilde noted that they are thankful for the relationship with the city as they have been able to have a great relationship with Mr. McLachlan and receive great feedback on potential rezoning through the whole process.

Mayor Mueller thanked Mr. Wilde and his company for their efforts in cleaning several parks, which has been a sore issue for a long time on the West Side. He noted that it looks like there is finally a solution, and they just need to continue work as partners to grow and make that a profit center for him and a better place for the folks in town to live as well as the visitors, who hopefully will eventually live in the city.

Council Member Benning asked Mr. Wilde, if his primary objective for the primary lot to always be for recreational vehicles. Mr. Wilde stated that they do not have the data to support that full

fledge move at this time, but they would like to test that option for full recreational vehicle optionality at the Sierra Grande Mobile Home Park.

Council Member Benning thanked Mr. Wilde for investing in Sierra Vista, a great place to live in.

Council Member Umphrey thanked Mr. Wilde for contacting the West End Commission. They loved everything that he shared with them about the work being put into the park. She added that she likes this idea because it feels like recreational vehicles are becoming more popular, and she would like to accommodate that.

The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

New Business:

[Item 5](#) Resolution 2021-032, Authorization to Accept Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program (GFR Grant Number: GFR-ADOA-AZ911-22-02A)

Council Member Benning moved that Resolution 2021-032, acceptance of the Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program Grant, be approved. Council Member Umphrey seconded the motion.

Police Chief Thrasher stated that Ms. Papatrefon sent her regrets because she could not be present. He proceeded to state that the Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program has allocated funds to provide 9-1-1 emergency telephone services, software, and equipment through FY21 throughout the State of Arizona. The 9-1-1 calls are delivered over a stand-alone network allowing callers to be specifically routed to the nearest Primary Service Answering Points (PSAPs). To provide efficient and effective 9-1-1 services the network requires equipment maintenance and software updates.

In her role as Cochise County 911 Administrator, the SEACOM Administrator applied for and was awarded a grant through Arizona Department of Administration to fund 9-1-1 services throughout the City of Sierra Vista and Cochise County. The grant funds will reimburse the all the PSAPs and the County for costs associated with funding 9-1-1 services, including but not limited to monthly service fees, equipment maintenance, and software updates. This award covers a period through June 30, 2023, and the total amount of the award is \$415,529.00.

The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

[Item 6](#) Resolution 2021-033, Authorization to Accept Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program (GFR Grant Number: GFR-ADOA-AZ911-22-02B)

Council Member Johnson moved that Resolution 2021-033, acceptance of the Arizona Department of Administration, Office of Grants and Federal Resources, Arizona 9-1-1 Program Grant, be approved. Council Member Benning seconded the motion.

Police Chief Thrasher stated that this is like Resolution 2021-032. The Arizona Department of Administration provides funds to contract with DATAMARK for Geographical Information Systems



(GIS) data management software and data support services. This allows for the 9-1-1 calls to come up on the screens with geographical data, the actual point especially for cell phone data. Having proper addressing and geographical data is important. This grant allows for the update of all that GIS system in the County as part of the grant. The grant covers award period through March 31, 2022 for the total amount of \$79,576.00.

Council Member Landry stated that she is happy to see these grants coming through to support SEACOM.

The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

[Item 7](#) Resolution 2021-035, Arizona State Parks and Trails Land and Water Conservation Fund (LWCF) Grant Application

Council Member Pacheco moved that Resolution 2021-035, Arizona State Parks and Trails Land and Water Conservation Fund Grant Application, be approved. Council Member Umphrey seconded the motion.

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

Ms. Flissar stated that Ms. Wilson is also available for any questions regarding the project or parks-related issues.

Council Member Johnson asked if this would also include infrastructure for restrooms because he is aware that this has been a big issue at all the park areas. Ms. Flissar stated that this grant does not include restrooms. This is for irrigation and artificial turf improvements; however, restrooms are potentially in larger master plans for Veterans Memorial Park.

Mayor Mueller asked Council Members not to get confused and noted that the restrooms for the ball fields located east of City Hall are part of a different project and set of monies, but it is also on the overall Parks Master Plan.

Council Member Benning stated that he spoke to Ms. Wilson and the Parks and Recreation Commission about this. The pipes are underground and if they leak, staff does not know where it is coming from; therefore, workers must dig holes to try and find the leak. The project alone in this aspect will save money. He commended Ms. Flissar and Ms. Wilson for their work.

The motion unanimously carried, 7/0. Mayor Mueller, Mayor Pro Tem Gray and Council Members Benning, Landry, Johnson, Pacheco, and Umphrey voting in favor.

#### Call to the Public

Michael DeCarlo explained that he had been ill and unable to attend the meetings. He stated that he moved out of his house, motivated by the tax put on nursing home beds and added that he is in the process of moving back to Ohio where he grew up. He further stated that SEACOM is a good thing when only dealing with fire and medical emergencies, but there are different layers of government: federal government and they are involved with the Fort and Forestry and the State has given them \$500,000; county government that should have a share of running SEACOM because this is a political mixture; city government that has created an enterprise, which everyone knows that in government it is nothing more than a monopoly. This is a conglomeration of four layers of government, including law enforcement, sharing information and a fusion center that opens a can of worms where people could be spied on because the information is being shared. He also suggested doing a pay freeze across the board versus giving staff a two percent increase since the city was shut down for a year and repairing the holes at Timothy Lane Park. He further recommended repurposing the \$100,000 towards the parks and that \$7,000 be budgeted to purchase a generator, an extension cord and power strip to solve the problem, saving \$93,000. Lastly, he commented on the tax's receipts, isolation/lockdowns compared to freedom – people are out, and people can buy so much hand sanitizer and masks online that can be taxed, let alone the plexi glass and wood for frames.

Mr. DeCarlo addressed Police Chief Thrasher regarding the 9-1-1 grants, stating that the state where he is moving to lost power and found out that the installation, primary and alternate power supplies, were plugged into the same source.

#### Comments and Requests of the Council

Council Member Johnson announced his 29<sup>th</sup> wedding anniversary.

Council Member Landry congratulated Council Member Johnson and his wife and announced that the Huachucans are sponsoring the Sierra Vista Open, which starts on Friday, May 14, 2021 through Saturday, May 15, 2021. She encouraged people to show extra love to the teachers as they have been through so much, especially this past year, and announced the Sky Islands Summit Challenge and Sips and Skies at Veterans' Memorial Park. In closing, she shared that she has been hitting the trails, which are beautiful, and she encourages people to go out on the trails because Sierra Vista is a great place. Mayor Mueller added that people can sign up for the Sips and Skies event at [eventbrite.com](https://www.eventbrite.com).

Council Member Pacheco announced her resignation and stated that it has been an absolute pleasure to serve the City of Sierra Vista. She shared that the pandemic affected her family, and they ended up leaving jobs that they had for 14 years and their home of 12 years; however, they purchased a home located outside the city limits. She further stated that her experience on Council has brought an appreciation because the time and dedication that it takes is a thankless/ time-consuming job. People on Council love the town and although, they may not always agree, they all love the town, which is important for everyone to know. Council Members may have different views on what is best, but they all want what is best for the town, and for the future of Sierra Vista. In closing, she voiced her appreciation for the mentorship and fellowship by Council Members and staff and hopes that during her time on Council that she was able to

bring a focus to the disadvantaged people of the community, which she plans on continuing, she also brought a different perspective, but a good Council is one that represents diversity so that there can be good discussions, which make a healthy governing body. Lastly, she stated that she is proud of the community and excited about the Fry Forward Project and that fact that the city is now the Hummingbird Capital of Arizona.

In response to Mayor Mueller, Council Member Pacheco stated that her last day on Council will be May 19, 2021. Mayor Mueller noted that there is time to go through the process to ask for applications for Council Member Pacheco's replacement for the remainder of her term. He thanked Council Member Pacheco for her service and added that he agrees whole heartedly with her on the importance of diversity of opinion. He voiced his appreciation on her perspective on things, even though they did not always agree, but a well thought out opinion makes the Council better.

Council Member Umphrey wished a happy anniversary to Greg and Suzanne, voiced her appreciation to Council Member Pacheco and noted that she is glad that she is still going to be in the community. She thanked the 15 teachers and staff from the Sierra Vista Unified District who retired or are retiring at the end of the year and noted that all of them combined add up to 444 years of service to the District. The Education Foundation held a retirement dinner for them, and it speaks to how special the community is. People are still going into teaching, especially after last year and in dealing with the pandemic. Lastly, she announced that the city is officially the Hummingbird Capital of Arizona, even though the city had self-imposed that they were the Hummingbird Capital of the United States. She thanked former Council Member Calhoun for coming up with the idea and Representative Gail Griffin for making sure that it got signed.

Council Member Benning congratulated Greg and wished Mr. DeCarlo well, encouraged him to stay active and to remember that even though he was in the Navy, "tie Navy, always got your six". He asked people to keep all teachers and administrators in their mind, announced that he is a guest speaker for PPEP Tec's commencement on Friday, May 14, 2021, and congratulated all seniors as they graduate. He also congratulated his daughter on graduating with a Mechanical Engineering Degree from ASU's Honor College, Magna Cum Laude and with honors and shared that in one more year, she will have her masters in Airspace Engineering. Lastly, he voiced his excitement over the Parks Master Plan, which he was able to see because he is the liaison to the Park and Recreation Commission. He gave kudos to Ms. Wilson and Mr. McLachlan, who worked hard along with their staff, and asked Council to not only look at the numbers, but to hear everything else out foremost because the Parks Master Plan shows a lot of good things that are forthcoming.

Mayor Pro Tem Gray wished Council Member Johnson a happy anniversary, thanked Council Member Pacheco for her time on Council, work for the community, wished her luck with everything, and noted that she is sure that she will be seeing her around town. She congratulated Sierra Vista for the Hummingbird designation and acknowledged former Council Member Calhoun for her work on this, Council Member Umphrey who helped carry that through after Council Member Calhoun was off Council, Ms. Hector for getting all the numbers and statistics together so that those could be presented in an organized/informed way, Representative Griffin and Mayor Mueller. Lastly, she announced National Police Week and thanked the police officers for all their work in keeping the community safe. She also recognized Melanie Edwards Barton, Sierra Vista Chamber Director, and stated that things are opening back up and encouraged people to look for these events, i.e., the Chamber's Networking at noon on the last Wednesday of the month, which is a great way to get together with people that are running businesses and trying to make things work.

Mayor Mueller stated that he forgot to wish a Happy Mother's Day during the last Council meeting and to thank all mothers, grandmothers, aunts, stepmothers, and adopted mothers for all that they do for the community. He announced that the July 4<sup>th</sup> festivities are going to be full-on except for the events for the children on July 3<sup>rd</sup>; however, there will be a band in the park as well as fireworks. He announced that Armed Forces Day and Peace Officers Memorial Day, are both on May 15, 2021, and asked people to remember folks that are currently serving throughout the country, announced that on Memorial Day, there will be a virtual ceremony at Veterans Memorial Cemetery, a ceremony on the Fort that may be by invitation only, and a service at 11:00 a.m. or 11:30 a.m. by the Veterans Group at the Cochise Memory Garden. In closing, he thanked Council Member Pacheco and voiced his appreciation in that she brought intellectual diversity to the Council and noted that he looks forward to continuing to work with her.

