

Sierra Vista City Council
Work Session Minutes
September 6, 2022

1. Call to Order

Mayor Mueller called the September 6, 2022, City Council Work Session to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Mayor Rick Mueller – present
Council Member William Benning – present
Council Member Gregory Johnson – present
Council Member Angelica Landry – present
Council Member Marta Messmer – present (telephonically)
Council Member Mark Rodriguez – present
Council Member Carolyn Umphrey – present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager (telephonically)
Adam Thrasher, Police Chief
Brian Jones, Fire Chief
Laura Wilson, Parks, Recreation and Library Director
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Blake Fisher, Planner
Jill Adams, City Clerk
Tony Boone, Economic Development Manager
Dianna Cameron, Management Analyst
Jennifer Dillaha, Budget Officer
Mark Slania, Industrial Development Authority Attorney (telephonically)

1. Presentation and Discussion:

A. September 8, 2022 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for Thursday, September 8, 2022, starts at 5:00 p.m. with the call to order, roll call, invocation, pledge, and the acceptance of the agenda.

In response to Mayor Mueller, Mr. Potucek reported that there will be a Joint Powers Authority Meeting for SEACOM with the Sheriff on Thursday, September 8, 2022 during the morning; therefore, he will be able to report to Council about the meeting. He added that he is sure staffing will be the major topic of discussion. Also, he will have a few other related items to report on during the Council Meeting, but he does not have them yet.

Item 2 Consent Agenda – There was no discussion.

Item 2.1 Discussion and Possible Action of the Regular City Council Meeting Minutes of August 11, 2022

Item 2.2 Discussion and Possible Action of the Special City Council Meeting Minutes of August 25, 2022

Item 3 Discussion and Possible Action of Ordinance 2022-004, South City Annexation – Mr. Fisher stated that this is step three of three in the formal annexation process for the South City Annexation. This is the final required meeting to establish the annexation via ordinance and it is not a public hearing item. The South City Annexation area as defined in the legal map depicts nineteen general business owned properties totaling approximately sixty-seven acres, five are undeveloped,

one is for utility services, three are quasi-public religious services, two are industrial, two are mini storage, and six are retail/office space. Areas defined for annexation were largely depicted in the City's long term annexation map which was approved by the Council in 2008. The City currently possesses eight pre-annexation agreements with the annexation area, which are sufficient quantity and value to effectuate the annexation via ordinance. Following approval by the Council and the required 30-day ordinance waiting period, the annexation officially takes effect. Staff will ensure the County Recorder and other relevant government agencies as well as the affected property owners are notified of the change of authority.

Council Member Benning asked how many people have annexations. Mr. Fisher stated that the City still has two pre-annexation agreements that are not included as part of this annexation area. These are Deborah and Frank Gunning as well as Glen Street properties. They could not be included because it would close off connectors, which would be a violation of State Law and Annexation Law.

Council Member Benning asked if staff has reached out to the residential landowners that would connect to see if they want to annex. Mr. Fisher stated that the residential landowners on the south side of Glen staff did not reach out that far. Staff only reached out to the AutoZone that was adjacent to the Veritas.

Council Member Rodriguez asked about the one business owner who sent an email stating that he was not aware of the annexation. Mr. Fisher stated that is the business owner of the Pima Plaza, which contains the Alma Dolores' Dance Studio. Staff have not heard any follow-up comments following the initial comment that was received for the public hearing.

In response to Council Member Benning and Mayor Mueller, Mr. Fisher stated that it was Gary Siegel, the owner of Pima Plaza, and he did receive notification.

Item 4 Discussion and Possible Action of Resolution 2022-062, Amendments to SEALETA Intergovernmental Agreement – Police Chief Thrasher stated that this is the agreement that was approved in June regarding the City's participation in the Academy with Cochise College and Cochise County. This amendment was offered by both the College and the County to the agreement. The only two changes to the agreement that was approved in June were to allow the County to be reimbursed for an additional recruit training officer that they provide and reducing the cost of the Academy by eliminating the \$2,500 recruit program fee. This is being eliminated because the State Legislature funded Arizona Post to reimburse for academy recruits, which had been anticipated not to happen.

Council Member Johnson noted that the packet contains only the first amendment which eliminates the \$11,800 that reimburses the County for the overtime, but the amendment for the \$2,500 is not included. Police Chief Thrasher stated that it is paragraph ten, part of the agreement that was sent over.

In response to Mayor Mueller, Mr. Potucek stated that staff will make sure that the amendment to paragraph ten is provided to Council.

Item 5 Discussion and Possible Action of Resolution 2022-063, Authorization to Accept Arizona Governor's Office of Highway Safety Grant Funding (Contract #2023-AL-032) – Police Chief Thrasher stated that this is the annual grant that the City receives from the Governor's Office of Highway Safety for DUI abatement and aggressive driving. This grant provides reimbursement for overtime in the amount of \$21,586 and employee-related expenses of \$8,414 for overtime for DUI deployments. In addition, this also provides reimbursement for equipment, in this case a portable saliva drug test kit, which will be used as a test to see how that works out in the field.

