



**Sierra Vista City Council**  
Meeting Agenda  
October 13, 2016

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**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**

Presentation of Service Award to Charles Potucek by the International City/County Management Association

Proclamation declaring the month of October 2016 as Domestic Violence Awareness Month

Proclamation declaring October 28, 2016 as Arizona Veterans Hall of Fame Day

Proclamation declaring November 5, 2016, as Empty Bowls Project Day

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

**Item 2 Consent Agenda**

**Item 2.1** Approval of the City Council Special Meeting Minutes of September 22, 2016

**Item 2.2** Approval of the City Council Regular Meeting Minutes of September 22, 2016

**New Business**

**Item 3** Resolution 2016-081, Appointment of William Hargis to the Environmental Affairs Commission, said term to expire August 26, 2018

**Item 4** Resolution 2016-082, Requesting Reconsideration of Resolution 2016-067, Tasking the Citizens Advisory Commission with Reviewing Boards and Commissions Not Protected by State Statute, and Making Recommendations to the City Council on Structure, Operations, Mission or Appointment Changes

For special needs and accommodations, please contact Jenifer Thornton, Management Analyst, Department of Community Development, 72 hours prior to the meeting or activity. Ms. Thornton can be reached at (520) 458-3315 or through the Arizona Relay Service at 1-800-367-8939, or by simply dialing 7-1-1.

**Call to the Public**

**Comments and Requests of the Council**

**Adjournment**

For special needs and accommodations, please contact Jenifer Thornton, Management Analyst, Department of Community Development, 72 hours prior to the meeting or activity. Ms. Thornton can be reached at (520) 458-3315 or through the Arizona Relay Service at 1-800-367-8939, or by simply dialing 7-1-1.

Sierra Vista City Council  
Special Meeting Minutes  
September 22, 2016

Mayor Mueller called the September 22, 2016 City Council Meeting to order at 3:19 p.m., City Hall, City Manager's Conference Room, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call:

Mayor Rick Mueller – present  
Mayor Pro Tem Bob Blanchard – present  
Council Member Alesia Ash – present  
Council Member Gwen Calhoun – present  
Council Member Rachel Gray – present  
Council Member Hank Huisking – present  
Council Member Craig Mount – present (arrived at 3:59 p.m.)

Others Present:

Chuck Potucek, City Manager  
Mary Jacobs, Assistance City Manager  
Simone McFarland, Economic Development Manager  
Nathan Williams, City Attorney  
Jill Adams, City Clerk

Item 1 Acceptance of Agenda

Council Member Calhoun moved that the Agenda for the Special City Council Meeting of September 22, 2016, be approved as written. Council Member Huisking seconded the motion. The motion carried unanimously, 6/0.

New Business

Item 2 Request to adjourn into Executive Session in accordance with Arizona Revised Statute §38-431.03(A.7), discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property owned by the Arizona State Land Department located in Section 36 of Township 21S, Range 20E, Gila and Salt River Base and Meridian.

At 3:21 p.m. Council Member Ash moved to adjourn into Executive Session in accordance with Arizona Revised Statute §38-431.03(A.7) as set forth in the notice dated September 14, 2016. Council Member Huisking seconded the motion. The motion unanimously carried, 6/0.

Item 3 Adjournment

Mayor Mueller adjourned the September 22, 2016 Executive Session of the Sierra Vista City Council at 4:22 p.m.

Mayor Mueller adjourned the September 22, 2016 Special meeting of the Sierra Vista City Council at 4:22 p.m.

\_\_\_\_\_  
Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

\_\_\_\_\_  
Jill Adams, City Clerk

Sierra Vista City Council  
Meeting Minutes  
September 22, 2016

Mayor Mueller called the September 22, 2016 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 Bob Blanchard – present  
Council Member Alesia Ash – present  
Council Member Gwen Calhoun – present  
Council Member Rachel Gray – present  
Council Member Hank Huisking – present  
Council Member Craig Mount – present

Others Present:

Chuck Potucek, City Manager  
Mary Jacobs, Assistant City Manager  
Adam Thrasher, Police Chief  
Ron York, Fire Chief  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Jenifer Thornton, Management Analyst  
Nathan Williams, City Attorney  
Judy Hector, PIO  
Jill Adams, City Clerk

**Invocation** – Pastor Bryant Booker, Life in Christ Church, conducted the invocation.

**Pledge of Allegiance** – Council Member Gray lead the Pledge of Allegiance.

**Item 1** Acceptance of the Agenda

Mayor Pro Tem Blanchard moved that the agenda for the Regular City Council Meeting of September 22, 2016, be approved. Council Member Calhoun seconded the motion. The motion was approved by a unanimous vote, 7/0.

