



Sierra Vista City Council
Meeting Agenda
January 25, 2018

Call to Order

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

Roll Call

Invocation

Pledge of Allegiance

Item 1 Acceptance of the Agenda

Awards and Presentations

City Council Business for the Month of January

Inaugural Environmental Merit Award Presentation

Sister Cities – Youth Germany City Council Presentation

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

Item 2 Consent Agenda

Item 2.1 Approval of the City Council Regular Meeting Minutes of January 11, 2018

Item 2.2 Resolution 2018-007, Acceptance of a Revised Access Easement for Plaza De Colibri subdivision

Item 2.3 Resolution 2018-008, Application for an Extension of Premises/Patio Permit for Jerald J. Reutebuch for the Rough Riders' Event on March 24, 2018 at PC's Lounge

New Business

Item 3 Resolution 2018-009, Appointments of Brad Snyder and Chrysti Lassiter to the Planning and Zoning Commission

Item 4 Resolution 2018-010, Appointment of Berlynda Schaaf to the Parks and Recreation Commission

Item 5 Resolution 2018-011, Authorization to Proceed with Legal Action, Case No. CV2016-0061

Call to the Public

Comments and Requests of the Council

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.

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
Meeting Minutes
January 11, 2018

Mayor Mueller called the January 11, 2108 City Council Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call:

Mayor Rick Mueller – present
Mayor Pro Tem Alesia Ash – present
Council Member Bob Blanchard – present
Council Member Gwen Calhoun – present
Council Member Rachel Gray – present
Council Member Craig Mount – absent
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Adam Thrasher, Police Chief
Ron York, Fire Chief
Emily Scherrer, Library Administrator
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Barbara Fleming, Human Resources Manager
David Felix, Finance Manager
Jill Adams, City Clerk
Nathan Williams, City Attorney
Judy Hector, Marketing and Public Affairs Manager
Tony Boone, Economic Development Manager
Mike Cline, Management Analyst
Abe Rubio, IT Manager

Invocation – Pastor Willie Coleman, Victory Christian Church conducted the invocation.

Pledge of Allegiance - Council Member Wolfe led the Pledge of Allegiance.

[Item 1](#) Acceptance of the Agenda

Mayor Pro Tem Ash moved that the agenda for the Regular City Council Meeting of January 11, 2018, be approved. Council Member Gray seconded the motion. The motion was approved by a unanimous vote, 6/0.

City Manager's Report: Mr. Potucek announced that the next regularly scheduled work session is scheduled for January 23, 2018 at 3:00 p.m. in Council Chambers and reminded everyone that City Offices will be closed on Monday, January 15, 2018 in observance Martin Luther King, Jr. Day and encouraged people to find a place to observe that. He also announced upcoming projects and awards:

- Sierra Vista Metropolitan Organization Vista Transit has AECOM, Inc. as a potential bidder that is being looked to be awarded to with the final contract pending execution;
- Received two grants from the Legacy Foundation of Southeast Arizona, which has done a great job in the community. One is for the Fire Department involving an alert system using an app on cell phones so that the general public, if they care to register, can maybe assist in a medical emergency, i.e., a cardiac arrest. The second is a partnership with Premier Alliance for accessible playground equipment in Veterans' Memorial Park to expand the size and capabilities of the current playground; and
- Recognized Chris Swan on her retirement from Leisure and Library Services Department after 30 years of service. Her work with the seniors is extraordinary and she will be missed.

Public Hearing

[Item 2](#) Resolution 2018-001, New Series 13 and 18 Liquor License, Limited-liability Co. for David A. Swygert on behalf of Red Mountain Distilling and Spirits, LLC

Council Member Calhoun moved that Resolution 2018-001, New Series 13 and 18 Liquor Licenses, Limited-liability Co. for David A. Swygert on behalf of Red Mountain Distilling and Spirits, LLC, be approved. Council Member Blanchard seconded the motion.

Ms. Adams stated that the two applications before Council filed by Mr. Swygert for a facility that he intends to locate at the mall in the City is for a Series 13 and 18, which are a winery and distilled spirits license. The licenses allow Mr. Swygert to have retail sales or tasting if he chooses. The notice of the public hearing was posted at the facility for the required 20 days and no comments have been received from the public. The Police Department has done their background check and there is no objection to these licenses moving forward. If approved, they will be returned to the Liquor Board in Phoenix for final action.

The motion was approved by a unanimous vote, 6/0.

[Item 3](#) Resolution 2018-002, a person/location transfer, limited liability-type of ownership for a Series 6 Liquor License for Tammy Petty Pierce on behalf of A and T Tap Room, LLC dba Bone Dry Tap House

Council Member Gray moved that Resolution 2018-002, a person/location transfer, limited liability-type of ownership for a Series 6 Liquor License for Tammy Petty Pierce on behalf of A and T Tap Room, LLC dba Bone Dry Tap House, be approved. Council Member Blanchard seconded the motion.