In response to Council Member Umphrey, Police Chief Thrasher stated that the Department currently does not have a portable drug test for out in the field. The Department has a drug test for alcohol only.

Council Member Umphrey stated that since it is different than a breathalyzer, she wonders if it is going to be able to pick up more toxins. Police Chief Thrasher stated that a breathalyzer will only pick up alcohol, but this is for drug use like marijuana and some other drugs.

Mayor Mueller asked how the test is administrated. Police Chief Thrasher stated that it is a saliva test, but he does not know the specifics on the exact use. The saliva is put into an agent, a typical drug test used out in the field.

Council Member Umphrey asked if the test is fast. Police Chief Thrasher stated that these are not as good as the portable breath test nor are they admissible in court. It is just another field sobriety test that is used to determine probable cause for arrest.

Council Member Umphrey stated that she noticed that this was different than what is normally seen this time of year for the grant.

Council Member Benning asked if that the test is refused, then that person is taken in. Police Chief Thrasher explained that it is part of the field sobriety test, and anybody can refuse the field sobriety test. The officer then bases the decision of arrest on what amount they have probable cause based on driving and other behaviors.

Council Member Johnson asked how the grant amount square with previous years. Police Chief Thrasher stated that it is slightly more on the equipment as the portable breath testers are quite a bit cheaper.

Council Member Johnson stated that with respect to the employee-related expenses, he wonders if it includes PSPRS. Police Chief Thrasher stated that it is only a portion and does not include the whole PSPRS reimbursement. It is a 50 percent max on PSPRS and does not include that as part of the overtime expenses under the DUI grant which is included in Stone Garden but not in the DUI.

Council Member Rodriguez stated that this will be part of the process when officers are out on the field deployed units. There will now be a field sobriety test to include the swab for illegal and legal drug use. However, he would like to know how accurate the testing will be when someone has marijuana in their system. He asked if it would measure nanograms. Police Chief Thrasher stated that it cannot do that and explained that most of the time with nanograms, it is typically the blood test that is going to determine that. He added that he is not sure of the details/specifics on readings. It will give evidence of. With the portable breath tester, it will give a breath alcohol reading but it is not one that is certified for court use. He further stated that if a DUI investigation was being conducted and if the officer smells alcohol and they have evidence of impairment, they are being arrested for the alcohol and the alcohol only at that point. The officer may be able to determine that there is other drug use through a drug recognition expert and those type of things. In this case, the officer would be developing probable cause to say they failed a field sobriety test, or not failed, or they did not do well in the field sobriety test to the point where it gives probable cause. They are then given a portable breath test and if they blow triple zeros and there is indication that they have drug use, this would be one of those things that would be used that point to determine whether there is probable cause. Even if that came up negative, they could still get arrested for impaired to the slightest degree and go through a drug recognition expert exam at the police station.

In response to Council Member Rodriguez, Police Chief Thrasher stated that the drug recognition expert would take the blood, where they do a whole evaluation of them, and based on their training and their experience, and their certifications, they can determine what type of narcotic they are on.

Council Member Rodriguez stated that he is interested in finding out the specifics on what the device tests for because marijuana is legal in the State just like alcohol is. People can still be impaired; however, he is concerned about what would happen if somebody not under the influence is evaluated because it is in their saliva. Police Chief Thrasher stated that they would have to show impairment from the field sobriety test to be arrested.

Mayor Mueller stated that he gathers from the conversation that it is not just THCS, the active ingredient in marijuana, but also other things like barbiturates, fentanyl, and opioids that would give an indication that there is a presence. Police Chief Thrasher stated that he will check to make sure which ones are being specifically evaluated for. Mayor Mueller stated that it is more than one.

Council Member Rodriguez stated that unfortunately it is not going to test for synthetic CBD. Mayor Mueller stated that this is the reason they must do the blood tests.

Item 6 Discussion and Possible Action of Resolution 2022-064, Authorizing the Sierra Vista Industrial Development Authority's issuance of Education Facility Revenue Obligations (The Paideia Academies Project) Series 2022, in one or more series or subseries (the "Obligations"), in an aggregate amount are not to exceed \$7,000,000, and Declaring an Emergency – Mr. Slania introduced himself as counsel to the Sierra Vista Industrial Development Authority and stated that in order for the Sierra Vista Industrial Development Authority to issue its bonds, it needs the approval of the Mayor and City Council of the City of Sierra Vista. In this case these bonds are what they call an Education Facility Revenue Obligations. They are another form of fund raising and the reason they are called obligations is because they are being purchased directly by a bank in Colorado, NBH Bank. They are looking to finance a new building for Paideia Academies, a charter school, which is on land that they already have two facilities on. This is going to be a direct loan between the bank and the school going through the Industrial Development Authority so that they can get a better interest rate. The Industrial Development Authority receives an issuer fee on all the bonds and in this case, they will be receiving seven basis points for every year that the bonds are outstanding. It is not going to be an upfront as it has been in other transactions. This will be at least seven basis points or a minimum \$3,000 depending on the amount that is finally issued for every year that the bonds are outstanding, and the revenue obligations are outstanding. There is again no obligation on the part of the Sierra Vista Industrial Development Authority or the City for any support for these bonds and they are not pledging any part of the credit of the City or the Industrial Development Authority for the use of them. The pledge is limited to the borrower, Paideia Academies.

