

Sierra Vista City Council  
Work Session Minutes  
July 12, 2022

1. Call to Order

Mayor Mueller called the July 12, 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 Mark Rodriguez – present  
Council Member Carolyn Umphrey – present (telephonically)

Others Present:

Chuck Potucek, City Manager  
Jon Kosmider, Deputy Police Chief  
Laura Wilson, Parks, Recreation and Library Director  
Irene Zuniga, Engineer  
Gabriel Squires, Public Works Internal Operations Manager  
Chanel Kirkpatrick, Public Works External Service Manager  
Matt McLachlan, Community Development Director  
Judy Hector, Marketing and Communications Manager  
Barbara Fleming, Human Resources Chief Officer  
Tony Boone, Economic Development Manager  
Dianna Cameron, Management Analyst  
Jill Adams, City Clerk

1. Presentation and Discussion:

A. July 14, 2022 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for Thursday, July 14, 2022, starts at 5:00 p.m. with the call to order, roll call, invocation, pledge, the acceptance of the agenda followed by award presentations for City Hall.

In response to Mayor Mueller, Mr. Potucek stated that there are a few items that he will address on Thursday, July 14, 2022. He reported on the May sales tax, which came in flat over last year. The year over year is drifting downward, but still well above last year's. The City made the budgeted \$6.4 million payment to the Public Safety Retirement System (PSPRS) for its contribution and confirmation has been received on those payments that have been credited to the City's account. For the previous Fiscal Year, the City's excess PSPRS contributions were \$840,000 for the police accounts, and \$492,000 to the fire accounts. However, the caveat is what they do with their investments next year, but overall, the City was able to add extra. Lastly, he reminded everyone about the annual Spotlight Breakfast starting at 6:30 a.m. on August 9, 2022 at Cochise College.

Item 2.1 Discussion and Possible Action of the Special City Council Meeting Minutes of June 21, 2022 – No discussion.

Item 2.2 Discussion and Possible Action of the Regular City Council Meeting Minutes of June 24, 2022– No discussion.

Item 3 Discussion and Possible Action of Resolution 2022-050, Proposed Substantial Amendments to CDBG Five-Year Consolidated Plan (2019-2023) and Program Year 2019 Annual Action Plan to

incorporate third allocation of CARES Act CDBG-CV Funds – Mr. McLachlan stated that this is the final step in the approval process to incorporate the third allocation of the CARES Act CDBG-CV funding into the City's Annual Action Plan and Five-year Consolidated Plan, the \$77,209 that brings the total CARES Act CDBG-CV funding issued by HUD to \$476,457. The amendments direct the funding to serve Goal Three, which is the provision of needed services, the Emergency Crisis Fund activities that will be principally used to provide rent and utility payment assistance, emergency hotel and motel vouchers, and to continue the monthly Community Connect event at the Ethel Berger Center. Funding should be made available by early fall and will be distributed over the course of six months. No comment was received during the 30-day public comment period; therefore, staff recommends approval of the amendments as presented.

Item 4 Discussion and Possible Action of Resolution 2022-051, Authorizing the submission of the PY 2022 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development – Mr. McLachlan stated that this is this is next step for the City's next program. The Annual Action Plan describes the intended use of the Community Development Block Grant funds for the upcoming program year. The City is expected to receive \$252,172 which is about one percent less than last year. Staff is recommending allocating \$227,172 towards the North Garden Avenue park improvements to provide landscape, irrigation, path lighting, and benches on the upper portion of Soldier Creek Park as well as an embankment slide. The Plan also includes adding \$25,000 to the Emergency Home Repair Program budget. The proposed uses of funds are consistent with the City's Five-year Consolidated Plan. The contents of the Plan were drafted to comply with federal requirements, and no comments were received during the 30-day public comment period. Staff is recommending approval of the proposed Annual Action Plan as presented

Item 5 Discussion and Possible Action of Ordinance 2022-002, Codification of Code of Ordinances – Ms. Adams stated that the City most recently had all ordinances passed between November 18, 2021 and January 13, 2022 codified into the Code of Ordinances. As part of the process the Mayor and Council must adopt the codified and amended code as an official record of the City. The codification was established as a public record for a period of thirty days by Resolution 2022-031, approved May 26, 2022, and it is now necessary for the Mayor and Council to act on the Ordinance adopting the amended code as an official record of the City.