Ms. Adams stated that this application is for a Series 6 liquor license, which is a full bar liquor license. The location of the establishment is at 962 E Fry in the shopping center where the MI Store used to be. The notice of the public hearing was posted on the facility the required 20 days and no comments have been received. The background check was done by the Police Department and they have no objection to this application moving forward. If approved, it will be returned to the State for final action.

The motion was approved by a unanimous vote, 6/0.

New Business

[Item 4](#) Approval of the City Council Regular Meeting Minutes of December 14, 2017

Council Member Blanchard moved that the City Council Regular Meeting Minutes of December 14, 2017, be approved. Council Member Gray seconded the motion. The motion was approved by a unanimous vote, 6/0.

[Item 5](#) Resolution 2018-003, Establishing Administrative Policy and Procedure for Approval of Certain Liquor License Applications

Council Member Calhoun moved that Resolution 2018-003, establishing Administrative Policy and Procedure for the approval of certain Liquor License Applications, be approved. Council Member Gray seconded the motion.

Ms. Adams explained that Council currently has on their agenda individual resolutions for approval of various types of temporary liquor licenses as well as administrative applications, i.e., a change of agent or an acquisition of control. The State Liquor Board has opined and allowed councils to enact legislation establishing a policy and procedure, which mirrors exactly what is currently done, that approves applications at an administrative level. This practice would ease some of the time at the council meetings and staff time for the preparation of resolution. None of the other background work will be changed. The applications are still fully reviewed, the Police Department would still do the background checks; but this also enables a lesser timeframe for processing, which helps out applicants coming in on a shorter timeline. If approved, the policy will be instituted after the 30-day waiting period.

Ms. Adams added that it would be mid February before staff can be able to do this and noted that she would be approving the applications as she normally signs off on them after Council approves them.

Mayor Mueller noted that the applications would go before Council if there are questions or objections from the Police Department or others. Ms. Adams stated that if there is any question during the process, it would not be approved or disapproved at an administrative level. It would go before Council.

The motion was approved by a unanimous vote, 6/0.

[Item 6](#) Resolution 2018-004, Approving the Sierra Vista Public Library's Internet Safety Policy in accordance with A.R.S. § 34-502

Mayor Pro Tem Ash moved that Resolution 2018-004, approving the Sierra Vista Public Library's Internet Safety Policy in accordance with A.R.S. § 34-502, be approved. Council Member Blanchard seconded the motion.

Ms. Scherrer stated that Council is being asked to approve a resolution modifying the existing Internet Use Policy approved by Council in 2012. Essentially, every three years the Internet Safety Policy must go before Council for approval. Some of the language has been cinched down to make it CIPA compliant so that the Library can apply for E-rate. The Library Advisory Commission did approve this before coming to Council.

The motion was approved by a unanimous vote, 6/0.

[Item 7](#) Resolution 2018-005, Addendum to the City Manager's Contract

Council Member Calhoun moved that Resolution 2018-005, Addendum to the City Manager's Contract, be approved. Council Member Gray seconded the motion.

Ms. Fleming stated that this is an addendum to the City Manager's contract that was entered into on March 28, 1996. This addendum is to increase the administrative leave by 10 days for a total of 15 days per year.

The motion was approved by a 5/1 vote. Council Member Calhoun casting the dissenting vote.

[Item 8](#) Resolution 2018-006, Official Intent to be Reimbursed for Certain Capital Expenditures

Council Member Gray moved that Resolution 2018-006, Official Intent to be Reimbursed for Certain Capital Expenditures, be approved. Council Member Blanchard seconded the motion.

Mr. Felix stated that this is the annual reimbursement resolution. The IRS requires that the Council pass its intent to be reimbursed for certain capital expenditures that the City wishes to finance at the end of the year. This is a standard practice that has been done for 20 years. The advantage is that by financing at the end of the year, the City only finances what came in and is not holding money aside and paying interest on funds that are sitting in a trust account. The City also gets the exact dollar amount being financed in case anything does not come in or something happens and the City has cash sitting in the account. This works best, saves the City money and makes it the most efficient way for the City to do the annual financing.

Mayor Mueller noted that this item was gone through in great detail at the work session.

The motion was approved by a unanimous vote, 6/0.

Call to the Public - There was no response.

Comments and Requests of the Council

Council Member Blanchard had nothing to report.

Council Member Wolfe wished everyone a great year and added that she hopes that everything shapes up well for the City.

Council Member Gray echoed Council Member Wolfe's comments and wished everyone a happy and prosperous 2018.