Council Member Johnson asked about the anticipated amount that the Industrial Development Authority will receive. Mr. Slania stated that it is seven basis points, and he would estimate that they are looking on the low side, about \$3,000 maybe a little bit more for a minimum of five to seven years. At that point, the bank may turn around and either refinance or the school could choose to refinance. The bonds will be issued over a longer term, which could be up to twenty years. The statute would allow 40 years, but this borrower and bank do not want to go out that far. After the initial five-to-seven-year period it becomes a matter of negotiation between the two as to when they want to either redeem the bonds or refinance them.

Council Member Benning stated that he is aware that the borrower borrowed bonds twice before for \$8.3 million and he wonders if those are going to be paid off. Mr. Slania stated that the other bonds are still in existence. The Industrial Development Authority of the County of Pima issued the prior bonds, but they were probably sold to a different entity who now owns them. These obligations will be on parity or equal so just collateral with the prior bonds.

B. [One-year Strategic Plan Update](#)

Ms. Yarbrough stated that there is quite a bit of progress on the Strategic Plan, especially for such a large Strategic Plan. The City is now halfway through the two-year plan. Items that are complete have been marked as complete to include Goal 2 on reducing and mitigating unfunded liability in both City's retirement system; Goal 6.2.1 completion of the construction of Phase One of the Fry Boulevard improvements, Goal 6.2 through Goal 6.2.4 West End Redevelopment and West Sierra Vista Partnership Program; Goal 6.4.1 completing the site preparation of City owned property at the airport; Goal 8.1 completing the Joint Resource Utilization Study that wrapped up last month. Staff are finishing the administrative details.

There are initiatives that are behind schedule, but staff are confident that they will catch up in the next year. Goal 10.4.1 related to the Park Master Plan and sharing facilities to meet the needs of

community to serve particularly restroom facility is behind schedule. The priority for installing restroom facilities, a budget item from last year, was to first install them at the Domingo Paiz Complex; therefore, staff proceeded with that goal. The original plan was to put two restroom facilities out at the complex with a septic tank because the sewer location is behind the Oscar Yrun Community Center, and a restroom to serve the pickleball court and the adjacent facilities there. Engineering evaluated the area for the suitability of leech fields at the two Domingo Paiz locations, and the soil compaction tests unexpectedly showed that the ground is extremely hard at both locations and septic is not an option. Staff also found that the cost of running the sewer to the Domingo Paiz complex is estimated at about \$200,000. Staff regrouped and looked at a new plan and proposed installing one bathroom adjacent to the pickleball court, the basketball court, and the field right beside it. They looked at one to two bathrooms over at Veterans' Park Sports Complex which would be adjacent to a new football and soccer field of the Schnieder Electric Project depending on the budget. Evaluation is currently underway for installing bathrooms at these locations and then plan to propose for next fiscal year's budget the sewer line run to the Domingo Paiz location and bathrooms there.

Council Member Rodriguez asked about the number of sites that were checked the compacted soil. Ms. Flissar stated that she does not have that information. However, in general if you move a relatively short distance, it is not going to change substantially to make a site that is not acceptable for a leech field to be acceptable. Those same problems will exist in the general area.

Council Member Rodriguez stated that this affects other goals when it comes to marketing the facilities, and sporting fields because if there are no bathrooms, then no one is going to want to have a tournament there. Mayor Mueller noted that things were shifted to overcome the issues, but the City will get there. Mr. Potucek stated that the City will get one in, but staff had to regroup to look at where sewer was available in both locations. The cost certainly would be less if septic is used, but longer term, it is always better to be able to hook into the sewer as opposed to using a leech field and septic system. Staff will go ahead with the two that have been scheduled for this year and re-budget again and make sure that they have the added sewer line and then the City should have all locations covered at that point.

Goal 17.1, commission initiative, is also behind (discussion took place after review of the rest of the goals).