## B. [Council Executive Report](#)

Mr. Potucek highlighted the Nancy Brua's Animal Care and Control design process and noted that staff are currently working hard on another Defense Community Infrastructure Program (DCIP) grant request to help fund the expansion of the Nancy J. Brua Animal Care Center. If awarded, the budget will be significantly increased and help cover increased construction costs and allow construction to begin as soon as the design is complete. Staff recently discovered that the \$1.2 million donation that was earmarked for the shelter expansion was less. If the grant is not received, the construction will be delayed by a few months after design concludes in late spring and considered for next fiscal year's budget. He also reported that the legislative session this year was another interesting one, and many watched anxiously as the session adjourned with just a few days to spare. Ms. Yarbrough has scheduled Triadvocates to brief Council on August 23, 2022 about the state budget, new bills passed, and anything particularly affecting Sierra Vista. He further reported that the City had 1,200 sponsors mark, public input process, that was online this year to engage platform. This was probably by far the most successful public engagement process for any project that the City has ever had. Lastly, he stated that it does appear money for the Highway 90 improvements did make it through in the State budget process, and there will be two phases to that, one from Campus Drive to Moson Road that will pass Target, and the other which is the longest from the Border Patrol Station to Campus Drive, over a \$40 million project. The community will be very glad to see that done in the springtime frame.

Council Member Rodriguez asked about staff shortages. Deputy Police Chief Kosmider stated that the Department has had some success recently. They recently hired two new officer applicants, and the officer that had gone to Texas for a while is now back. The Department also had another possible lateral from Maricopa, who is in the process and looks good. They had two applicants

during the morning take their physical test and neither passed, but it was very hot and humid and that is not uncommon. They sometimes take a couple of tries. It is just a process that the Department must continue to chip away at. Lastly, he stated that they currently have a good group, and hopefully they can get three individuals into the next academy.

Mr. Potucek stated that recently the Fire Department has had trouble hiring firefighters and paramedics. There is now a shortage of supply and outlets for those. He added that the City is getting ready to stand the new EMS Substation later in the month; therefore, he has been working with Fire management staff to look at different times of scheduling arrangements that should help in terms of the numbers. An assignment basically involves 24-hour shifts per week for them and that gives them influx ability because a lot of them will work in the hospitals and other places. The Department is trying to get a little more flexible that will cost a little more in overtime, but the savings will be enjoyed when it comes to equipment training.

C. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller stated that the meeting by the Chamber was enlightening. He further state that the Huachuca 50 Meeting was cancelled.

Council Member Rodriguez reported on the Cultural Diversity Commission Meeting, the Hispanic Heritage Month, and events in September.

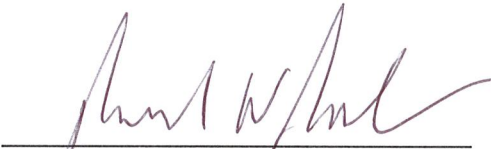
Mayor Mueller announced that there was a resignation on Council and that the notice had gone out to the newspaper. The period for receipt of applications to fill the Council seat will open July 14, 2022. The applications will be received until 5:00 p.m. on Wednesday, July 20, 2022. Council then has three working days to get together to go through the applications to decide who to interview and to set up the interviews and go through the process that could be anywhere from Thursday, July 21, 2022, Friday, July 22, 2022 to Monday, July 25, 2022. He stated that he would like to have maximum availability during the executive session, a critical future meeting.

D. Future Discussion Items and Council Requests

In response to Mayor Mueller, Mr. Potucek stated that on August 9, 2022, the work session will include a discussion on boards and commissions, which will two or three meetings to go through the process once changes are figured out. On August 23, 2022, there will be a legislative review by Triadvocates.

3. Adjourn

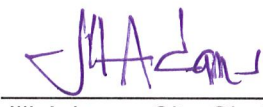
Mayor Mueller adjourned the July 12, 2022, work session of the Sierra Vista City Council at 3:21 p.m.

  
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Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:

  
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Maria G. Marsh, Deputy Clerk

  
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Jill Adams, City Clerk