#### Adjournment

Mayor Mueller adjourned the May 13, 2021, meeting of the Sierra Vista City Council at 5:47 p.m.

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Mayor Frederick W. Mueller

MINUTES PREPARED BY:

ATTEST:

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Maria G. Marsh, Deputy Clerk

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Jill Adams, City Clerk

May 27<sup>th</sup>, 2021

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Sharon Flissar, Director of Public Works

FROM: Bryce Kirkpatrick, Civil Engineer

SUBJECT: REQUEST FOR AGENDA ITEM  
PLACEMENT RESOLUTION 2021-036  
Electrical Utility Easement for the Veteran's Memorial  
Park Sports Complex Sports Division Building

RECOMMENDATIONS:

The Director of Public Works recommends approval.

The Assistant City Manager recommends approval.

The City Manager recommends approval.

INITIATED BY:

The City of Sierra Vista

BACKGROUND:

The City of Sierra Vista has requested electrical service to the Veteran's Memorial Park Sports Complex Sports Division building to replace electrical service that is currently fed from Rothery Center. For this to occur, the City of Sierra Vista is required to grant an easement for the placement of underground primary and secondary electrical lines between a nearby underground primary power source to the Sports Division building. The easement agreement would allow for a perpetual easement at the site to construct, reconstruct, operate, and maintain electrical service. The easement is located southwest of the Sports Division building, leading to the base of the power lines on the other side of the unnamed access road that leads to the gymnasium.

BUDGET APPROPRIATIONS:

Not applicable.

RESOLUTION 2021-036

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING SETTLED POLICY; GRANTING ELECTRICAL UTILITY EASEMENTS ON CITY-OWNED PROPERTY; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City of Sierra Vista owns and maintains property situated in the Southwest quarter of the Southeast quarter of Section 36, Township 21 South, Range 20 East between Fry Boulevard and Martin Luther King Junior Boulevard immediately west of Avenida Escuela.

WHEREAS, Sulphur Springs Valley Electric Cooperative, an electrical utility provider, desires an easement for the placement of electrical facilities on City-owned property southwest of the Veteran's Memorial Park Sports Complex Sports Division building; and

WHEREAS, the installation of the utilities is to support the Veteran's Memorial Park Sports Complex Sports Division building and future electrical needs in Veteran's Memorial Park Sports Complex; and

WHEREAS, it is settled policy of the City Council, most recently affirmed by Resolution 4630, to provide easements on City-owned property as determined to be necessary by the City Council; and

WHEREAS, the City Council has determined it to be necessary to grant an electrical utility easement as identified and attached herein.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That the settled policy of the City Council, most recently affirmed by Resolution 4630, be, and hereby is, reaffirmed.

SECTION 2

That it be, and hereby is, determined to be necessary to grant a permanent electrical easement, as described in the easement description attached, on City-owned property immediately southwest of the Veteran's Memorial Sports Complex Sports Division Building, for the purpose of the placement of electrical utilities.

SECTION 3

The City Manager, City Clerk, City Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this Resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS DAY OF MAY 27<sup>th</sup>, 2021.

\_\_\_\_\_  
FREDERICK W. MUELLER  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JILL ADAMS  
City Clerk

\_\_\_\_\_  
NATHAN J. WILLIAMS  
City Attorney

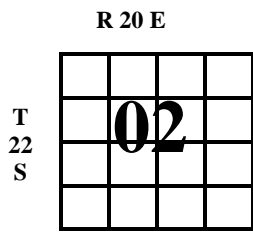
PREPARED BY: Bryce Kirkpatrick, Civil Engineer, Public Works

When recorded mail to:

Jill Adams  
City Clerk  
The City of Sierra Vista  
1011 N Coronado Dr.  
Sierra Vista, Arizona 85635

This space reserved for recording information.

## *Underground Utility Right-of-Way Easement*



### **KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, **CITY OF SIERRA VISTA**, a **Body Politic**, referred to as "Grantor", for good and valuable consideration, the receipt of which is hereby acknowledged grants unto **SULPHUR SPRINGS VALLEY ELECTRIC COOPERATIVE, INC.**, herein after referred to as "Grantee", and to its successors or assigns, a right-of-way easement over, upon, under and across and the right to enter upon the land of the undersigned, situated in the County of Cochise, State of Arizona, described as follows:

SEE ATTACHED EXHIBIT "A"

All easements shown hereon are hereby dedicated, together with the right of ingress and egress, for the sole purpose of construction, inspection, repair, removal, replacement, and maintenance of said public utilities at will. No non-utility improvements shall be placed upon, over, or under the subject area including, but not limited to, buildings and structures aside from those existing, and except for improvements for street, road, driveway, or landscape purposes, which the grantor agrees shall not interfere or be inconsistent with grantees' exercise of the rights granted herein.

Grantee shall not be liable for any damage to said improvements placed upon the easement due to necessary utility operations using reasonable care. However, in the event that a grantee fails to use reasonable care in exercising its right of entry for construction, maintenance, or repairs of said utility system, the grantee shall be responsible for any damages caused to the grantor's improvements and shall restore the surface or the ground to its former state.





EXHIBIT "A"

PARCEL DESCRIPTION:

That portion of the Southwest quarter of the Southeast quarter of Section 36, Township 21 South, Range 20 East of the Gila and Salt River Base and Meridian, Cochise County, Arizona, more particularly described as follows:

COMMENCING at the South quarter corner of said Section 36, said point being a mag nail in pavement in the centerline of Fry Boulevard from which the Southeast corner of said Section 36, said point being a brass cap survey monument in a hand well at the centerline intersection of Fry Boulevard and Highway 90, bears South 89° 42' 51" East, a distance of 2,644.37 feet;

thence North 00° 18' 07" East upon the West line of said Southwest quarter, a distance of 50.00 feet, said point lying upon the Northerly right of way of Fry Boulevard as shown on the Arizona Highway Dept. Right-of-way map, Ft. Huachuca-Bisbee Location, recorded in Book 000 of Maps and Plat, page390, records of Cochise County, Arizona;

thence continue upon said West line North 00° 18' 07" East, a distance of 515.85 feet to the POINT OF BEGINNING;

thence continue upon said West line North 00° 18' 07" East, a distance of 757.98 feet to the Northwest corner of said Southwest quarter;

thence upon the North line of said Southwest quarter South 89° 43' 02" East, a distance of 1,197.05 feet to a point of curvature of a tangent curve, concave to the Southwest;

thence upon said curve to the right, having a radius of 25.00 feet and a central angle of 90° 00' 00" for an arc distance of 39.27 feet to a point of tangency, said point lying upon the Westerly right of way line of Avenida Escuela, as recorded in Fee No. 0608-30153, records of Cochise County, Arizona;

EXHIBIT "A"

thence upon said Westerly right of way line South 00° 17' 47" West, a distance of 769.03 feet;

thence North 89° 42' 51" West, a distance of 545.00 feet;

thence North 00° 17' 09" East, a distance of 169.77 feet;

thence South 73° 59' 13" West, a distance of 415.13 feet;

thence North 89° 42' 51" West, a distance of 184.96 feet;

thence South 00° 17' 09" West, a distance of 17.28 feet;

thence North 89° 42' 51" West, a distance of 93.71 feet to the POINT OF BEGINNING.

EASEMENT DESCRIPTION:

A 20.00-foot-wide easement located within a portion of the above-described parcel lying 10.00 feet on each side of the following described centerline:

COMMENCING at the Southeast corner of the above-described parcel;

thence North 89° 42' 51" West, along the South line of said parcel, a distance of 545.00 feet;

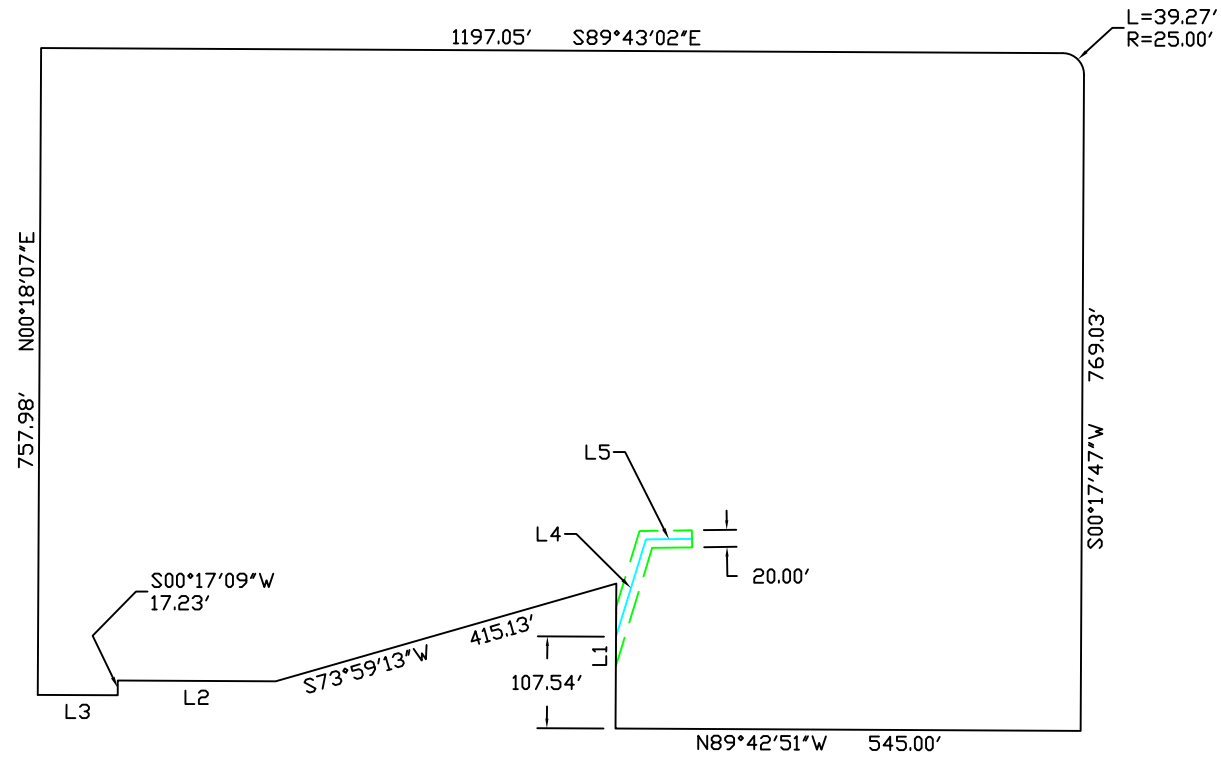
thence North 00° 17' 09" East, along the East line of said parcel, a distance of 107.54 feet to the POINT OF BEGINNING for said easement;

thence North 17° 05' 40" East, a distance of 119.27 feet;

thence North 89° 15' 27" East, a distance of 54.00 feet to POINT OF TERMINUS for said easement.