Goal 6.5.2, funding plan for improvements at the Veterans' Memorial Park Sports Complex, is behind primarily due to the Schneider Electric Project and improvements that are going on over there. The first phase of the implementation plan for Veterans' Memorial Park Sports Complex kicked off in July and is underway. The first project is the rehabilitation of the well; however, a change was made to that project after Council Members asked that staff look at the tennis court at the Sports Complex and their possible improvement for inclusion in the project. Staff looked at this further and determined that the best course of action was to realign the tennis courts because they are not square to the field and they are close, which affects the placement of the lights of the track and field. Those courts will be realigned and resurfaced. The new basketball court will be postponed to a future stage. This also allowed for expansion of seating at the football and soccer fields and a better overall alignment for those two projects.

Council Member Rodriguez asked if the courts include the pickleball courts. Mayor Mueller stated that the pickleball courts are in another location. Council Member Rodriguez asked if the pickleball courts could be refurbished. Council Member Johnson asked why both sets of courts cannot be stripped. Mayor Mueller stated that the courts are in separate places.

Ms. Wilson stated that one of the things that staff was looking at in their discussions with Schneider, is if they could go ahead and plug the holes there so that they could be dually purposed and that is ongoing right now within the scope. It is possible that the City will be able to use it for tournament overflow in the future, but it depends on how the budget shakes out.

Council Member Rodriguez stated that he sees pickleball tournaments going on at other places just

like it was talked about for the softball fields, with a new bridge, there can be a national tournament where there is one court going on across the bridge and then swapping courts, which would be a great idea if that can happen. Mr. Potucek stated that it is important to note that these changes that the staff is looking at are probably going to run about an additional \$800,000 over and above the initial bonds that the Council approved. To affect this, the City would not be having tennis courts or pickleball at all if staff did not consider doing this. However, it may require that the Council look at financing the two ambulances that are in the budget right now and those will appear on the annual financing resolution later in the year as a potential source of funds. The City may not need to do the financing if the budget goes well this year, but Council can look forward to seeing that assuming Council wants to proceed with the tennis court project.

Council Member Umphrey stated that at the League Conference, she learned about all the potential grant money through competitive grants and the Energy Efficiency and Conservative Block Grant Program, there is other revenue that the City could try and get. Mr. Potucek stated that the staff is looking at outside funding sources as well.

Goal 15.4, Enhance work with providers and implement a plan to address homeless, mental health and affordable housing issues – Ms. Yarbrough stated that hopefully the Council has been following the updates, Executive Plan, and coverage in the newspapers. The One Stop Resource and Referral Center has been successful in a six-month pilot that served over one hundred folks who were homeless or families with services and funding. The program was included in the third round of CDBG CARES Act funding that was just received. They included in its budget appropriation for a Homeless Service Grant Pilot Program. Mr. McLauchlan, in partnership with Better Bucks put in an application to the Arizona Department of Housing for funding with a 50 percent local match to create a voluntary day labor program called Better Work to help homeless individuals with employment. If the City's funding request is approved, the City anticipates being ready to initiate the program starting on January 1, 2023. The funding is for five years and would collaborate with Better Bucks to administer the contract.

Council Member Umphrey thanked Ms. Yarbrough and Mr. McLachlan and stated that this is exciting. She added that she has heard about a similar program like Better Work in other places and she thinks that there is potential for something great in cooperation with Better Bucks.

Council Member Rodriguez stated that while he was at the League Conference, he talked about Better Bucks to other cities that had never heard of it and are extremely interested and want to reach out to the City of Sierra Vista to do the same thing in their city. He added that he went during the day to Community Connect, and he has been checking it out to see how it is going. He further added that he would like to see the data on who has received help and how. He noted that he was asked to sign in and he wonders if data is being based off that. He further noted that he does not need to sign in and does not want to skew those numbers. There were a lot of City partners there, but he did not see a lot of people there and that worries him and perhaps the City is missing an engagement somewhere, where the City can get people facilitated to go in there. He talked to people there who are stretched thin, and maybe this needs to be done more than once a month.

Mayor Mueller stated that the question is how the City tracks the impact because people signing up on a sheet do not do it. He added that he has been to a couple of them, and one can tell the difference between the people that are working there, and the people who are looking for help. He added that the numbers are skewed, and this is still a new thing. He added that at the Joint Service Clubs he heard that agencies all meet on that same day and hopefully they are getting the word out because this is not something that is going to be overnight. There needs to be tracking either by individual agencies to determine whether it is effective or whether there is something else that needs to be done.

Council Member Rodriguez stated that he is not suggesting that the City overstep its bounds to tell them how to spend the funds, but it is CDBG funds that could be spent elsewhere if this is not working.

Mayor Mueller stated that the reason that the City started this was to do exactly what Council Member Rodriguez stated - to do something different and find out what works and what could be effective. Mr. McLachlan stated that data is collected and has the demographic breakdown and the outcomes. He can provide that to the Council during the next Council Executive Report. He added that depending on the time one goes to Community Connect, there are some lulls in the window and the timespan of the event is being revisited. There have been conversations with the providers about the frequency and whether to go every other month, but the consensus was to keep it monthly. The cost to the City is relatively low, about \$1,200.