Council Member Calhoun wished everyone a Happy New Year, voiced her appreciation at the Pastor's comments, asked everyone to keep in their thoughts and prayers the family of the young man from Coronado School, the teachers and friends. She also thanked the Legacy Foundation for the grants that they gave to the City, wished everyone a Happy Martin Luther King Day and recognized the Boy Scouts in the audience.

Mayor Pro Tem Ash echoed the chorus that was already said and wished everyone a Happy New Year.

Mayor Mueller thanked the Fire Department for looking forward and being innovative in going for the \$26,000 grant to set the program in motion, thanked the Parks, Leisure and Library staff and the Parks and Recreation Commission in their goal to work with Premier Alliance so that the

City can have parks for disabled children, congratulated the Sierra Vista Lions who also got \$14,000 from the Legacy Foundation to purchase two machines for the schools to do eye screenings and added that the Lions pay for the children's first visit to the optometrist in all of the local schools. He also echoed Mr. Potucek's comments and thanked Chris Swan for her 30 years of service to the community. In closing, he announced that the Symphony on January 12, 2018 at 7:00 p.m. at the Buena Performing Art Center will be doing a concert with symphonic music from various Hollywood, Broadway and other genre, the NWACP will not be holding a march; but will hold a breakfast at the TMAC at Fort Huachuca on January 15, 2018 at 9:00 a.m. to celebrate Martin Luther King Day. He further announced that on January 18, 2018 at 11:30 a.m. at the VFW the United Veterans Council is awarding Col. Doris Caldwell as the Veteran of the Year and lastly, he stated that being a former Scout, he appreciates the Boy Scouts being present.

Adjournment

Mayor Mueller adjourned the January 11, 2018 Sierra Vista City Council Meeting at 5:21 p.m.

Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

Maria G. Marsh, Deputy Clerk

Jill Adams, City Clerk

January 25, 2018

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Matt McLachlan, AICP, Community Development Director

FROM: Jeff Pregler, AICP
Senior Planner

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT
RESOLUTION 2018-007
Acceptance of Amended Legal Description and Access
Easement- Revision to Exhibit B of Resolution 2013-118

RECOMMENDATION:

The City Manager recommends approval.
The Director of Community Development recommends approval.

INITIATED BY: MH Holding Co. L.L.C.

BACKGROUND:

This request pertains to a revised legal description and access easement connecting Quail Run Drive and State Route 92. The easement was originally approved as a condition of approval to Resolution 2013-118 which required the recording of an easement following the abandonment and eventual closure of Quail Run Drive. A legal description and drawing were attached as Exhibit B to the Resolution.

Subsequent to the recording of Resolution 2013-118, the access to State Route 92 was relocated 11-feet to the north per the Arizona Department of Transportation (ADOT). The City Council reviewed and approved the relocated access as part of their approval of the Plaza De Colibri amended plat on December 14, 2017. The revised legal description for the easements reflect this relocation. The developer of the subdivision will pay for all associated costs.



EXHIBIT A-EASEMENT AREA

ATTACHMENTS

Revised legal and easement

RESOLUTION 2018-007

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING SETTLED POLICY ACCEPTING AN AMENDED LEGAL DESCRIPTION AND ACCESS EASEMENT, AS SHOWN ON EXHIBIT A; 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, an access easement connecting Quail Run Drive and State Route 92 was approved by Resolution 2013-118 Exhibit B as part of the Quail Run Drive abandonment; and

WHEREAS, the State Route 92 access providing access into the Plaza De Colibri subdivision was relocated subsequent to approval of Resolution 2013-118; and

WHEREAS, the revised vehicular access easement and legal description reflect the location of the new State Route 92 access.

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 for accepting easements, be, and hereby is, reaffirmed.

SECTION 2

That the amended legal description and vehicular access easement as shown in Exhibit A, be, and hereby is, accepted and will replace Exhibit B of Resolution 2013-118.

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 25TH DAY OF JANUARY, 2018.

FREDERICK W. MUELLER
Mayor

ATTEST:

APPROVED AS TO FORM:

JILL ADAMS
City Clerk

NATHAN WILLIAMS
City Attorney

PREPARED BY: Jeff Pregler,
Senior Planner

EXHIBIT A

GTS/Gilbert Technical Services, Inc.