**Awards and Presentations**

A Proclamation declaring October 9 through 15, 2016 as Fire Prevention Week was presented to Fire Chief York. Fire Chief York stated that a smoke detector is the cheapest insurance and the Department recommends that they be replaced every 10 years and the battery every year. Technology has improved that they are better now than they were years ago.

A Proclamation declaring September 26 through October 2, 2016 as Diaper Need Awareness Week was presented to Grant Turnage, Program Manager of Diaper Bank of Southern Arizona. Mr. Turnage thanked the City and Child and Family Resources and noted that one in three families in the United States have trouble keeping their children in clean diapers. Announced by Child and Family Resources was the diaper drive taking place October 9 through 15, 2016 at 3965 E Foothills Drive, Suite E1 as well as in Safford and Nogales.

Mayor Mueller presented Ms. Hector and Mr. Curtis with a national award for using the sunglasses campaign as a promotional item in establishing the City logo and making it well known. Ms. Hector stated that the Savvy Award is quite an honor and it was for a concept that came out of her Division, the brains and creativity within her Division. Mr. Curtis was the driving force behind the technology in making it work and getting it off the ground and providing excellent photography.

Mayor Mueller presented Ms. Hector and Ms. McFarland with the Silver Circle Award from the City/County Communications Marketing Association for TV and video promotional for the City's economic development employee attraction video.

Mayor Mueller also noted that people should be aware that there is a video on the City's web site that can help high tech businesses in town attract key people. Ms. McFarland stated that this was a fun project and thanked NCI because they helped pay for half of it and leveraged funds to make a top notch quality video that businesses can use to attract. It has also been used for tourism in bringing people into the City.

Council Member Ash presented Rose and Gabe Suntken, owners of the Confident Brewer, with a plaque recognizing the business as the City Council Business of the Month. Ms. Suntken thanked Council for the recognition and the community for its support.

Mr. McLachlan, on behalf of Council and Ms. Yarbrough, commended and congratulated Joanne Berry on her spirit infused artwork selected by the City's Arts and Humanities Commission and Council as the top submission. The beautiful mosaic of the represented features that make up Sierra Vista epitomizes the City's strap line, "Extraordinary Skies and Common Ground". The mural will be predominantly displayed on Century Links' building, facing Buffalo Soldier Trail, north of the Fry Boulevard intersection. Ms. Berry thanked Council, Library and Leisure Services, the Arts and Humanities Commission, adding that it is an honor for her.

City Manager's Report: Mr. Potucek made the following announcements:

- City Offices will be closed on October 10, 2016 in observance of Columbus Day;
- City Council Work Session on October 11, 2016 at 3:00 p.m., City Manager's Conference Room regarding the normal update, a presentation by the Sierra Vista Memorial Improvement Foundation and discussion on amendments to the Procurement Code;
- City Council Meeting on October 11, 2016 at 5:00 p.m., City Hall Council Chambers;
- Work has begun on the Campus Drive and Colombo Traffic Signal and is expected be complete by October 12<sup>th</sup>; and
- Procurement has received the plans and specifications for the Coronado Widening Project with Invitation for Bids to be advertised within two weeks.

## **Public Hearing**

5:17 p.m. – There were no comments from the public.

**Item 2** Resolution 2016-076, application for a new license, Series 12, Individual-type of ownership for Oleg Ivanovich Murashka for Z's Steakhouse, 3637 S. Highway 92, Sierra Vista, Arizona

Council Member Huisking moved that Resolution 2016-076, an application for a new license, Series 12, Individual-type of ownership for Oleg Ivanovich Murashka for Z's Steakhouse, 3637 S. Highway 92, Sierra Vista, Arizona, be approved. Council Member Gray seconded the motion.