Mr. McLachlan stated that when he submitted the application to ADOH for the Better Work Program, they expressed interest in potentially funding the continuation of Community Connect as an eligible cost under the grant. The City was asked to amend the scope and include that as part of the overall request. Therefore, there may be help from the State to carry that out beyond the initial pilot program and the CDBG CARES Act extension. He noted that the group does not want to hold an event because that is not reaching the population that is being targeted and the feedback that he has been receiving is that those connections are being made. There is data to support. Overall, three hundred people were reached through these events over the six-month timeframe, and more than one hundred of them were homeless individuals, but some are not on the City's radar. Corporal Borgstadt mentioned in the newspaper article that a lot more homeless females are showing up at these events that are normally not encountered on the street through the outreach team. He recommended continuing the course unless there is data to the contrary.

Council Member Rodriguez asked about the advertisement for the airport, Goal 6.4.2., marketing the airport and the business facilities. Mr. Boone stated that he can provide that to him.

Council Member Rodriguez referenced Goal 6.3.2 and noted that staff do an excellent job, but they do what they can do with what they have to do with. However, it is frustrating because nuisance properties keep going in circles and these are the same properties that when they are about to get to the magistrate court, the slum lords magically show up with money and it goes back into the cycle. The City does not have teeth when it comes to doing abatements, and he would like to know what can be done to change ordinances to give the City more teeth. The City does not have any support from the State nor legislation. Mayor Mueller noted that the Council shares his frustration.

Council Member Johnson stated that he has experience in this area because he is the Code Enforcement Hearing Officer for the County, and he holds hearings every other month for anywhere from five to twenty-five people that are in violation. His job is to get compliance, but there are many times that people do not show up and he defaults them out, then it goes to the superior court and then action is taken. He added that Council Member Rodriguez's suggestion to look at these ordinances to see if the City can have some teeth and take it away from the justice of the peace court and take it over to the superior court.

Mayor Mueller noted that another objective has been identified for the next Strategic Plan. Mr. Potucek stated that although Council correctly pointed out that the City does not have a lot of help from the State in regards to this, he think that it is worthwhile to take a look at some of the State Laws and see if there is a way to get something done through the Legislature because that is really the genesis of where the City's ordinances come from. The City has lobbyists that can help push that. He added that staff is trying to set up a meeting with the legislative delegation probably in the December timeframe, which is certainly something that the Council can bring up with them for the next legislative session.

- [Discussion on Commissions](#)

Mr. Potucek stated that this is a strategic planning goal of the Council to look at the City's boards and commissions and what is being done with them, and to go ahead with any changes that the Council sees fit. Staff spent time thinking about where to go with the boards and commissions format. The last iteration of changes to the boards and commissions divided them into regulatory and nonregulatory commission, with the nonregulatory commissions no longer being appointed by

Council, but under the purview of the Cit Manager's Office. A report was prepared in January which gives an idea of the number of commissions that have active members, the number of active members, and attendance of meetings for the various commissions. There are several underperforming commissions regarding both membership and attendance, but there are a couple that do perform. There are a lot of reasons for this and Council you would not have made the changes in the first place if there were not things that needed to be addressed with the board and commission structure. The reasons for this could range anywhere from just people not wanting to attend meetings any more, COVID played a factor during this time frame as well with regards to attendance, there may be a perception that since a lot of these commission members are no longer appointed by Council that that maybe there is a feeling that they are not as important any more to the Council or to the City, or it may be just an obsolete form of doing things.

Mr. Potucek noted that Council Member Johnson sponsored an initiative for an Economic Development Commission and staff spent months trying to find people that wanted to serve on that. However, the City now has a commission, which he just signed off on the membership. He further noted that due to all the reasons he mentioned that to what the report lays out, he feels that he must recommend further changes to the board the commission structure, whether Council wants staff to start pursuing that now or waiting for the strategic planning process early next year is up to Council. Some of his thoughts he has been able to go over with some Council Members that pertain really to what they do, how effective they can be, and what the Council wants them to accomplish. He added that the Council is elected to set policy, planning through the strategic planning process, budget process, resolutions, and ordinances that Council approves. These are policy and planning issues, but under his office, it is more operations and not necessarily, planning and policies. Staff is paid to address operations and those kinds of things but planning and policy get to the traditional things that Council is looking for from a board or a commission, which is public input, expertise and another set of eyes looking at what should be done going forward.

Mr. Potucek stated that the thought occurred to him that, there is a general planning process forthcoming, and the State puts forward the elements of that General Plan for the public to vote on and staff provided information to Council with current commissions, the elements of the General Plan that were grouped together. Staff looked at how the commissions could fit under these facts.