The sidelines of the above-described easement are to be lengthened or shortened to intersect at angle points and terminate at property lines.

PARCEL ILLUSTRATION



Line Table		
Line #	Direction	Length
L1	N00° 17' 09"E	169.77
L2	N89° 42' 51"W	184.96
L3	N89° 42' 51"W	93.71
L4	N17° 05' 40"E	119.27
L5	N89° 15' 27"E	54.00

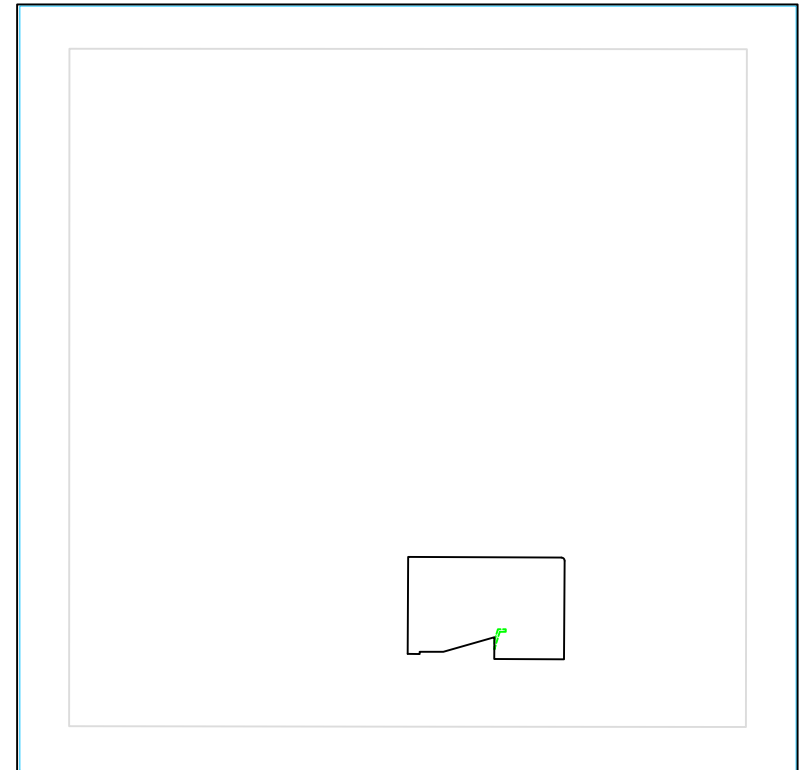
--- REPRESENTS EASEMENT AREA

SECTION REPRESENTATION

R 20 E



T  
21  
S



SECTION 36

EXHIBIT "A"

DRAWING NOT TO SCALE - FOR REPRESENTATION PURPOSES ONLY

GRANTOR: City of Sierra Vista	EASEMENT NO.	E16712
DRAWN BY: Ruth Bigelow	WORK ORDER NO.	93957
DATE DRAWN: May 10, 2021	FILE NO.	



Sulphur Springs Valley  
Electric Cooperative, Inc.

May 26, 2021

MEMORANDUM TO:           Honorable Mayor and City Council

FROM:                       Mayor Frederick W. Mueller

SUBJECT:                   REQUEST FOR AGENDA ITEM PLACEMENT  
RESOLUTION 2021-040  
Appointment to the Sierra Vista Metropolitan Planning  
Organization Board of Directors

INITIATED BY:

Mayor and City Council

BACKGROUND:

In 2013, the Mayor and City Council established, and Governor Brewer formally declared the Sierra Vista MPO.

Per the SVMPO By-Laws, the SVMPO Board of Directors consists of five (5) voting members. The Board of Directors includes three elected officials to represent Sierra Vista, one elected official to be a representative of the Cochise County Board of Supervisors, and the final member to be a representative of the Arizona Department of Transportation.

On May 19, 2021, Council Member Pacheco resigned from Council; therefore, Mayor Mueller is recommending Council Member Gregory Johnson to serve on the MPO Board.

RESOLUTION 2021-040

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPOINTING COUNCIL MEMBER GREGORY JOHNSON TO THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BOARD OF DIRECTORS; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, it has been determined because of the 2010 United States Census that the City of Sierra Vista and the local surrounding Cochise County area has been designated as an Urbanized Area of 50,000 or more persons; and

WHEREAS, to receive and use Federal Highway Administration (FHWA) funds provided under Title 23 U.S.C Section 134 and Moving Ahead for Progress (MAP 21) funds provided under Title 49 U.S.C. Chapter 53 within the urbanized area, certain organizational arrangements and planning requirements must be undertaken; and

WHEREAS, on February 14, 2013, the City Council established the Sierra Vista Metropolitan Planning Organization by Resolution 2013-010, amended on March 14, 2013, by Resolution 2013-016; and

WHEREAS, on May 6, 2013, the Honorable Governor Janice K. Brewer formally declared the establishment of the Sierra Vista Metropolitan Planning Organization; and

WHEREAS, the Sierra Vista Metropolitan Planning Organization shall be administered by a Board of Directors composed of five (5) members, of which three (3) members shall be representatives appointed by the Mayor and City Council; and

WHEREAS, the Sierra Vista Metropolitan Planning Organization By-Laws permit each government entity to select alternate members who are duly elected members of the governing body.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THAT:

SECTION 1

The settled policy of the City Council supporting the establishment of the Sierra Vista Metropolitan Planning Organization, be, and hereby is, reaffirmed.

SECTION 2

The Mayor and City Council hereby appoint Council Member Gregory Johnson to the Sierra Vista Metropolitan Planning Organization.

SECTION 3

The City Manager, City Clerk, City Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF SIERRA VISTA, ARIZONA THIS 27<sup>TH</sup> DAY OF MAY 2021.

\_\_\_\_\_  
FREDERICK W. MUELLER  
Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
NATHAN J. WILLIAMS  
City Attorney

\_\_\_\_\_  
JILL ADAMS  
City Clerk

May 27, 2021

Memorandum to: Honorable Mayor and City Council

Thru: Charles P. Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager

From: Matt McLachlan, Director, Community Development

Subject: PY 2021 Community Development Block Grant (CDBG) Program  
Annual Action Plan

REQUESTED ACTION:

Adoption of Resolution 2021-037, authorizing the submission of the PY 2021 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development

INITIATED BY: City of Sierra Vista

BACKGROUND:

In 2013, the City of Sierra Vista entered the Community Development Block Grant (CDBG) entitlement program as a direct recipient of annual grant funding from the U.S. Department of Housing and Urban Development (HUD). The program was authorized under Title I of the Housing and Community Development Act of 1974 and is one of the longest continuously run programs at HUD. The Community Development Department administers the CDBG program and presents proposals and recommendations to the City Council, advisory boards, and the general public.

The primary national objectives of the program are the development of **viable communities**, principally for low and moderate income (LMI) persons, through;

- *Decent Housing*
- *Suitable Living Environment*
- *Expanded Economic Opportunity*

All CDBG activities must result in **one** of the following:

- *Benefit low and moderate income (LMI) persons;*
- *Prevent or eliminate slum and blight; or*
- *Meet an urgent need having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.*



## City of Sierra Vista Annual Action Plan

Each year, the City is required to prepare an Annual Action Plan that is submitted to HUD. The plan outlines the programs and activities the City will undertake in the coming year to implement the strategies of the Consolidated Plan. Specifically, the Plan describes how the funds will be expended to meet stated objectives.

The process begins with a “Notice of Funding Availability” requesting applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City’s website. The City of Sierra Vista is expected to receive \$254,678 in Community Development Block Grant (CDBG) funds according to the PY 2021 formula allocations posted on the U.S. Department of Housing and Urban Development website. This amount is \$17,193, or 6.3% less than the City received last year.

**On May 13, 2021, HUD announce revised and increased CDBG allocations for the upcoming program year. The amount of the City’s increase was \$3,753 or 1.5% above the original allocation. Staff has adjusted the recommended Public Facility improvement budget (Phase II, Eddie Cyr Park) to include the additional amount.**

On March 11, 2021, the Mayor and City Council held a public hearing and received presentations on the PY 2021 CDBG funding applications.

On April 9, 2021, a public notice was published in the Sierra Vista Herald advertising a second public hearing and 30-day public comment period on the Draft PY 2021 Annual Action Plan commencing on April 23, 2021 and ending on May 24, 2021.

On April 22, 2021, the City Council held a public hearing on the Draft PY 2021 Annual Action Plan.

On May 24, 2021, the public comment period closed. The following comments were received:

**From: Mary Skinner <[maryskinner1958@gmail.com](mailto:maryskinner1958@gmail.com)>**

**Topic: 2021 Draft CDBG Annual Action Plan**

Message Body:

I am at the St. Vincent de Paul on Bartow quite often and agree that parking needs to be improved. The current dirt area is difficult to navigate, especially for people with handicaps. In the summer months with monsoons it becomes very muddy and can be dangerous for the elderly possibly slipping and falling. The pavement would eliminate the mud and blowing dust that occurs at different times of the year. This is a worthwhile project.

**From:** Hilary and Chavez <[chavez\\_hilary@cox.net](mailto:chavez_hilary@cox.net)>

**Topic:** 2021 Draft CDBG Annual Action Plan

Message Body:

Thank you so very much for your consideration on helping the St. Vincent de Paul Society with the improvements to the parking for our friends needing assistance. As a member of the Society, I personally see the elderly and the disabled struggle to come and go through the uneven and rough terrain to get their assistance.

**From:** Kristine Wolfe <[kewol2@gmail.com](mailto:kewol2@gmail.com)>

**Topic:** 2021 Draft CDBG Annual Action Plan

Message Body:

While Cyr park certainly needs more parking, should it be done with CDBG funds? Of those who will be parking at Cyr, how many fit the criteria for CDBG funds? Other than enhancing parking spots for those who don't live in the area, what is this money doing? Is there a better way to put it into the community and use the funds the way they are supposed to be used as opposed to using it to better the city's position with parking spots? This money is supposed to be allocated towards those that need help, not for better parking for those who don't live in the area.