1601 Paseo San Luis ~ Suite 203 ~ Sierra Vista, Arizona 85635
Phone (520) 458-5730 ~ Fax (520) 458-5739 ~ Email: gts@theriver.com

**Easement Description
Proposed Access Road**

An easement for Ingress, Egress and Utilities for the proposed access road over that portion of the Southeast ¼ of the Northeast ¼ of Section 1, Township 22 South, Range 20 East of the Gila and Salt River Meridian, Cochise County, Arizona, more particularly described as follows;

Commencing at the Northeast corner of Section 1, said point being an existing brass cap in a survey well at the intersection of Fry Boulevard and Highway 92;

Thence South 00° 00' 05" East coincident with the East line of Section 1 a distance of 1672.18 feet;

Thence South 89° 59' 55" West a distance of 100.21 feet to a point on the West R/W of State Highway 92 and the **Point of Beginning** of the easement description;

Thence South 00° 00' 20" West coincident with the West R/W of Highway 92 a distance of 40.00 feet;

Thence South 89° 59' 55" West a distance of 229.79 feet;

Thence South 00° 00' 05" East a distance of 194.76 feet;

Thence South 89° 59' 55" West a distance of 70.00 feet;

Thence North 00° 00' 05" West a distance of 66.00 feet;

Thence North 89° 59' 55" East a distance of 30.00 feet;

Thence North 00° 00' 05" West a distance of 168.76 feet

Thence North 89° 59' 55" East a distance of 269.79 feet to the **Point of Beginning**.

Subject to any and all prior easements, rights-of-way, covenants, restrictions and encumbrances of record or not of record that may otherwise legally exist.

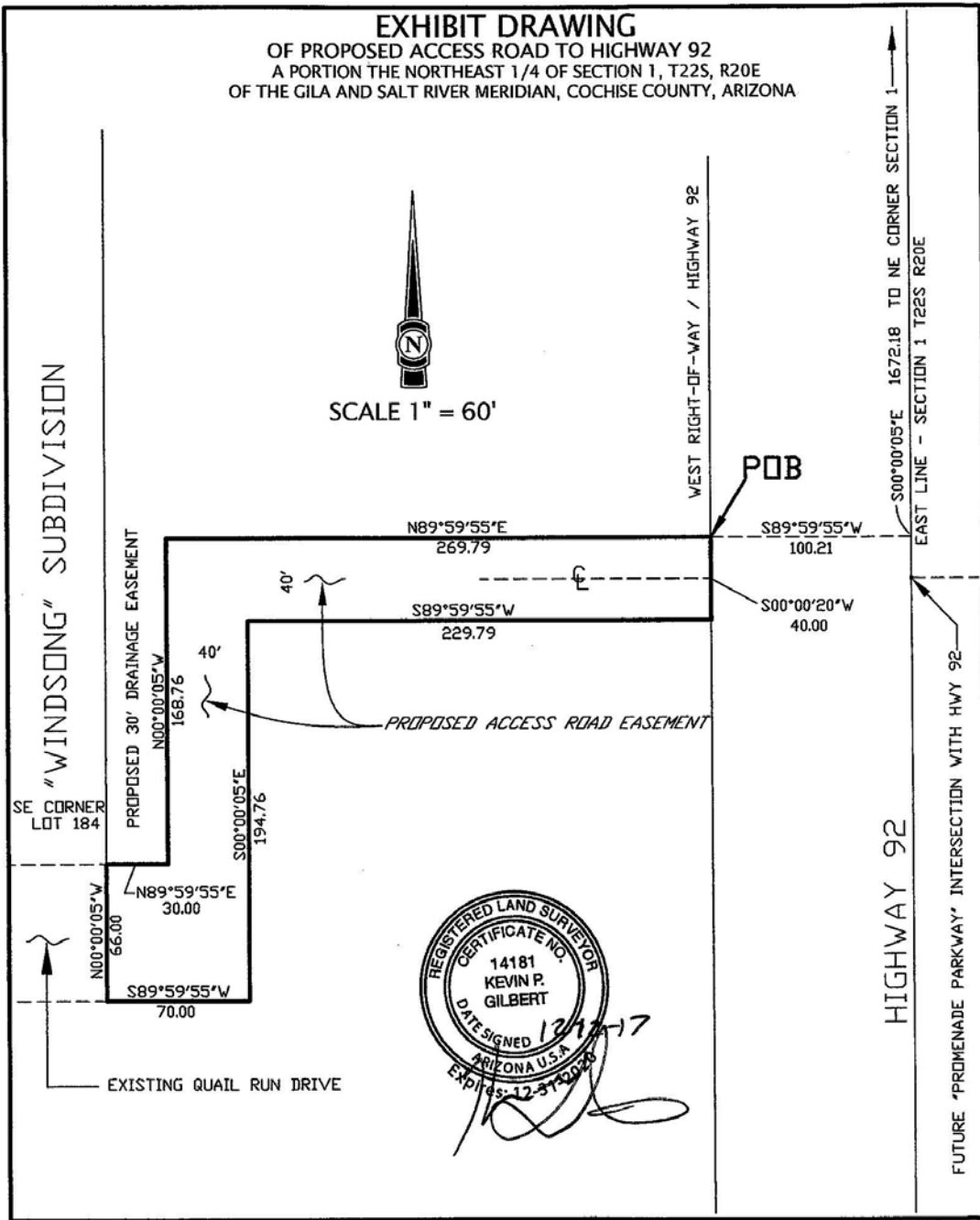


First West Properties / 2017-102
Proposed Access Road / Quail Run
12/12/2017 (revised)