Ms. Adams stated that the application was submitted by Mr. Murashka for Z's Steakhouse out on 3637 S. Highway 92 and per State Law the notice of the public hearing was posted on the building for 20 days. To-date there have been no comments pro or con received from the public regarding the liquor license. The Police Department did a background check of the applicant and they have no objections to the license being issued. If approved, it will be returned to the State for final action.

The motion was approved by a unanimous vote, 7/0.

5:18 p.m. – There were no comments from the public.

**Item 3** Resolution 2016-077, Opening a Public Hearing and Approving the Submission of the US Housing and Urban Development (HUD) Consolidated Annual Performance Evaluation Report (CAPER) for the CDBG Program Years 1 (2014 funding) and 2 (2015 funding)

Council Member Mount moved that Resolution 2016-077, submissions of the project year 1, 2014 Community Development Block Grant Funding and project year 2, 2015 Community Development Block Grant Funding, Consolidated Annual Performance Evaluation Report (CAPER) to the US Housing and Urban Development, be approved. Council Member Huisking seconded the motion.

Mr. McLachlan stated that as part of the City Community Development Block Grant Program, the City must report on accomplishments and progress toward the Consolidated Plan goals and the Consolidated Annual Performance Evaluation Report (CAPER). The report requirement ensures that the entities are completing their approved projects or programs in a manner that is timely and appropriate. The reporting cycle is July 1 through June 30 of each year. The City has two CAPERs addressing program years one and two for funding awards from 2014/2015, 2015 respectively. The City is required to hold a public hearing on the CAPER reports following a minimum required 15-day review period. The required notice has been provided in the local newspaper and the CAPER is available for public inspection on the City's website, Library and Community Development Department. Staff is requesting that Council approve the City's submission of the CAPER to HUD, which must be done by the end of the month.

The motion was approved by a unanimous vote, 7/0.

## **New Business**

**Item 4** Resolution 2016-078, Modification Agreement and Estoppel Certificate related to Coronado Commons subdivision Development Agreement

Council Member Ash moved that Resolution 2016-078, a Modification Agreement and Estoppel Certificate related to the Coronado Development LLC Development Agreement and amendments, be approved. Council Member Calhoun seconded the motion.

Mr. McLachlan stated that the agreement applies to the residential development across City Hall. They are in the process of refinancing their existing loan with Key Bank, which is to be

ensured by the US Department of Housing and Urban Development (HUD). As a predicate to funding, the owner is requesting that the development agreement be modified to carve out HUD from two provisions to comply with the Anti-deficiency Act. The development obligations under the agreement have been completed and staff and the City Attorney have no reservations with the requested changes. In addition, the owner has requested that the City sign an Estoppel Certificate verifying that the subdivision is consistent with development agreement conditions. Staff recommends that the Council approve the resolution.

Council Member Mount announced that he would vote against the resolution because of the direct competition to the people who bought houses, which is significant to the neighborhood. He further explained that the first time he ever stepped foot into City Hall was to address Council on this development in his neighborhood when they were rezoning from Commercial to Residential. At that time, he knew that the outcome was predetermined; but it stung that there was not much discussion. In closing, he added that it is documented in the minutes and that there are still five Council Members on Council that were there at that time.

The motion was approved, 6/1. Council Member Mount casting the dissenting vote.

**Item 5** Resolution 2016-079, Intergovernmental Agreement with Cochise County Community College District for a Joint Program to train Emergency Medical Services and Fire Science Students

Council Member Calhoun moved that Resolution 2016-079, an Intergovernmental Agreement with Cochise County Community College District for a Joint Program to train Emergency Medical Services and Fire Science Students, be approved. Council Member Gray seconded the motion.

Fire Chief York stated that the intergovernmental agreement with Cochise College is a renewal of a long standing agreement in place to teach EMT Paramedic classes and Fire Science classes. The College opened up the new downtown campus and moved the EMT and Paramedic classes from Fire Station III to the downtown campus. The rewording of the intergovernmental agreement has responsibilities being changed from the Fire Department to the College because the Department no longer houses their equipment at the fire station for those classes.

The motion was approved by a unanimous vote, 7/0.