As an example, growth and development is a natural purview of the Planning and Zoning Commission which is already required by State Law. There is community preservation and revitalization which the West End Commission is already involved in that could be expanded to look at the broader issues of redevelopment, infill, housing. There is economic vitality which has been addressed with the Economic Development Commission, but there is also tourism and marketing, and public information which could fit under that General Plan grouping. There is connectivity which is transportation, streets, bicycle and pedestrian paths, other transportation like the transit system, but there is no commission for that area, other than the airport that fits into transportation. However, this probably fits in better under public facilities and services in the General Plan where there are several areas that could fit in there to include the Parks and Recreation Commission, the Commission on Disability Issues, Arts and Humanities Commission, Library Commission, Airport Commission, and the Environmental Affairs Commission. Some fit neatly, but some do not fit quite as neatly.

The Airport Commissioners are at the airport as they are either parking or fueling their planes and the Commission might be better suited to have the Public Works Director meet with the user's group to go over the issues that they may have in terms of general aviation. However, in other areas, the City is talking about the Master Planning process with FAA and unfortunately that only occurs every ten years and five if there are amendments. The question is, what does the Commission do in the meantime? It would be best if the Council sets up a task force for those purposes when that comes due.

There are different situations with the different commissions that the City currently has, but if there is a way that these could fit in their tasks, duties, and responsibilities with the overall General Plan, Strategic Plan, and budgeting process, the commission members would feel more involved in the

overall City processes and find more relevancy in their work, and hopefully be more helpful to Council. If they were working on things that the City knows about that the public wants to do, and that the Council wants to do in the Strategic Plan, and then ultimately get done in the budget.

Mr. Potucek stated that he thinks that there is more work that still needs to be done, but staff need to hear from Council because the commissions ultimately work on what Council wants to see out of them on behalf of the public comments or questions.

Council Member Benning stated that he is glad that the Council is finally talking about the commissions. He added that when the Council looked at this last year and set things in motion, the Council's goal was to look at the commissions, eliminate some if they were no longer needed, and find out what was needed. Council Members supported the commissions that they loved and were liaisons to and did not want to get rid of them. He provided as an example the Tourism Commission, where the commissioners sit in meetings in July asking what they should do next. However, operations do not need a commission to tell them what policies to do. The Council had stated that they wanted to focus on tourism and wanted information on what people were thinking; therefore, they created the Tourism Commission to answer these questions. They were provided with a task, purpose, and a mission to help the Council by talking to the community. However, when the process was over and tourism improved, the City is doing good, staff is operating, and doing the things they must do, the Tourism Commission has been left with nothing to do. The council now must decide if they need a Tourism Commission because the Council's Strategic Plan has shifted with a new focus – economic development.

Mr. Benning stated that he asked for a meeting to discuss economic development, and Council Member Johnson brought up that Council needed an Economic Development Commission and wrote up the Commission's task, purpose, and mission. During that time, COVID was something that the City was dealing with. Businesses were going out of business, people were struggling, and the City needed to find something and get help. Lastly, he stated that if Council looks at the commissions under the categories that Mr. Potucek brought up, Council is better serving the people of Sierra Vista instead of stating that Council has an Economic Development Commission that is going to work with Mr. Boone and any goals or anything that Council is trying to find. The Commission is not the Council's commission, it is the staff's commission. There are two types of commissions, regulatory commissions and nonregulatory commissions, but the Council does not have research and information gathering commissions to help if Council wants to take on a project or a Strategic Plan that Council goes through every year or two years. If the commissions were aligned, then the Council does not need to keep the same commission.

Mr. Benning added that the Culture Diversity Commission is no longer needed and should be included in all the things the City does. It is a matter of what the Council wants from these groups to accomplish things instead of assigning five people to staff members, which they may not want.

Mr. Potucek stated that Council Member Benning brings up a good point because a good example is the fair, i.e., the West End Fair. The West End Commission was incredibly involved in that and currently the City has a West Side. The City has West End Fair that has been institutionalized in the City, resourced by the Council in the budget process. Ms. Wilson and Mr. McLachlan have professional staff that know how to put on a fair. The City does not need a commission to help put the fair on. They did their job by informing Council that a fair was needed, they got the ball rolling and now it is resourced and is part of the normal work process. This is an example of when a commission is tasked to do a certain thing or an event, but it starts losing its steam after a while.

Council Member Johnson referred to the printout that Council was provided and stated that he looked at the notes, the number of participants and some are really going like gangbusters; but he wonders what one person, one member of the Library Commission does. He asked if this person had anybody to talk to. He added that in preparation for the work session, he went to the City's website and looked at the commissions, but he did not see a mission statement. There was no meat and potatoes to what a commission should be doing. Mayor Mueller stated that if Council looks at the enabling legislation, Council will find that; however, it is not on the website.

Council Member Johnson stated that this is the information that people see to decide if they are going to volunteer for one of these commissions because they are not going to go back to the enabling legislation on all these commissions. He added that he does not know what a Youth Commission could do. The Airport Commission is active as well as the Arts and Humanity Commission. Since these commissions were realigned, which he was not a part of, people do not feel that they are important. When the Council reaches out for community involvement and community activism, the Council must have this work. It cannot sit too long.