EXHIBIT DRAWING
 OF PROPOSED ACCESS ROAD TO HIGHWAY 92
 A PORTION THE NORTHEAST 1/4 OF SECTION 1, T22S, R20E
 OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA



SCALE 1" = 60'



JOB NUMBER: 2017-102 DATE: 12-12-17
 DRAWN BY: MDG SCALE: 1" = 60'
 CHECKED BY: KPG SHEET: 1 OF 1



GILBERT TECHNICAL SERVICES
 1601 PASEO SAN LUIS, SUITE 203
 SIERRA VISTA, ARIZONA 85635
 (520) 458-5730

January 17, 2018

MEMORANDUM TO: Honorable Mayor and City Council
THRU: Charles P. Potucek, City Manager
FROM: Jill Adams, City Clerk
SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT
Resolution 2018-008, Application for Extension of
Premises/Patio Permit for Jerald J. Reutebuch on behalf of
PC's Lounge for the Rough Riders' Event on March 24,
2018

RECOMMENDATION:

The City Clerk recommends approval of this application.

The City Manager recommends approval of this application.

BACKGROUND:

Mr. Reutebuch is requesting permission to extend his premises, PC's Lounge, for the Rough Riders' Event on March 24, 2018.

The Police Department has reviewed the application and given their approval.

The application must be approved by the City Council before it is sent to the State Department of Liquor Licenses and Control for their review.

BUDGET APPROPRIATION:

Not applicable.

JA/ms
Attachments

RESOLUTION 2018-008

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; RECOMMENDING APPROVAL FOR AN EXTENSION OF PREMISES/PATIO PERMIT FOR JERALD J. REUTEBUCH FOR PC'S LOUNGE ON MARCH 24, 2018, AT 4700 EAST HIGHWAY 90, SIERRA VISTA, AZ; TO THE STATE DEPARTMENT OF LIQUOR LICENSES AND CONTROL; 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, an application for an extension of premises/patio permit for the Rough Riders' Event on March 24, 2018 for Jerald J. Reutebuch on behalf of PC's Lounge, 4700 East Highway 90, Sierra Vista, Arizona, has been filed; and

WHEREAS, Section 4-203.02 of the Arizona Revised Statutes requires approval of the Sierra Vista City Council before the permit will be considered; and

WHEREAS, it is the settled policy of the City Council that applications relating to liquor licenses be recommended for approval if no objections are raised.

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

SECTION 1

The City Council reaffirms its settled policy, most recently affirmed on liquor licenses within City limits.

SECTION 2

The City Council of the City of Sierra Vista recommends approval to the State Department of Liquor Licenses and Control for an extension of premises/patio permit on March 24, 2018 for Jerald J. Reutebuch for PC's Lounge.

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 25th DAY OF JANUARY, 2018.

Frederick W. Mueller
Mayor

Approved as to Form:

Attest:

Nathan J. Williams
Assistant City Attorney

Jill Adams
City Clerk

Prepared by:
Jill Adams, City Clerk



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

DLLC USE ONLY

CSR:
Log #:

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

OBTAIN APPROVAL FROM LOCAL GOVERNING BOARD BEFORE SUBMITTING TO THE DEPARTMENT OF LIQUOR

****Notice: Allow 30-45 days to process permanent change of premises****

Permanent change of area of service. A non-refundable \$50. Fee will apply. Specific purpose for change:

Temporary change (No Fee) for date(s) of: 3/24/18 through 3/24/18 list specific purpose for change:

Benefit DAV Rough Riders event

1. Licensee's Name: Rauterbach Jerald J License #: _____
Last First Middle

2. Mailing address: 4700 EAST HWY 90 Sierravista AZ 851035
Street City State Zip Code

3. Business Name: PC'S LOUNGE

4. Business Address: 4700 EAST HWY 90 Sierravista AZ 851035
Street City State Zip Code

5. Email Address: WRegina517@gmail.com

6. Business Phone Number: none Contact Phone Number: 520-220-2368

7. Is extension of premises/patio complete?
 N/A Yes No If no, what is your estimated completion date? / /

8. Do you understand Arizona Liquor Laws and Regulations?
 Yes No

9. Does this extension bring your premises within 300 feet of a church or school?
 Yes No

10. Have you received approved Liquor Law Training?
 Yes No

11. What security precautions will be taken to prevent liquor violations in the extended area?
3 security men station

12. **IMPORTANT:** Attach the revised floor plan, clearly depicting your licensed premises along with the new extended area outlined in black marker or ink, if the extended area is not outlined and marked "extension" we cannot accept the application.

Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premises. List specific reasons for exemption:

Approval Disapproval by DLIC: _____ Date: ____/____/____


Notary

I, (Signature) Jerald J. Routebadi, hereby declare that I am a **CONTROLLING PERSON/ AGENT** filing this notification. I have read this document and the contents and all statements are true, correct and complete.

State of Arizona
 County of Cochise }

On this 8 Day of January, 2018 before me personally appeared Jerald J. Routebadi
(Print Name of Document Signer)

Whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be and acknowledged that he or she signed the above/attached document.



BARBARA JO CAYER
 NOTARY PUBLIC, ARIZONA
 COCHISE COUNTY
 My Commission Expires
 August 09, 2021

Barbara Jo Cayer
Signature of NOTARY PUBLIC

GOVERNING BOARD

After completion, and **BEFORE submitting to the Department of Liquor**, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

Approval Disapproval

Authorized Signature Title Agency Date

DLIC USE ONLY

Investigation Recommendation: Approval Disapproval by: _____ Date: ____/____/____

Director Signature required for Disapprovals: _____ Date: ____/____/____

Hwy 90

Parking Lot
Ave in barrier to close off

PARKING LOT

Driveway

Door

Bar

Door

This Area
Wanted for Drinking
and fenced in

Door

Parking Lot

Pe's Lounge
4700 EAST HWY 90
SIGNAL MOUNTAIN, AZ
851435

Vacant
Lot

House

Barrier

January 25, 2018

MEMORANDUM TO: Honorable Mayor and City Council

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

FROM: Jeff Pregler, AICP
Senior Planner

THROUGH: Matt McLachlan, AICP
Director, Community Development Department

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT
RESOLUTION 20108-009
Appointments to Sierra Vista Planning and Zoning
Commission

BACKGROUND:

There are currently two vacancies on the Commission. The City has received applications from two individuals interested in serving on the Commission. For purposes of staggering, one term will expire on December 31, 2018, while the other will expire on December 31, 2019.

The Planning & Zoning Commission recommended Chrysti Lassiter to the one year term expiring on December 31, 2018 and Brad Snyder to the two year term expiring on December 31, 2019.

All applications have been submitted for Council consideration.

BUDGET APPROPRIATION:

None.

RESOLUTION 2018-009

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING SETTLED POLICY ON BOARDS AND COMMISSIONS BY APPOINTING CHRYSTI LASSITER, SAID TERM TO EXPIRE DECEMBER 31, 2018 AND BRADLEY SNYDER SAID TERM TO EXPIRE DECEMBER 31, 2019, TO THE SIERRA VISTA PLANNING AND ZONING COMMISSION; 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 Council has established the Sierra Vista Planning and Zoning Commission by resolution; and

WHEREAS, there are current Commission vacancies that exist; and

WHEREAS, it is the reaffirmation of settled policy that the City Council fill vacancies on boards and commissions.

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

SECTION 1

The City Council reaffirms its settled policy on appointments to boards and commissions.

SECTION 2

The City Council hereby appoints Chrysti Lassiter said term to expire on December 31, 2018 and Bradley Snyder said term to expire December 31, 2019, to the Sierra Vista Planning and Zoning Commission.

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 25TH DAY OF JANUARY, 2018.

FREDERICK W. MUELLER
Mayor

APPROVED AS TO FORM:

ATTEST:

NATHAN WILLIAMS
City Attorney

JILL ADAMS
City Clerk

PREPARED BY: Jeff Pregler
Senior Planner



City of Sierra Vista

1011 North Coronado Drive, Sierra Vista, Arizona 85635
520/458-3315 - fax 520/458-0584 - www.ci.sierra-vista.az.us

APPLICATION TO CITY BOARD/COMMISSION

DATE: 02 JANUARY 2018

BOARD/COMMISSION: PLANNING + ZONING

NAME: CHRISTI LASSITER TELEPHONE: [REDACTED] (ONE PER FORM)
(HOME) (WORK)

E-MAIL ADDRESS: [REDACTED]