### PY 21 Funding Proposal

- **Public Facility/Infrastructure Improvements (~~\$170,733~~ \$174,486):** The City's Engineering Department has completed 25% construction plans for the improvements to Eddie Cyr Park on the former Public Works Yard property. The PY 20 AAP allocated \$271,810 towards completing Phase 1 of the parking lot (53 spaces) and multi-use path extension. The funding proposed for the PY 21 AAP will allow the City to complete the parking lot as a single construction phase which will reduce development costs.
- **Emergency Home Repair and Disabilities Modification Program (\$50,000):** This program assists homeowners in Sierra Vista in making emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance is granted based on priority and eligibility of the emergency. Accessibility modifications needed for the elderly and disabled are also eligible under this program. The program is restricted to income eligible, homeowner-occupied applicants that have lived in their home for the preceding year prior to being qualified for participation in the program.
- **Good Neighbor Alliance Kitchen Remodel (\$18,945):** The scope of this project entails replacing countertops, cabinets, drawers, installing new pantry and dishwasher appliance. The kitchen has not been remodeled since 2005 and is falling apart. GNA currently prepares approximately 750 meals annually for the marginalized homeless population. The total number of unduplicated Sierra Vista residents to be served by this program is estimated at 330 annually.

- **Society of St. Vincent De Paul, St. Andrew Conference Paved Parking for Barrier-Free Access and Client Safety (\$15,000):** The scope of this project entails grading and paving parking spaces and drive aisle to provide barrier free access to the food bank and conference offices where clients meet with case workers.

STAFF RECOMMENDATION:

Staff recommends that the Mayor and City Council approve Resolution 2021-037, authorizing Staff to proceed with the submission of the PY 2021 CDBG Annual Action Plan.

RESOLUTION 2021-037

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; TO APPROVE THE PY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN TO SUBMIT TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD); AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICES AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City of Sierra Vista is eligible to obtain Community Development Block Grant (CDBG) funding directly from the Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires that participating jurisdictions prepare and submit an Annual Action Plan to fulfill the HUD requirements for using the funding;

WHEREAS, the project(s) to be completed with CDBG funding have been identified and adopted by the City Council and put into the Draft Annual Action Plan prior to its submittal to HUD.

WHEREAS, per HUD requirements, the City opened a 30-Day Review/Comment Period for the Draft Annual Action Plan, beginning on April 23, 2021 and ending on May 24, 2021.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA AS FOLLOWS:

SECTION 1

That the City of Sierra Vista desires to obtain CDBG funding directly from HUD.

SECTION 2

That the Community Development Block Grant PY 2021 Annual Action Plan attached hereto as Exhibit "A" and by this reference made a part hereof, is hereby approved for submittal to HUD.

SECTION 3

That the City Manager, City Clerk, City Attorney, or their duly authorized officers and agent are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this Resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 27th DAY OF MAY 2021.

\_\_\_\_\_  
FREDERICK W. MUELLER  
MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JILL ADAMS  
CITY CLERK

\_\_\_\_\_  
NATHAN J. WILLIAMS  
CITY ATTORNEY

Prepared by:  
Matt McLachlan, Director of Community Development

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The City of Sierra Vista, Arizona, is an entitlement community under Title 1 of the Housing and Community Development Act of 1974. The City is eligible to receive federal funds annually from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. Allocations for each CDBG entitlement grantee are determined annually by HUD following the adoption of the federal budget by Congress. HUD grants these funds to the communities to carry out a wide range of community development activities directed towards revitalizing neighborhoods, increasing economic development, and improving community facilities and services. The City's expected PY 2021 CDBG formula allocation is \$258,431. No program income is expected.

Grantees must give maximum priority to activities that benefit low-and moderate-income persons, aid in the prevention or elimination of slum or blight, or meet an urgent community development need that poses a serious threat to public health or welfare. Grantees have wide flexibility to develop their own programs, activities, and funding priorities provided they meet one of these national objectives. The City of Sierra Vista City Council establishes the allocations for the use of CDBG funding based on the priorities set forth in the Five-Year Consolidated Plan. This 2021 AAP is the third year for the 2019-2023 Consolidated Plan period.

The purpose of the AAP is to provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Five-Year Consolidated Plan. The AAP is developed in a manner specified by HUD, and the City has followed the prescribed format in completing the plan.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Five-Year Consolidated Plan identifies six goals, along with corresponding objectives, to address the City of Sierra Vista housing and community development needs. These goals are summarized as follows:

**Goal 1: Public Infrastructure/Facility Improvements**

*Provide ADA improvements, public facility improvements, and infrastructure to create a more suitable living environment.*

**Goal 2. Housing Rehabilitation & Services**

*Provide housing rehabilitation and accessibility.*

**Goal 3: Provision of Needed Services**

*Provide community services for special needs populations (primarily for seniors and youth), mental health services, and homeless services, and COVID-19 response.*

**Goal 4: Neighborhood Stabilization**

*Eliminate slum and blight.*

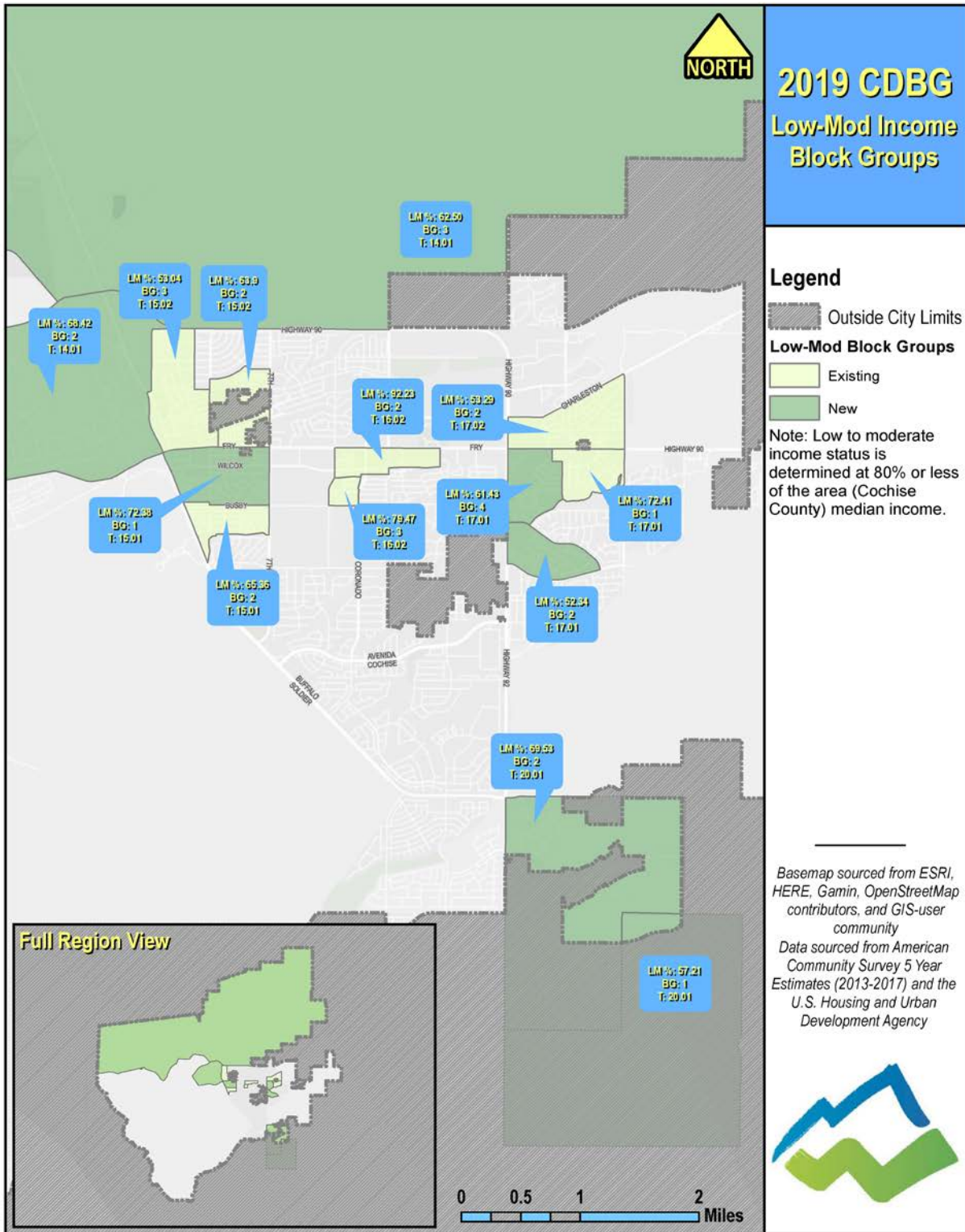
**Goal 5: Economic Development**

*Job creation and retention for low-moderate income workers/business retention (COVID-19 response).*

**Goal 6: Fair Housing**

*Eliminate housing discrimination.*

The City identified local target areas in the Consolidated Plan, and the bulk of the funds the City receives will be concentrated in these areas. The local target areas include Census Tracts 15.01, 15.02, 16.02, 17.01, and 20.01 all of which have the highest number of low and moderate-income households in the City. The needs in the target areas are numerous and varied. Below is a graphic depiction of the CDBG target areas.





### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City is moving into its eighth year as a direct recipient of Community Development Block Grant funds. In 2019, the City Council approved an update to the Five-Year Consolidated Plan which establishes goals and objectives for the use of CDBG funds. This Annual Action Plan constitutes the third year of the five-year planning cycle.

As previously stated, the City has adopted seven goals to address priority needs within the community. The bulk of prior and anticipated resources is assigned to carrying out public infrastructure and facility improvements in low to moderate income census tracts to create a more suitable living environment. Historically, CDBG investments have been geographically concentrated in the City's West End neighborhoods. Projects are generally oriented around improving ADA accessibility and sidewalk connectivity, street lighting, drainage, and upgrading park facilities.

Housing rehabilitation and accessibility furthers the City's commitment to ensuring safe and decent housing is available for low-income and disabled residents. This is accomplished through the Emergency Home Repair and Disabilities Modification Program administered by the Department of Community Development. This program provides grant funding to income qualified homeowners to repair or replace essential items such as HVAC or water heater replacement, roof repairs, or make accessibility improvements.

Neighborhood stabilization is aimed at eliminating slum and blight conditions. The City made progress on this goal through the demolition of an unsafe structure in the Montebello neighborhood and the clearance of dilapidated buildings on the former Public Works Yard site to expand Eddie Cyr Park. CDBG resources are augmented by the general fund for code enforcement directed abatement projects and neighborhood cleanup events.

The provision of needed community services is capped at 15 percent of the total amount of CDBG funds allocated for the program year and must be used for either a new service or quantifiable increase in the level of an existing service. (This restriction was waived for COVID-19 response programs funded by the CARES Act.) Further, the public service must principally benefit low to moderate income persons or households on a limited clientele or area wide benefit basis. In prior years, CDBG funds have been allocated towards before and after school program scholarships for low-income families and assistance for individuals who are living with mental health or substance abuse issues overcome barriers to employment. In the past year, the City has partnered with the United Way of Sierra Vista and Cochise County Inc. to administer an Emergency Crisis Fund to respond to the COVID-19 pandemic.