**Item 6** Approval of the City Council Meeting Minutes of September 8, 2016

Council Member Gray moved that the City Council Meeting Minutes of September 8, 2016, be approved. Mayor Pro Tem Blanchard seconded the motion. The motion was approved by a unanimous vote, 7/0.

**Item 7** Approval of the City Council Special Meeting Minutes of September 12, 2016

Council Member Mount moved that the City Council Special Meeting Minutes of September 12, 2016, be approved. Council Member Gray seconded the motion. The motion was approved by a unanimous vote, 7/0.

**Item 8** Resolution 2016-080, Reappointment of Larry Hampton to the Parks and Recreation Commission, said term to expire November 20, 2018

Mayor Pro Tem Blanchard moved that Resolution 2016-080, reappointing Larry Hampton to the Parks and Recreation Commission, said term to expire November 20, 2018, be approved. Council Member Huisiking seconded the motion. The motion was approved by a unanimous vote, 7/0.

Mayor Mueller acknowledged Larry Hampton in the audience and thanked him for his services.

### **Call to the Public**

Andrae Newcomb, city resident, talked about his concerns with the repairs to the Library and suggested a skylight with colored beveled glass and chandeliers to brighten up the Library.

### **Comments and Requests of the Council**

Council Member Ash thanked Rose and Gabe for their incredible shop on the west end, Larry Hampton for again serving on one of the commissions and added that in light of yet another tragedy and more unrest in another city, her desire is to have a work session on body cameras. She noted that while she was attending the most recent League of Cities Conference, she participated in two very informative sessions regarding body cameras where they talked about not only the importance for the individual officers; but also the calming effect that it can have on citizens when they know that they are being filmed. She added that she believes that now in a time when the police officers are highly scrutinized it is important to have a work session to discuss storage concerns, policy concerns and the fact that body cameras are not a panacea as there are limitations. The perception, what is seen on the screen versus what is actually being seen in person, the type of public outreach needed in order to prepare the citizens and their expectations should be discussed for when the City's officers are fully equipped with the body cameras.

Council Member Calhoun congratulated and thanked the folks with the Diaper Need Awareness Program and noted that in 1984 the Diaper Awareness Program was started in Arizona. There are now cities across the country that have this program and she remembers when it started how needful people were for diapers. In closing, she thanked Mr. Newcomb for his vision for the Library and stated that she is not sure if that is something that can actually happen in the community; but the idea of it was beautiful and a great thing to say about the Library as to how it is a place where people go when the pressures of the community and life are too much and they escape into magazines and books; but also open up adventures for children and adults alike. It is a nice portrayal of the Library.

Council Member Gray had nothing to report.

Council Member Huisiking congratulated the City for the wonderful awards received and apologized for Council not having on their sunglasses to show off the wonderful tool that has been well used. She also congratulated Larry Hampton for another two good years on the Parks and Recreation Commission and announced the upcoming events:

- October 1<sup>st</sup> 5k/10k run and walk that will involved three of the City's parks, starting at Len Roberts going through Eddie Cyr and Soldiers Creek Park;
  - October 1<sup>st</sup> and 2<sup>nd</sup> Annual Art in the Park sponsored by the Huachuca Art Association;
- and

- September 22<sup>nd</sup> privately funded social for teachers from 5:00 p.m. until 7:00 p.m. at PDS Country Club regarding the school bond.

Council Member Mount echoed the positive sentiments mentioned by the other Council Members and voiced his concern that it took three months to get his June 13<sup>th</sup> Council Inquiry responded to. In it, he asked for a breakdown of Council and staff's travel for conferences, i.e., ICMA, CMA, National League of Cities and the Arizona League of Cities. He added that he has some sympathy for staff because he did not realize the problems in calculating out something as simple as travel due to the City's system not being implemented. He encouraged Council to take a look at it because if Council does not ask these questions, then there is no basis of accountability on the amount of money that is spent. The City has roughly spent \$18,800 supporting ICMA-type activities and it might be fine as everyone has an opinion of the value of that. However, since he has been on Council and gone through two budgets, he has seen that the City is always looking for that extra \$10,000 to \$18,000. He further voiced his concern about the fact that he spent three months pushing his inquiry through; yet, it took a day for somebody on staff to calculate three people's worth of travel. However, he knows that is was incorrect because there were other people who attended the ICMA conference in Seattle that were not on the list because it is all over social media. Council Members that go on trips and spend money should provide a report because if Council does not lead by example, then they can't expect staff to follow that example. The City is spending \$20,000 to \$25,000 in Council travel on ICMA stuff and roughly \$23,000 of that are significant dollar sums where there is no accounting/reporting. He further stated that he will continue to make this his calling card until the moment he gets voted out of office because this matters. Council needs to get control of this otherwise the City can never expect accountability with anything else, i.e., results of economic development, tourism and etc. In closing, he invited Council Members to take a look at his inquiry request.