ADDRESS: [REDACTED] CITY: SIERRA VISTA ZIP: 85635

MAILING ADDRESS: SAME

CITY RESIDENT? Y REGISTERED TO VOTE IN CITY? Y

EDUCATION: B.A. HISTORY; B.S. RELIGION; MASTER OF PUBLIC ADMINISTRATION (EMPHASIS) 2010

OCCUPATION: RETIRED U.S. ARMY
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: VOLUNTEER TUTOR, HISTORICAL SOCIETY, CARMICHAEL NEIGHBORHOOD ASSOCIATION, FORMER VICE-CHAIR CULTURAL DIVERSITY COMMISSION

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: BESIDES SERVING THE COMMUNITY, I AM INTERESTED IN THE LOCAL GOVERNMENT PROCESS OF BALANCING THE PUBLIC GOOD WITH PRIVATE RIGHTS AND INTERESTS. FURTHERMORE, I WOULD LIKE TO PARTICIPATE IN THE DECISION MAKING OF FUTURE DEVELOPMENT PLANS AND I BELIEVE THAT I CAN BE AN ASSET TO THE PLANNING AND ZONING COMMISSION.

- REFERENCES:
- 1. RAMONA MCCAIG [REDACTED] [REDACTED]
(NAME) (ADDRESS) (PHONE)
 - 2. MICHELE QUINONES [REDACTED] [REDACTED]
(NAME) (ADDRESS) (PHONE)

THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM ABOVE DATE.

AS A CANDIDATE TO A COUNCIL APPOINTED BOARD/COMMISSION/COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER WILL BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

Christi Lassiter
(APPLICANT'S SIGNATURE)

Please return completed application to the city clerk's office - 08/29/05



City of Sierra Vista

1011 North Coronado Drive, Sierra Vista, Arizona 85635
520/458-3315 - fax 520/458-0664 - www.ci.sierra-vista.az.us

APPLICATION TO CITY BOARD/COMMISSION

DATE: 12/12/2017

BOARD/COMMISSION: Planning & Zoning

NAME: Bradley Snyder TELEPHONE: [REDACTED] (ONE PER FORM)
(HOME) (WORK)

E-MAIL ADDRESS: [REDACTED]

ADDRESS: [REDACTED] CITY: Sierra Vista ZIP: 85650

MAILING ADDRESS: [REDACTED]

CITY RESIDENT? yes REGISTERED TO VOTE IN CITY? yes

EDUCATION: High School, some college, real estate school

OCCUPATION: Real Estate Broker

PROFESSIONAL/COMMUNITY ACTIVITIES: (IF RETIRED, INDICATE FORMER OCCUPATION)
Currently serve on the Chamber of Commerce board

of Directors. I co-chair the Leadership program for the chamber as well. I am a Real Estate Instructor with Southeast Arizona School Of Real Estate and I am an active member of the Sierra Vista Executive Association.

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: Served on the P&Z from 2008 to 2010 and would like to serve again. I am an associate broker with Sierra Vista Realty and have been in the real estate industry for 11 years. I managed both retail and restaurants in Sierra Vista for many years prior to that. I feel my real estate and commercial experience will be an asset to the city and P&Z.

- REFERENCES:
- | | | | |
|----|---------------------|-------------------|-------------------|
| 1. | <u>Gene Sanders</u> | <u>[REDACTED]</u> | <u>[REDACTED]</u> |
| | (NAME) | (ADDRESS) | (PHONE) |
| 2. | <u>Mary Tieman</u> | <u>[REDACTED]</u> | <u>[REDACTED]</u> |
| | (NAME) | (ADDRESS) | (PHONE) |

THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM ABOVE DATE.

AS A CANDIDATE TO A COUNCIL APPOINTED BOARD/COMMISSION/COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER WILL BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

[Signature]
(APPLICANT'S SIGNATURE)

Please return completed application to the city clerk's office - 08/29/05

January 11, 2018

MEMORANDUM TO: Honorable Mayor and City Council

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

FROM: Laura Wilson, Director
Leisure and Library Services

SUBJECT: Request for Agenda Item Placement
Resolution 2018-010 - Appointment to the Parks and
Recreation Commission

Initiated and Recommended by:

The Parks and Recreation Commission.

Background

The Parks and Recreation Commission has two vacancies. The Parks and Recreation Commission recommends that Berlynda Schaaf be appointed to the commission for a two year term.

Budget Appropriations:

Not applicable.

RESOLUTION 2018-010

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING SETTLED POLICY ON BOARDS AND COMMISSIONS BY THE VACANCIES ON THE PARKS AND RECREATION COMMISSION, AND APPOINTING BERLYNDA SCHAAF ON THE COMMISSION, SAID TERM TO EXPIRE DECEMBER 31, 2019 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, City Council has created the Parks and Recreation Commission to advise council on matters relating to parks and recreation issues in the community; and

WHEREAS, two vacancies exist on the Parks and Recreation Commission; and

WHEREAS, reaffirming City Council policy on filling vacancies when qualified applicants are available.