In May 2020, the City amended its Consolidated Plan to add Economic Development as a goal to provide emergency small grant business assistance to aid our local COVID-19 response. The program was rapidly deployed to assist eleven businesses in the first two months.

The City has made significant progress in implementing CDBG activities in accordance with the Five-Year Consolidated Plan. The City is in full compliance with HUD regulations and carries out projects in a timely manner to meet required performance objectives.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Annual Action Plan will be made available at City Hall and on the City's website for public viewing. Public comments can be sent in writing to City Hall at:

*City of Sierra Vista*

*Department of Community Development*

*ATTN: Matt McLachlan, Director*

*1011 North Coronado Drive*

*Sierra Vista, AZ 85635*

*Or by email to: [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov)*

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The Annual Action Plan will be made available at City Hall and on the City's website for public viewing. Public comments can be sent in writing to City Hall at:

*City of Sierra Vista*

*Department of Community Development*

*ATTN: Matt McLachlan, Director*

*1011 North Coronado Drive*

Sierra Vista, AZ 85635

Or by email to: [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov)

Meeting minutes and public comments that were received are provided in the Appendix of this report.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments received by the City of Sierra Vista were considered and are, generally or specifically, addressed by the Annual Action Plan.

## **7. Summary**

The 2021 Annual Action Plan will address the identified goals, objectives and strategies and will meet the City's community development needs. These needs were identified through a citizen participation process that involved neighborhood residents, service providers and other community partners. The Consolidated Plan guides the City's use of CDBG resources through specific goals identified in the plan.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SIERRA VISTA	Community Development Department

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Sierra Vista, Department of Community Development has full responsibility for implementing the CDBG program, including administering all grants, preparing the Five-Year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report, and financial reporting. The Department of Community Development works closely with Public Works and the Finance Departments, as well as any other pertinent City or County Departments.

**Consolidated Plan Public Contact Information**

Inquiries, comments or complaints concerning the Consolidated Plan, any amendments, or performance reports, can be conveyed by contacting City staff at:

*City of Sierra Vista*

*Community Development Department*

*1011 North Coronado*

*Sierra Vista, AZ 85635*

*Telephone: (520) 417-4413*

*Fax: (520) 452-7023*

*Matt.McLachlan@SierraVistaAZ.gov*

*Business hours: 8:00 a.m. – 5:00 p.m., Monday through Thursday.*

Complaints and related comments on the programs may also be offered at the public hearings.

Written responses to all written complaints may also be made to the Arizona Field Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

*U.S. Department of Housing and Urban Development*

*Community Planning and Development Division*

*One North Central Avenue, Suite 600*

*Phoenix, Arizona 85004*

*Phone: 602-379-7100*

*Fax: 602-379-3985*

*TTY: 602-379-7181*

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

#### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

Institutional coordination of the Consolidation Plan establishes a unified vision for community development. The City uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

The City will execute this Consolidated Plan in harmony with public, private, and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and community housing development organizations. Private sector partners may include, but are not limited to, local financial institutions, developers, and local businesses. The City works closely with its partners to design programs that address identified needs.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City actively participates in the Cochise County Coalition on Ending Chronic Homelessness (CCCECH) – a Committee of the Arizona Department of Housing (ADOH) Continuum of Care. The COVID-19 pandemic suspended regular meetings in 2020. Moreover, the lead agency, Good Neighbor Alliance, decided not to renew its annual contract with the ADOH. Regular meetings of the CCCECH are anticipated to resume later this year with the SouthEastern Arizona Governments Organization (SEAGO) overseeing its administration. The City maintains a database of non-profit agencies that is used to provide notice of funding availability, application requirements, and meeting information.

#### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City does not receive ESG funds, and no agencies received ESG funds.

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City follows HUD rules and regulations for Citizen Participation, and therefore offers a variety of participation and comment venues. Citizens are provided information via Notices published in the local newspaper, City website, and postings. The City has made a concerted effort to contact all known agencies and organizations involved in activities that are relevant to CDBG activities and programs. All Notices are sent by email using the City’s agency contact database for CDBG announcements.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

The City considers the involvement of its low- and moderate-income residents and those agencies that serve the low- and moderate-income residents to be essential to the development and implementation in its Five-Year Consolidated Plan and its Annual Action Plans.

The process began with a “Notice of Funding Availability” seeking applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City’s website and social media. Application requirements for PY 2021 CDBG funding were made available on February 3, 2021 with a closing date of March 5, 2021.

A virtual public meeting was held on February 17, 2021, to allow interested citizens, public agencies, community organizations, and other parties to share their opinions on housing and community development needs in the City and to ask questions regarding the funding application process.

On March 11, 2021, the Mayor and City Council held a public hearing and received presentations on the PY 2021 CDBG funding applications.

On April 9, 2021, a public notice was published in the Sierra Vista Herald advertising a second public hearing and 30-day public comment period on the Draft PY 2021 Annual Action Plan commencing on April 23, 2021 and ending on May 24, 2021.

On April 22, 2021, the City Council held a public hearing on the Draft PY 2021 Annual Action Plan.

On May 24, 2021, the public comment period closed. The following comments were received ..... {Insert here}

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan’s goals, objectives and strategies. Priority needs were identified based on available housing data, public input, non-profit agency meetings and other forms of outreach. In addition, the City consulted with various City Departments to identify priority needs and develop corresponding strategies.



**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Virtual meeting held on 2/17/21 attended by representatives of SW Fair Housing Council, St. Vincent De Paul, and Good Neighbor Alliance.	Comments and questions were received about the CDBG eligibility and applications requirements, potential project/program discussion, and schedule.	All comments were accepted.	
2	Public Hearing	Non-targeted/broad community	Public hearing held during regular City Council meeting attended by staff and interested members of the public. Presentations were made by Staff and representatives of the SW Fair Housing Council, St. Vincent De Paul/St. Andrews Catholic Church, Good Neighbor Alliance.	See meeting minutes.	All comments that were provided were accepted.	<a href="http://docserve.sierravistaaz.gov/Home/City%20Council/City%20Council%20Meeting%20Minutes/2021%20Meeting%20Minutes/03%2011%2021%20Regular%20Meeting%20M">http://docserve.sierravistaaz.gov/Home/City%20Council/City%20Council%20Meeting%20Minutes/2021%20Meeting%20Minutes/03%2011%2021%20Regular%20Meeting%20M</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Non-targeted/ broad community	Public hearing notices were published in the Sierra Vista Herald Tribune for the tentative selection meeting (presentation of funding requests) and on the Draft Annual Action Plan.			

**Table 3 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The Five-Year Consolidated Plan identifies the federal, state, local and private resources expected to be available to the City of Sierra Vista to address the priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in SP-35.

Sierra Vista anticipates an estimated total allocation of \$258,431 in CDBG funding for PY 21. CDBG funds will be used for public facility improvements, housing rehabilitation, kitchen renovations to GNA emergency shelter, and parking accessibility improvements to St. Vincent De Paul site.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	258,431	0	271,769	530,200	597,016	Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Economic Development Public Services	0	0	0	0	0	
Other	public - federal	Public Services	0	0	0	0	0	

**Table 4 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City will look to leverage funds, if available, from State and Federal grants, City Departments (e.g. Public Works, Parks and Leisure, Code Enforcement, and Building), public or social service providers, or other sources against CDBG dollars. In the future, the City will continue to pursue funding from private, public, and federal sources to accomplish community and economic development objectives. It's important to note that the entire CDBG allocation is being used for eligible projects. CDBG grant administration is handled using existing staff resources using general fund tax dollars. Moreover, this includes preparation of environmental reviews, planning and design services, and Davis-Bacon compliance. Public Works and Parks Staff contribute labor towards small sidewalk and landscape projects in public rights of way and parks.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The PY 2021 CDBG funds for public facility improvements are programmed to make a formerly idle city-owned property usable to the public for recreational purpose providing an area benefit to the neighborhood through its physical and aesthetic enhancement.

**Discussion**

Please see the preceding responses.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Infrastructure/Facility Improvements	2019	2023	Non-Housing Community Development	Low/Mod Neighborhoods	Public Improvements/Infrastructure	CDBG: \$174,486	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1270 Persons Assisted
2	Housing Rehabilitation and Services	2019	2023	Affordable Housing	Citywide		CDBG: \$50,000	Homeowner Housing Rehabilitated: 7 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Provision of Needed Services	2019	2023	Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Homeless Activities Public Facilities Improvements	CDBG: \$33,945	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted Homeless Person Overnight Shelter: 330 Persons Assisted

Table 5 – Goals Summary

### Goal Descriptions

1	Goal Name	Public Infrastructure/Facility Improvements
	Goal Description	<i>Eddie Cyr Park Improvements - Public Parking - \$174,486</i>
2	Goal Name	Housing Rehabilitation and Services
	Goal Description	<i>Emergency Home Repair and Disabilities Modification Program - \$50,000</i>
3	Goal Name	Provision of Needed Services
	Goal Description	<i>GNA Emergency Shelter (Kitchen Remodel) - \$18,945</i> <i>St. Vincent De Paul Society (Parking/Accessibility) - \$15,000</i>

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The City's planned actions for PY 2021 Annual Action Plan are intended to support housing and community development for the City's low and moderate income populations as well as the City's homeless and special needs groups.

### Projects

#	Project Name
1	EDDIE CYR PARK IMPROVEMENTS
2	EMERGENCY HOME REPAIR PROGRAM
3	GOOD NEIGHBOR ALLIANCE KITCHEN REMODEL
4	ST VINCENT DE PAUL SOCIETY PARKING AND ACCESSIBILITY IMPROVEMENTS

Table 6 - Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In the Consolidated Plan, the principal needs identified are: 1) Public Infrastructure/Facility Improvements, 2) Housing Rehabilitation and Services, 3) Provision of Needed Services, 4) Neighborhood Stabilization, 5) Economic Development and 6) Fair Housing. The 2019 Public Meetings and Public Hearings were instrumental in identifying these principal needs for our community. However, Public Improvements and Infrastructure continue to receive *high* rankings because they are a means to make significant improvements in the quality of life in the distressed neighborhoods.

The development of the Annual Action Plan involved consultation with those agencies involved in delivering housing, housing services, and community improvements. Meetings and discussions were held between the staff of the City's Department of Community Development and other City Departments, as well as conducting meetings with appropriate housing and social service agencies. Public input was also solicited through a public meeting and public hearings. The project selected to receive funding meet objectives and goals set by the City to address the needs of low- and moderate-income persons on an area basis.

The City's primary obstacle to meeting underserved needs is a lack of funding. In recent years, due to the lingering effects of the Great Recession, reduced revenues have plagued all levels of government (federal, state, and local). These reduced revenues have hindered the City's ability to meet the needs of low-income residents. Another obstacle to meeting underserved needs is the generally increasing



demand for public services that is placing an additional burden on public service agencies within the City.