Mr. Potucek stated that two examples were brought up, the Library Commission that was started years ago as a Library Board which is in Statute. They would theoretically be running the library, but that changed to a Library Commission which would put it on the same footing as the other commissions and therefore did not run the library anymore. There was a lot of angst about that, but now the City is at a point where the library is in Ms. Wilson's department and is more an operational thing. The Arts and Humanities Commission worked with the Art in Public Places Program that is still being done. Their focus was the Mayor's Arts Awards held every year, an example of an event that that they were doing that lost steam over time.

Council Member Rodriguez stated that commissions are needed for certain reasons. He used as an example the timeframe when Council was looking to fill a vacancy. The Council looked at those people that were participating in those commissions, how they are giving back to the City, and how there are people that maybe want to run for office one day and are not sure how to start. He added that this is a great start - getting involved in a commission. The Council saw this when they went through the process of filling the vacancy and saw it as something highly favorable and noted that these commissioners are doing something in their free time, and making things work throughout various commissions. The Council does not want them to be sitting in meetings with nothing happening. Council Members all have their own things that they are enthusiastic about and trying to get since the City of Sierra Vista does not have wards and it is a City at large. Everyone has tried to figure out where to best plug in as there are only so many Council Members and cannot be at every commission meeting. The council, without violating the Open Meeting Law, must look at what is important to them and where can the effect these and where they can support them. Lastly, he stated that he and Mayor Mueller are working on the Youth Commission. He shared that he and the Mayor went to Buena High School to talk to the principal and got some steam there. He received some emails from youths that are interested. During his attendance at the League Conference, he spoke to youth delegates from other cities and noted that they are doing amazing things and the City of Sierra Vista has the same youth talent that the City needs to highlight. If anyone states that there is nothing for the youth to do in the City, the youth should be asked what they want, and then walk them through the process of how that can or cannot happen or what it is going to take to get there. The youth must be involved from where they are currently at to when they decide to leave the area and come back and give back. There is some lead over throughout the commissions.

Council Member Benning stated that the Youth Commission has not yet been discussed. He added that he is aware the Mayor and Council Member Rodriguez have talked, but the Council has not yet talked about what the Youth Commission will look like. He added that the problem with high school youth is that the Council may get them for a year or two. If the Youth Commission were comprised of the middle school, they would be sticking around a while and they know the best of both worlds as they know what they have been through at a younger age, and they know what they are going to go through.

Council Member Landry stated that she likes the idea of having task forces because sometimes there are no longer things to talk about or people just meet and there is not a lot going on. The task force is good because people get called upon like the bat signal, and they then go out and do things, get information, get public input, be a voice for people that care about that topic or item. However, if nothing is going on then they should not be meeting. She added that there are some commissions that people could do a neighborhood club and do the same type of things. There is a limit to what can be done. She shared that she attended a few meetings where there are people that have these clever ideas, but then leave and nothing happens. She would like to know where these enthusiastic

people are. She wonders if there are no communication or people do not really care, do not have the time. It is a volunteer thing and if anybody gets discouraged then they are not going to attend meetings.

Mr. Potucek shared that when he looks at the current commissions and the General Plan's categories, he thinks that some of the commissions are just doing a fair, an event or had a single purpose like the Library Commission. It strikes him that the current commissions' setup is too narrow and there may not be enough there to do. However, when looking at the General Plan's categories, this is something because it is now about facilities and not just the library because it could be about sports facilities, economic development, marketing the citizen participation. He noted that the Planning and Zoning Commission has a broad area with growth and development and therefore there is always something for them to do. However, some of these other commissions are in a very narrow area or may fit a task force.

The Council Member Messmer stated that she agrees that some of the commissions could be combined; however, if they are combined, Council must be careful that all cultures are identified.

Council Member Umphrey stated that Mr. Potucek mentioned at the beginning of his presentation that current commissioners and former commissioners have a feeling of being less important. She added that there is something to Council having them sworn in, committing to a term, and then collaborating directly with Council. She noted that the Arts and Humanities Commission was a full commission up until then; although COVID also affected the commissions. She added that she likes what Council Member Landry mentioned, and what the Mayor and Council Member Rodriguez are doing by going to where the people are that have a special interest. Lastly, she stated that maybe Council needs to consider changing the commissions back.

Mayor Mueller stated that some commissions are functioning well because they have a clear mission and understanding of their duties, i.e., the Planning and Zoning Commission, a regulatory commission, and the Commission on Disabilities Issues, a special interest group, which is still addressing the shortcomings across the City to help the disabled community. Therefore, he would not recommend any changes. He proceeded to state that the West End Commission has done a miraculous job in supporting several programs and working with staff, but they still have more work to do, and eventually this commission will work itself out of a job and maybe need to morph into a community improvement commission that would look at the entire City and not just the West End for commercial redevelopment as well for housing and improvements. The Parks and Recreation Commission, a regulatory commission, is continuing to work effectively. The Commission on Cultural Diversity is interesting, and he likes the idea of having cultural diversity in everything that is done and not as a separate commission. He added that he enjoys the Cultural Diversity Fair, but whether that comes back every two years or whatever, he thinks that it is important to show the community itself, the strengths across cultures in the community and the background. The Arts and Humanities Commission is responsible for two things, the Mayor's Arts Awards, and the arts in the City Beautification Program.