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 Council reaffirms it's settled policy, on appointments to boards and commissions.

SECTION 2

The City Council hereby appoints Berlynda Schaaf to the Parks and Recreation Commission, said term to expire on December 31, 2019.

SECTION 3

The City Manager, City Clerk, and 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 25th DAY OF JANUARY, 2018.

Frederick W. Mueller
Mayor

Approval as to Form:

Attest:

Nathan J. Williams
City Attorney

Jill Adams
City Clerk

Prepared by:
Gloria Colby, Parks and Recreation Commission



City of Sierra Vista

1011 North Coronado Drive, Sierra Vista, Arizona 85635
520/458-3315 - fax 520/458-0584 - www.ci.sierra-vista.az.us

APPLICATION TO CITY BOARD/COMMISSION

DATE: 10.26.2017

BOARD/COMMISSION: PARKS & SPORTS COMMISSION/BOARD

NAME: BYR, LYNDA SCHAFF TELEPHONE: [REDACTED] (ONE PER FORM)
(HOME) (WORK)

E-MAIL ADDRESS: [REDACTED]

ADDRESS: [REDACTED] CITY: SIERRA VISTA ZIP: 85635

MAILING ADDRESS: [REDACTED] SY 85635

CITY RESIDENT? REGISTERED TO VOTE IN CITY?

EDUCATION: _____

OCCUPATION: FRONT OFFICE CLINIC COORDINATOR
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: _____
SIERRA VISTA LITTLE LEAGUE; SIERRA VISTA PONYTAIL; DISTRICT 9 LITTLE LEAGUE;
BUENA BOOSTER CLUB; ST ANDREW'S LIFE TEEN; SIERRA VISTA SOCCER CLUB

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: MOM OF 4 KIDS; PREVIOUS LL PRESIDENT;
CURRENT VOLUNTEER W/ LL & SOFTBALL & BUENA BOOSTER; COACHED BASEBALL &
SOFTBALL & SOCCER, CURRENTLY WORK CHURCH YOUTH GROUP. INTERESTED IN
THE CURRENT & FUTURE PLANS OF CITY PROGRAMS.

REFERENCES: 1. CHARLES BILMARNYAK [REDACTED]
(NAME) (ADDRESS) (PHONE)
2. ROBIN MURRAY
(NAME) (ADDRESS) (PHONE)

THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM ABOVE DATE.

AS A CANDIDATE TO A COUNCIL APPOINTED BOARD/COMMISSION/COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER WILL BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

Lynda Schaff
(APPLICANT'S SIGNATURE)

Please return completed application to the city clerk's office - 08/29/05

January 25, 2018

MEMORANDUM TO: Honorable Mayor and City Council
THRU: Charles P. Potucek, City Manager
FROM: Nathan J. Williams, City Attorney
SUBJECT: Request for Agenda Item Placement
Resolution 2018-011, Authorization to Proceed with
Legal Action

Recommendation:

The City manager recommends approval.

Background:

On January 23, 2018, the City Council of the City of Sierra Vista met in executive session to receive legal advice in the matter of Johnny Doe vs. the City of Sierra Vista, et al (Cochise County Case No. CV2016-0061).

The City Attorney and City Manager may take legal action as discussed but only if the Mayor and Council give direction to take such action. This resolution is intended to authorize the City Attorney to take the legal actions discussed in the executive session.

Budget Appropriation:

None

RESOLUTION 2018-011

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE THE LEGAL ACTIONS DISCUSSED IN EXECUTIVE SESSION AND ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, on February 4, 2016, Johnny Doe, by and through his parents, filed a civil lawsuit (Cochise County Superior Court Case No. CV2016-00061) against the City and others, alleging various claims; and

WHEREAS, the City is in a position to present an Offer of Judgment to Johnny Doe as a means of resolving the matter; and

WHEREAS, before the City Attorney and City Manager may take such legal action, the Mayor and Council must direct him to do so; and

WHEREAS, it is in the best interest of the citizens of Sierra Vista that such legal action be taken.

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, which directs the City Attorney and City Manager to finalize settlement terms in cases in which the City has been named as a defendant by specific action of the Mayor and City Council be, and hereby is reaffirmed.

SECTION 2

That the City Council approves the submission of an Offer of Judgment as discussed in Executive Session on January 23, 2018.

RESOLUTION 2018-011
PAGE ONE OF TWO

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 25th DAY OF JANUARY, 2018.

FREDERICK W. MUELLER
Mayor

ATTEST:

JILL ADAMS
City Clerk

APPROVED AS TO FORM:

NATHAN J. WILLIAMS
City Attorney

PREPARED BY:
Nathan J. Williams, City Attorney