## AP-38 Project Summary

### Project Summary Information

<b>1</b>	<b>Project Name</b>	EDDIE CYR PARK IMPROVEMENTS
	<b>Target Area</b>	Low/Mod Neighborhoods
	<b>Goals Supported</b>	Public Infrastructure/Facility Improvements
	<b>Needs Addressed</b>	Public Improvements/Infrastructure
	<b>Funding</b>	CDBG: \$446,255
	<b>Description</b>	The PY 20 AAP allocated \$271,769 towards completing Phase 1 of the parking lot (53 spaces). The \$174,486 CDBG funding proposed for the PY 21 AAP will allow the City to complete the 113-space parking lot as a single construction phase which will reduce development costs. The 25% engineering plan is consistent with the Phase II improvement plan for Eddie Cyr Park which was developed with neighborhood input.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,270
	<b>Location Description</b>	The project will be undertaken at 1224 North Avenue, Sierra Vista, Arizona.

<p><b>Planned Activities</b></p>	<p>During the Fall of 2019, the City demolished several blighted buildings at the former Public Works Yard at 1224 North Avenue using CDBG funds. The demolition is part of a larger project of integrating the property with Eddie Cyr Center Park as part of the final phase of an overall master plan for the park.</p> <p>Eddie Cyr Center Park is a neighborhood park that includes children’s playgrounds (shaded), drinking fountains, lighted multi-purpose sports fields featuring artificial turf, ramadas with electricity and picnic tables, restrooms, and walking path. There are currently 41 paved parking spaces (three meeting ADA requirements) located on Taylor Drive, east of the sports fields.</p> <p>This project will implement major components the final phase the Eddie Cyr Master Plan to improve the form and function of the park. The quantifiable outcomes will be the number of parking spaces added to serve the public; the lineal feet added to the City’s trail system; and trees and/or shrubs installed to enhance the aesthetics of the property and natural environment.</p>
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<b>2</b>	<b>Project Name</b>	EMERGENCY HOME REPAIR PROGRAM
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing Rehabilitation and Services
	<b>Needs Addressed</b>	Provide Affordable Housing Opportunities
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	This program assists homeowners in Sierra Vista in making emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance is granted based on priority and eligibility of the emergency.
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that the City will assist seven or more low-income households make emergency repairs/accessibility improvements to owner occupied dwellings in the city limits.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	GOOD NEIGHBOR ALLIANCE KITCHEN REMODEL
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Infrastructure/Facility Improvements
	<b>Needs Addressed</b>	Homeless Activities
	<b>Funding</b>	CDBG: \$18,945
	<b>Description</b>	Kitchen Remodel
	<b>Target Date</b>	6/30/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>Good Neighbor Alliance provides a cold breakfast and hot dinner meal for the shelter guests 7 days per week for upwards of 30 people (varies according to family participants) as well as Monday, Wednesday and Friday Shower program participants that average at least 10 participants per day. Additionally, we offer meals to those newly housed Rapid Rehousing program participants for the first two weeks, as well as residents that have been identified as being on the edge of homelessness.</p> <p>GNA currently prepares approximately 750 meals annually for the marginalized homeless population. The total number of unduplicated Sierra Vista residents specifically to be served by this program is estimated at 330 per year.</p>
	<b>Location Description</b>	420 N. 7th Street, Sierra Vista, Arizona
	<b>Planned Activities</b>	The scope of this project entails replacing countertops, cabinets, drawers, installing new pantry and dishwasher appliance. The kitchen has not been remodeled since 2005 and is falling apart.
4	<b>Project Name</b>	SOCIETY OF ST. VINCENT DE PAUL PARKING AND ACCESSIBILITY IMPROVEMENTS
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Infrastructure/Facility Improvements
	<b>Needs Addressed</b>	Public Improvements/Infrastructure Homeless Activities Public Service Programs
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Paved parking for barrier-free access and client safety
	<b>Target Date</b>	6/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Clients of St. Vincent De Paul are low to moderate income families, many of whom are only a paycheck away from eviction and homelessness. Clients include physically disabled, elderly, and single-parent families with small children.
	<b>Location Description</b>	616 Bartow Drive, Sierra Vista, Arizona
	<b>Planned Activities</b>	The proposed project entails grading and paving seven additional parking spaces and drive aisle to provide barrier free access to the food bank and the conference offices where clients meet with case workers.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Approximately two-thirds of the City's PY 21 CDBG allocation will be directed to implementing the Eddie Cyr Park Master Plan. The park is in Block Group 3, Census Tract 15.02, Sierra Vista, Cochise County, Arizona. This neighborhood is filled with modest single-family homes and small apartment buildings, several churches, commercial and light industrial uses. More than half (53%) of the 1,270 residents are in low-to-moderate income households. Moreover, the population characteristics of this block group are 41.7% are minority, 15.7% have no vehicle, and 14.3% are 65 years of age or older according to census data.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Citywide	33
Low/Mod Neighborhoods	67

**Table 7 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City has worked closely with the public and civic leaders to ascertain the priority needs within the targeted areas. Meetings with agency providers, neighborhood associations, and the West End Commission guided the prioritization of the needs.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

As stated previously, the City places a high priority on providing homeownership opportunity in Sierra Vista. This goal shall be addressed, in part, by local non-profit organizations and developers that construct new, modestly priced, affordable houses, or repair existing houses for resale to lower-income, first-time homebuyers. In addition, the City shall seek creative ways in which we can provide affordable housing opportunities and a means for obtaining such.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	7
Special-Needs	0
Total	7

**Table 8 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	7
Acquisition of Existing Units	0
Total	7

**Table 9 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The Annual Action Plan for PY 21 provides funding for renovations at the GNA Emergency Shelter that will serve approximately 300 unduplicated clients on an annual basis as well as paved parking for barrier free access at the Society of St. Vincent De Paul food bank. This is the same location where rental and utility assistance is provided via the Emergency Crisis Fund.

Additionally, this Annual Action Plan allocates \$50,000 towards reactivating the Emergency Home Repair and Disabilities Modifications Program to ensure safe and decent housing opportunities. This will assist at least seven homeowners in Sierra Vista in making emergency repairs to correct substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance is granted based on priority and eligibility of the emergency. Funding will also be made available for accessibility improvements for the disabled.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Sierra Vista does not have a Public Housing Authority nor does the City own or operate any public housing. Additionally, the City of Sierra Vista does not administer any Section 8 certificates. As a result, the needs of public housing are not within the scope of this Consolidated Plan. In the absence of a locally administered program, the City works cooperatively with the Housing Authority of Cochise County which provides City residents any Section 8 and VASH vouchers.

### **Actions planned during the next year to address the needs to public housing**

Not Applicable

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Not Applicable

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Housing Authority of Cochise County is not designated as troubled.

### **Discussion**

Not Applicable



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Reaching out to homeless persons and assessing their individual needs in the community is a collaborative effort comprising numerous individuals, agencies, and organizations. The City of Sierra Vista coordinates with the Cochise County Coalition on Ending Chronic Homelessness - a committee of the State of Arizona Balance of State Continuum of Care. Through the Coalition, the City coordinates with a network of partner agencies. By sharing information and resources, the agencies that comprise the Coalition are able to maximize their efficiency and effectiveness in preventing homelessness, outreach to the homeless and in restoring homeless people to housing. The Coalition is encouraged by a federal funding requirement that community agencies work together to address the full continuum of causes, consequences, and solutions to homelessness. The member agencies collaborate together in planning and carrying out strategies to end homelessness.

During the program year, the City assisted Good Neighbor Alliance (GNA) in providing logistical and mapping support and conducting field interviews for the annual Point-In-Time (PIT) count. GNA has the PATH contract to identify chronically homeless who are seriously mentally ill throughout Cochise County and provide needed assistance. The PATH team oversees the day shower program. GNA has a contract with the Arizona Department of Housing for rapid rehousing and eviction prevention to aid homeless (not chronic) with short-term financial assistance for rent and move in deposits. Within Cochise County, several organizations provide permanent supportive housing or rapid re-housing. These include the American Red Cross, Community Partnership of Southern Arizona, and the Southern Arizona VA Health Care System (VASH Cochise).

Additionally, the City hired a summer intern to complete a Gap Analysis that involved interviewing 27 organizations to better define the scope of the problem and how needs are being met. Areas of investigation included mental health, housing, employment, and outreach. The report compiled a list of recommended best practices and potential areas for improvement. The City will continue to coordinate with the Coalition on implementing these recommendations.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Samaritan Station Shelter serves as the City's emergency shelter with 22 beds for men, women, families with children and veterans. Good Neighbor Alliance, a local non-profit, has operated the shelter since 2003. GNA restricts people with pets or substance abuse issues from staying at the

shelter. Shelter residents are assigned a case manager so they are able to be connected to a behavioral health provider or employment assistance if needed. During the pandemic, the shelter has reduced shelter capacity to provide for adequate separation. According to the Program Supervisor, the biggest challenge is financial sustainability due to the shelter being donation based.

The City allocated CARES Act funding towards an Emergency Crisis Fund administered by the United Way of Sierra Vista and Cochise County, Inc. The Subrecipient Agreement provides a \$3,000 for hotel vouchers for individuals who need to quarantine or in cases when the emergency shelter is operating at capacity.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City has partnered with the United Way of Sierra Vista and Cochise County, Inc. to administer an Emergency Crisis Fund using CDBG-CV funds allocated through the CARES Act. Three-quarters of the funding is being spent on rental and utility payment assistance to persons impacted by COVID-19 to help low-income, especially extremely-low income residents avoid becoming homeless.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Since the City does not have a Housing Authority, public housing, owns or runs any social service agencies or housing agencies, or because of federal law, is not allowed to financially support the agencies with general fund monies, it is limited to providing administrative support, acting as a clearinghouse for information, and providing grant funding it receives. In PY 2018, the City entered into a subrecipient agreement with Southeastern Arizona Consumer-Run Services (dba Wellness Connections) to assist low-income individuals residing in Sierra Vista who are living with mental health and/or substance abuse issues overcome barriers to employment, and to obtain gainful work in the community. The City provided \$8,892.69 during PY 2019 to carry out this service.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

This section of the Annual Action Plan summarizes actions the City of Sierra Vista will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Sierra Vista has adopted goals and strategies in its General Plan, VISTA 2030 to promote and encourage affordable housing in the community. The City waives development fees for bona fide affordable housing units. In recent years, the City has carried out the City Council's strategic plan objective to remove or reduce unnecessary or obsolete code provisions to facilitate building projects particularly within the Infill Incentive Districts. This included enacting an administrative review and approval process for accessory dwelling units. The City has conveyed residentially zoned lots to the Cochise College Foundation for building affordable single-family homes in the Fry Townsite Colonias Area - a partnership we hope will continue. Additionally, in September 2020, the City Council approved a development agreement for the second phase involving the construction of a 80-unit low-income tax credit senior housing apartment community (Casa Del Sol) located at 1020 S. Carmichael Avenue. The Development Agreement provided necessary relief to certain development code provisions and provides for a deferral of required sewer connection fees.