Mayor Mueller stated that he is not sure why people have not gotten involved, and he is not buying in that they cannot do their mission because the Council does not appoint them. If people are interested and want to do good things it does not make that much difference whether they are Council-appointed or appointed by the City Manager. The important thing is to get the mission and it is probably something else that is fine. The Council must look at the Library Commission as it was one of the first commissions back when policy was made within the Library. However, most of the routine things with all the new computers and all the videotapes etc. that the City had potential for social issues have all been worked through. The Commission currently has one member who is doing an excellent job, but the Library function has been integrated more heavily with Park, Recreation and Library Department that needs public oversight. These things can be brought up once or twice a year by having an open meeting where people can come and provide input. The Library has a great system whereby people can fill out comment cards and those things are answered on a regular basis. The Youth Commission is a special commission and if the City wants future leaders, the Council must get them involved and let them know what is going on and have

them work on projects. He added that he is not only talking to Buena High School but including the middle schools as well as the middle school on post. The Commission will not have a set number of members like the other commissions. This Commission would have two students from each school and meeting at times that are convenient for them to meet. It is going to be a flexible type of commission, but more importantly for the City's youth to get involved and for the Council to understand where they are going and what they want to do. The Airport Commission is another commission that is not needed. The Public Works Director can meet with the Pilots Association or liaisons regularly or quarterly to talk about issues at the airport and then have some members appointed to the five-year or 10-year planning processes with the airport. The Environmental Affairs Commission has worked itself out of a job. The City has technical expertise on staff and does not need a lot of outside experts, and when the City needs outside experts, the environmental committee will let the City know what is needed. The City recently started up an Economic Development Commission; however, there were some issues getting the right people involved. The Tourism Commission is duplicative as the City of Sierra Vista belongs to a County Tourism Board. The Council needs to encourage those commissioners to participate in that Board because there is no need for the City to belong to the County Tourism Board and have a local commission as well. Lastly, he stated that he likes the idea of looking at the long-term objectives in the General Plan for the next ten years and figuring out which areas need input from the public on a regular basis. The Council should focus on the non-regulatory commissions because there is going to be plenty of work to do in the next two years for the Council's Strategic Plan as well as the 10-year plan.

Mr. Potucek stated that based on the discussion, data, and planning, he is suggesting ten commissions:

- Planning and Zoning Commission
- Parks and Recreation Commission (add the Library Commission since it is in the Parks, Recreation and Library Department already)
- Economic Development
- Community Preservation and Revitalization which is looking beyond just the West End but other neighborhoods.
- Public Facilities (the City's buildings and CoDI might be a part of that)
- Public Transportation
- Environmental Affairs because it is in the General Plan (energy and water)
- Marketing/Public Information
- Youth Commission
- Cultural Aspect which could include art in public places and cultural diversity.

These fit into the general planning scheme, they align with what is currently being done in a lot of areas but are certainly much broader in scope than the narrow focus that most of them have right now. If the Council would like, he will collaborate with staff to define some of these ideas because it is going to need more Council discussion before they can get to where is needed.

C. Report on Recent Trips, Meetings and Future Meetings

Mayor stated that the League of Cities and Towns Conference was a good conference.

Council Member Johnson asked if there would be written reports from all of those who attended. Mayor Mueller stated that if in fact they spent over \$1,000, then yes because that is what the law states. If it is less than that then it is the option of the Council Member.

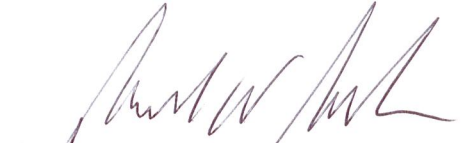
Council Member Rodriguez asked if anyone is attending the Border Cities Meeting in October. Mayor Mueller asked for the information which Council Member Rodriguez stated that he would email to him.

D. Future Discussion Items and Council Requests

Council Member Umphrey stated that in a couple of weeks she will be attending the Rural Transit Summit.

3. Adjourn

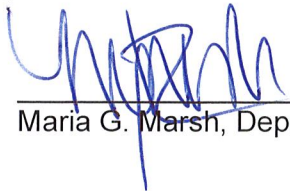
Mayor Mueller adjourned the September 8, 2022, work session of the Sierra Vista City Council at 4:31 p.m.



Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:



Maria G. Marsh, Deputy Clerk



Jill Adams, City Clerk