### **Discussion:**

Public policies can have a direct impact on barriers to affordable housing. Sierra Vista has recognized this fact and is currently undergoing its own processes to expose any barriers or obstacles to developing affordable and fair housing. It is anticipated the documents such as the zoning and building codes and the City Master Plan do not create barriers to affordable housing as there are many affordable units within the City of Sierra Vista. There are currently 529 Low Income Housing Tax Credit (LIHTC) units within Sierra Vista – 95% of which are designated for low-income residents. To qualify for tax credits, property owners must elect to maintain maximum income-qualifying limits of either 50 or 60% of Area Median Gross Income (AMGI) and property managers must submit detailed housing income information to the state at tenant move-in and annually thereafter.

**LOW INCOME TAX CREDIT UNITS – SIERRA VISTA, ARIZONA**

HUD ID Number:	Project Name:	Project Address:	Project City:	Project State:	Project ZIP Code:	Total Number of Units:	Total Low-Income Units:
AZA00000175	SUN CREST APTS	105 N TOSCANINI AVE	SIERRA VISTA	AZ	85635	80	79
AZA20020075	SAN PEDRO APTS	4600 CHARLESTON RD	SIERRA VISTA	AZ	85635	76	63
AZA19960046	LAS PALOMAS	499 S CARMICHAEL AVE	SIERRA VISTA	AZ	85635	88	88
AZA20050040	CRYSTAL CREEK TOWNHOMES	4500 CAMPUS DR	SIERRA VISTA	AZ	85635	89	77
AZA20100060	SANTA FE SPRINGS	400 DENMAN AVE	SIERRA VISTA	AZ	85635	48	48
AZA20120015	CASA DEL SOL	1020 S CARMICHAEL AVE	SIERRA VISTA	AZ	85635	88	88
AZA20140005	CROSSING POINT VILLAS	SEVENTH ST & RAILROAD AVE	SIERRA VISTA	AZ	85635	60	60
<b>TOTAL</b>						<b>529</b>	<b>503</b>

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

This section of the Annual Action Plan describes the City of Sierra Vista' planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty level families;
- Develop institutional structure; and enhance coordination.

In addition, the City has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

### **Actions planned to address obstacles to meeting underserved needs**

One obstacle to meeting underserved needs is the lack of resources. The City of Sierra Vista plans to review alternative sources of funds to help address the needs of City residents. Efforts will be made to submit grant applications to Federal, state, and local resources. Specific grant applications could include HUD Programs, other Community Development Initiatives, infrastructure improvements, and neighborhood revitalization.

In addition, public service projects and/or programs that can be supported by CDBG funds are limited yet create a large demand for funding. The City will continue to work with public service providers to expand services and become more of a resource for these providers.

Poverty levels have increased between 2000 and 2017 (10.5 percent to 14.2 percent). It can be assumed that between 2000 and 2017 that poverty has increased due to lingering effects of the "Great Recession". Federal program funds being used are not designed to be anti-poverty programs, thus limiting the amount of resources available for such activities. The improvements that occur within Community Development Block Grant eligible areas require that Section 3 area residents are used, when feasible. Sierra Vista, however, is dependent on the availability of funding in order to accomplish infrastructure improvements.

The City, through the Consolidated Plan, shall seek to target federal funds, and other available resources, to residents that have traditionally not been served, or are underserved by previous programs. A strong emphasis will be placed on programmatic restructure that is not only compliant with changing rules and regulations, but make sense for today's economic climate, and ever-changing community structure.

### **Actions planned to foster and maintain affordable housing**

As noted, the City could, in later program years, provide rental assistance and seek to develop affordable housing projects. The latter efforts will be limited because of the amount of funds available and the many competing needs.

### **Actions planned to reduce lead-based paint hazards**

Housing unit built before 1980 is presumed to have a higher risk of lead-based paint. According to the 2013-2017 ACS, there are 435 (4.6%) owner-occupied units and 445 (5.8%) renter-occupied units with children present that were built before 1980 in the city limits. The City of Sierra Vista is participating as a team member with Cochise County on an application for a FY 2019 Brownfields Coalition Grant Assessment Grant. On June 5, 2019, the U.S. EPA announced that Cochise County will receive \$600,000 to target brownfield sites in the cities of Douglas, Bisbee, and Sierra Vista. The funds may be used for property assessments and clean-up plans that can address lead-based paint hazards. HUD rules regarding lead-based paint hazards apply to all housing units assisted with CDBG funds, including single and multi-family units, whether publicly or privately owned. The requirements differ, however, depending on the activity - rehabilitation or acquisition. The City will ensure that all homeowners participating in the emergency home repair program, when reactivated, receive HUD brochures on lead-based paint.

### **Actions planned to reduce the number of poverty-level families**

The local organizations in Sierra Vista addressing economic development include the City's office of Economic Development; Arizona Regional Economic Development Foundation, Sierra Vista Industrial Development Authority, Sierra Vista Chamber of Commerce, Cochise College Center for Economic Research, Cochise College Small Business Development Center, Southeastern Arizona Governments Organization, and Arizona@Work. The City continues to subsidize the transit system with general funding to provide an affordable public transportation option to low-income commuters. CDBG funds were also used to fund program scholarships for before/after school programming for low-income youth.

### **Actions planned to develop institutional structure**

The City has in place a strong institutional structure necessary to carry out its housing, community and economic development strategies. The City's Community Development Department will administer the CDBG Program.

In conjunction with other City operating departments, the Community Development Department will also implement any public works project proposed by the 2015-2019 Consolidated Plan or any of the Annual Action Plans.

Accordingly, the Community Development Department and the City's non-profit agencies have longstanding ties and an effective delivery system for social services to the youth, persons with special needs and low- and moderate-income residents. The Community Development Department will integrate the public service activities and affordable housing proposed in the Action Plan with these on-going operations.

The City will continue to coordinate with various community groups to determine objectives and goals through the public participation process. These groups play a vital role in implementing the Five-Year Consolidated Plan and the Annual Action Plans, annual Performance Reviews, and any proposed Substantial Amendments. All stakeholders are welcomed and encouraged to participate in the implementation of this Consolidated Plan and Action Plan.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City maintains a close relationship with state, regional, and county organizations that assist low- and moderate-income persons as well as those persons experiencing homelessness. The City works closely with local non-profit organizations and actively encourages housing programs for low- and moderate-income persons. The Department of Community Development continues to maintain a positive relationship with the builders, developers, and financial institutions in the region. This collaborative approach will assist in the creation and delivery of effective service delivery programs and affordable housing projects.

### **Discussion:**

The City's actions planned to address obstacles to meeting underserved needs include activities in support of special needs assistance. Additionally, the City's actions to foster and maintain affordable housing include continued funding of programs and agencies that further the affordable housing goals of the City.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

The City has no income producing projects.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

The City estimates 100 percent of CDBG funding will be spent on low- and moderate-income activities.



May 20, 2021

MEMORANDUM TO: Honorable Mayor and City Council  
THRU: Charles P. Potucek, City Manager  
FROM: Victoria Yarbrough, Assistant City Manager  
SUBJECT: Request for Agenda Item Placement  
Resolution 2021 – 038, Approving the FY2022-FY2023  
Strategic Plan Framework

Recommendation:

The City Manager recommends approval.  
The Assistant City Manager recommends approval.

Background

In 2007, the City Council adopted its first iteration of “Our Future Vistas” Strategic Leadership Plan, a document outlining the Council’s 20-year vision, strategic focus areas, goals, and two-year objectives. Since then, the City Council has met every two years to develop a new plan, which is then used by City staff to set the goals, priorities, and budget for each fiscal year.

In March, the Council and senior management team met for three days with facilitators Nicole Lance and Eric Bailey to develop the new strategic plan for FY2022-FY2023.

The new plan defines goals and accompanying actions under the following priority areas:

- Invest: Responsible Stewardship
- Ignite: Economic Development and Community Prosperity
- Innovate: Quality of Life
- Include: Citizen Engagement

Within these priority areas, the Council identified 18 goals for completion over the coming two years, with 58 accompanying actions to fulfill these goals. The actions will be assigned to key staff who will be tasked with creating an action plan that will insure completion by June 30, 2023.

Once approved, the new strategic plan framework will be reflected within the upcoming budget, added to the city's website, and incorporated into departmental work plans. In addition, staff will endeavor to communicate the plan to the City staff, boards, and commissions, as well as key community, regional and state leaders. Status reports will continue to be provided to the Council every six months.

Fiscal Impact

This plan will direct the allocation of resources within each budget annually.

RESOLUTION 2021-038

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPROVING THE FY2022-FY2023 CITY COUNCIL STRATEGIC PLAN FRAMEWORK; AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY, OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS, TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City has developed several plans designed to set short and long-term visions for the future of Sierra Vista; and

WHEREAS, the Mayor and City Council desired to take those plans and build upon them by developing the City's first, formal strategic plan to promote strategic leadership and performance and guide the community into the future; and

WHEREAS, each adoption of the City Council strategic leadership plan since 2007 included a variety of goals and objectives designed to set the priorities of staff and resources each fiscal year; and

WHEREAS, seven versions of the City Council strategic leadership plan have been successfully implemented to date, and the City Council has now met to develop the next iteration that reflects the near-future priorities of the community; and

WHEREAS, this plan is not designed to be a rigid blueprint to be put on the shelf, but rather a living and flexible guideline designed to assist the Mayor and Council and the entire community focus limited resources on making Sierra Vista the very best it can.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

Section 1

The Mayor and City Council hereby restates its established policy approving a strategic plan for the City of Sierra Vista.

Section 2

That the Mayor and City Council hereby approve the FY2022-FY2023 City Council Strategic Plan Framework attached hereto and made a part hereof by this reference.

Section 3

That the City Manager, City Clerk, City Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 27<sup>th</sup> DAY OF MAY 2021.

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Frederick W. Mueller  
Mayor

Approval as to Form:

Attest:

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Nathan J. Williams  
City Attorney

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Jill Adams  
City Clerk



# Sierra Vista

Strategic Plan

Created: March 2021  
Modified: April 2021

## Invest: Responsible Stewardship

**Sierra Vista practices effective management of public resources to reach short and long-term goals for the benefit of our community.**

Goals:

1. Prioritize reducing the number of road miles of city-owned streets that fall into the Very Poor or Poor classifications on the Pavement Condition Index, and maintain higher classifications to the extent possible.
  - a. Develop a strategy and financial plan for addressing street conditions including rebuilding and repaving city streets.
  - b. Evaluate and develop a complete streets program.
2. Explore best methods used to reduce or mitigate unfunded liabilities for the City's Arizona State Retirement System and Public Safety Personnel Retirement System.
  - a. Complete forecasting/modeling to identify best options.
  - b. Recommend approach to Council and implement as directed.
3. Maintain a strong bond rating and general fund reserves.
  - a. Evaluate financial reserves and ASRS/PSPRS policies, and recommend changes as appropriate.
  - b. Evaluate current management of long-term debt and associated financial policies.
  - c. Identify acceptable debt future level.
4. Effectively plan for and manage water resources.
  - a. Plan for the future use of effluent and continue to partner with public and private agencies such as the Cochise Conservation & Recharge Network, Upper San Pedro Partnership, and Sentinel Landscapes, and pursue funding through programs such as the DoD Readiness and Environmental Protection Integration Program (REPI), for projects benefitting the Upper San Pedro River watershed.
5. Explore and leverage resources for identifying additional grant and funding opportunities.
  - a. Partner with ADOT and the SVMPO to facilitate repair of state-owned roadways in Sierra Vista.
  - b. Improve & streamline the capital improvement plan process.
  - c. Identify and design shovel-ready plans where feasible and appropriate.

# Ignite: Economic Development and Community Prosperity

**Sierra Vista facilitates the conditions for developing a strong workforce and retention, attraction, and expansion of businesses.**

Goals:

6. Enhance and improve Economic Development infrastructure.
  - a. Explore different technologies and partnerships relevant to economic development and expand where appropriate, such as broadband and 5G availability, EV charging stations, and relevant emerging technologies.
  - b. Continue ongoing efforts to revitalize the West End.
    - i. Complete construction Phase 1 of Fry Boulevard improvements.
    - ii. Plan Phase 2 of Garden Boulevard improvements, identify funding, and implement as appropriate.
    - iii. Activate the West End entertainment district and begin programming events.
    - iv. Expand the West End Redevelopment Area and West Sierra Vista Partnership Program as appropriate.
    - v. Plan for future use of the Fab Avenue property, and implement improvements.
    - vi. Implement recommendations from the surface water master plan affecting the West End.
  - c. Enhance current redevelopment, abatement, and code enforcement efforts.
    - i. Revisit annexation of Fry townsite and other areas as necessary and appropriate.
    - ii. Prioritize efforts and ongoing funding for citywide abatement/code enforcement.
  - d. Maximize the economic impact of the municipal airport.
    - i. Complete the site preparation of city-owned property at the airport.
    - ii. Market the airport.
    - iii. Explore potential for grants to assist in development.
    - iv. Develop approach for adjacent 200 acres.
  - e. Expand sports tourism opportunities.
    - i. Complete the extension of Avenida Escuela and its connection to the City sports complexes at Domingo Paiz and Veterans Park.
    - ii. Identify phases and the funding plan for improvements at the Veterans Memorial Park sports complex.

7. Increase and implement effective marketing efforts.
  - a. Marketing efforts will prioritize the following areas:
    - i. Business leads
    - ii. Work from home/telecommuting/teleworking attraction
    - iii. Tourism marketing
    - iv. Shopping local
    - v. Sharing successes of local partners - promote medical, education, jobs
    - vi. Attraction of retirees
8. Expand support for, awareness of, and opportunity for military missions on Fort Huachuca.
  - a. Complete the Joint Resource Utilization Study.
  - b. Continuously advocate for Fort Huachuca and the retention and expansion of its missions.
9. Engage economic development stakeholders.
  - a. Explore the establishment of an Economic Development advisory group to enhance the efforts of the Economic Development division.
  - b. Explore the meaningful engagement of additional community partners.
  - c. Support Douglas Port of Entry improvements.

## Innovate: Quality of Life

**Sierra Vista continues to foster an environment that will make our city a great place to live; work; raise a family; retire; and play.**

Goals:

10. Increase sports tourism revenue by \$3M over the next 2 years.
  - a. Expand participation in existing sporting events, such as the Summit Challenge.
  - b. Explore additional sporting event opportunities, especially cycling.
  - c. Market facilities with intent to bring in additional revenue.
  - d. Prioritize the implementation of the Parks Master Plan as funding permits.
    - i. Ensure facilities meet the needs of the community they serve and reflect pride of place, especially restroom facilities.
    - ii. Ensure the environment is developed in a way that attracts more users.
  - e. Expand reach to the sports community.
  - f. Communicate with and/or visit other locations to conduct research on operations.
  - g. Support and encourage the growth of sports tourism partners.
  - h. Pursue strategic grant opportunities for growth.
  
11. Increase reach of community events both in person and virtual.
  - a. Partner with local businesses and organizations to expand the reach of already successful local events.
  - b. Evaluate current events to identify those with potential to expand with a regional focus.
  - c. Leverage social media to increase the reach of events.
  - d. Evaluate how people are counted at events and research ways to better capture accurate attendance/participation.
    - i. Establish benchmarks on attendance/participation.
  - e. Utilize events as marketing opportunities for our area.
  
12. Fully fund the Parks Master Plan over the next 10 years.
  - a. Prioritize improvements that ensure facilities meet the needs of the users they serve and reflect pride of place, especially restroom facilities.
  - b. Continue to get public input on the Parks Master Plan.
  
13. Evaluate future facility needs.
  - a. Identify and prioritize future needs that are not currently fulfilled by existing facilities, such as the visitor's center, community center, and future parks, and develop an implementation plan.



14. Maintain properly staffed city departments including, but not limited to public safety to provide citizens with exceptional service and safety.
  - a. Reevaluate recruiting strategies city-wide and implement new methods.
    - i. Focus on high school students to educate them on growth opportunities and possible career opportunities within the city.
    - ii. Offer internships / job shadowing opportunities to students and the military.
    - iii. Implement strategy to test for police officer candidacy at military installations.
  - b. Continue to fund SEACOM at appropriate levels, and prioritize dispatcher recruitment.
  - c. Evaluate the classification/compensation plan and prioritize offering competitive salaries.
  
15. Improve the current levels of service in programs, services, and amenities provided by Sierra Vista.
  - a. Continue partnering with Cochise College for training and education services.
  - b. Design an expanded animal shelter in FY22 based on priority needs assessed in the 2020 needs assessment, and construct the required expansion in FY23.
  - c. Implement a 'clean up the city' initiative.
  - d. Enhance work with providers and implement a plan to address homeless, mental health, and affordable housing issues.
  
16. Improve the form, function, and character of the built environment of Sierra Vista.
  - a. Increase opportunities for public art.
  - b. Prioritize methods to reduce blight, clean up dilapidated buildings, and neighborhood revitalization.
  - c. Identify and create more low-stress bike routes/lanes/paths.
  - d. Prioritize public safety visibility at community events and gatherings.
  - e. Evaluate the creation of a neighborhood partnership program similar to the West Sierra Vista Partnership Program.
  - f. Evaluate the creation of a street tree planting program.
  - g. Review and evaluate access and design standards for city streets for complete streets and community character objectives.

## **Include: Citizen Engagement**

**Sierra Vista promotes transparent two-way citizen interaction and participation about community issues.**

Goals:

17. As the media landscape is changing, we will continue to leverage traditional and new methods of communication to provide opportunities for improved citizen engagement.
  - a. Reinvigorate non-regulatory commissions by evaluating how they could work more effectively.
  - b. Develop and implement a communication plan.
  - c. Increase how the many great stories of Sierra Vista are shared with both staff and residents.
  - d. Establish a more visible Council presence in media efforts and community outreach.
  
18. Increase capabilities and resources to expand the communication reach and impact of the City.
  - a. Prioritize and communicate an emphasis in the organization on Economic Development, Marketing, and Public Information.
  - b. Examine external resources and technology to aid in communication.

May 18, 2021

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager

FROM: Tony Boone, Economic Development Manager

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT  
RESOLUTION 2021-039, RATIFYING THE SALE  
OF THE CITY PROPERTY LOCATED AT 3514  
KING'S COURT DRIVE

RECOMMENDATION:

The City Manager recommends approval.  
The City Attorney recommends approval.  
The Economic Development Manager recommends approval.

INITIATED BY:

Tony Boone, Economic Development Manager

BACKGROUND:

In 2012, the property located at 3514 King's Court Drive, Sierra Vista, Arizona, ("King's Court") was donated to the City. Shortly after receiving the donation, the City commissioned an architectural study of the property, which identified several challenges with the structural integrity of the buildings. The City thereafter attempted to lease the property and, in 2014, the Sierra Vista electorate approved the sale of the property.

Since 2014, the City has allowed access to King's Court to utilize the tennis courts while the property has been up for sale. After unsuccessfully marketing the property for sale pursuant to voter authorization, King's Court was listed with First West Properties in 2019 and has a current asking price of \$525,000.

On May 17, 2021, 2536061 ONTARIO INC. dba, The Supreme Court, offered to purchase King's Court from the City for \$500,000.00. Under the terms of the offer, the City would be paid in installments over a ten-year period and would retain a first note and deed of trust on the property until the note has been paid in full. To complete this transaction, Pioneer Title Agency, Inc, requires a Resolution approved by the City Council authorizing the sale as set forth in the offer. The amounts to be received from the sale have been included in this fiscal year's budget and the property will be sold in accordance with City and State Statutes.

This Resolution will satisfy the requirement imposed by Pioneer Title.

BUDGET APPROPRIATION:

Not Applicable

RESOLUTION 2021-039

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; RATIFYING THE SALE OF REAL PROPERTY, IDENTIFIED AS PARCEL 107-51-289E, LOCATED IN SIERRA VISTA ARIZONA AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City owns the property located at 3514 King's Court Drive, Sierra Vista, Arizona ("King's Court"); and

WHEREAS, it is in the best interest of the City to sell King's Court, as authorized by the Sierra Vista electorate in 2014 to enable private investment and economic development; and

WHEREAS, it is in the best interest of the City to approve and ratify the sale of King's Court pursuant to the terms of the Commercial Real Estate Purchase Contract submitted to the City by 2536061 ONTARIO INC. dba, The Supreme Court; and

WHEREAS, the City Procurement Code has designated the Procurement Manager as the City's agent in the acquisition and disposal of real property.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That settled policy allowing the City to dispose of real property no longer needed by the City is hereby reaffirmed.

SECTION 2

That the Procurement Manager is authorized to finalize the sale of the real property located at 3514 King's Court Drive, Sierra Vista, Arizona (APN 107-51-289E) as set forth in the Commercial Real Estate Purchase Contract submitted to the City by 2536061 ONTARIO INC. dba, The Supreme Court.

SECTION 3

The City Manager, City Clerk, City Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this Resolution, and that an emergency is hereby declared to exist, and this resolution shall be in full force and effect from and after its passage.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 27<sup>th</sup> DAY OF MAY 2021.

\_\_\_\_\_  
FREDERICK W. MUELLER  
Mayor

ATTEST:

\_\_\_\_\_  
JILL ADAMS  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
NATHAN J. WILLIAMS  
City Attorney

Prepared by:  
Tony Boone, Economic Development Manager