Mayor Pro Tem Blanchard had nothing to report.

Mayor Mueller wished everyone a safe upcoming holiday and added that Council needs to account for their travel. He shared past philosophy that it is important to make sure that the people that lead staff have a chance for professional development. One of the ways that this is done is by attending the ICMA and other conferences rather than having a formal program to develop future skills and to keep up to date on all of the recent trends that other cities are doing. The value can be debated as Council Member Mount stated. However, it is his opinion that the City is in fact doing things that are appropriate with the money. Reporting clearly and effectively as to who go where and what they spent money on needs to happen. The City needs to work with the new program to make sure that it happens so that they are transparent. Everyone is looking for money and if Council decides that spending money for professional development of the leaders of the City is not something that they want to spend money on is a Council decision and well worth the discussion.

## **Adjournment**

Mayor Mueller adjourned the September 22, 2016 meeting of the Sierra Vista City Council at 5:41 p.m.

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Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

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Maria G. Marsh, Deputy Clerk

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Jill Adams, City Clerk

September 30, 2016

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager  
Mary Jacobs, Assistant City Manager

FROM: Sharon G. Flissar, P.E., Director of Public Works

SUBJECT: Request for Agenda Item Placement  
Resolution 2016-081 Appointment of William  
Hargis to the Sierra Vista Environmental Affairs  
Commission

Recommendation:

The City Manager recommends approval.  
The Public Works Director recommends approval.

Initiated by:

Sierra Vista Environmental Affairs Commission.

Background

There is currently one vacant position on the Environmental Affairs Commission, and William Hargis and one other citizen submitted applications for appointment. The Commission voted unanimously at their September 28<sup>th</sup> meeting to recommend the approval of Mr. Hargis to the City Council. The term begins thirty days after Council approval and expires August 26, 2018.

Budget Appropriations:

Not applicable.

Attachment

RESOLUTION 2016-081

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPOINTING WILLIAM HARGIS TO THE SIERRA VISTA ENVIRONMENTAL AFFAIRS COMMISSION, SAID TERM TO EXPIRE AUGUST 26, 2018, 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 Mayor and City Council have created an Environmental Affairs Commission for the purpose of advising the Mayor and City Council on matters relating to environmental issues, and assisting the Public Works Director in promoting environmental stewardship to the public; and

WHEREAS, William Hargis submitted an application to fill the vacancy, and it is in the best interest of the citizens to have a full complement of Environmental Affairs Commission members to address environmental concerns;

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 policy on term expirations and appointments to boards and commissions when qualified applicants are available is hereby reaffirmed.

SECTION 2

The City Council hereby appoints William Hargis to the Sierra Vista Environmental Affairs Commission, said term to expire August 26, 2018.

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 13<sup>TH</sup> OF OCTOBER 2016.

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

Approval as to Form:

Attest:

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

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

Prepared by:  
Sharon G. Flissar, Director of Public Works



# 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: 09/21/2016

BOARD/COMMISSION: Environmental Affairs Commission

NAME: Hargis, William J. TELEPHONE: [REDACTED] (ONE PER FORM)  
(HOME) (WORK)

E-MAIL ADDRESS: [REDACTED]

ADDRESS: [REDACTED] CITY: Sierra Vista ZIP: 85635

MAILING ADDRESS: [REDACTED] Sierra Vista, AZ 85635

CITY RESIDENT? Y REGISTERED TO VOTE IN CITY? Y

EDUCATION: College Graduate

OCCUPATION: Senior Operations Manager / Financial Analyst  
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: None

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: Experience in land development and issues associated with a growing population its impact on the surrounding environment and city resources. Familiar with California environmental actions. When I last lived in Sierra Vista, I was a EAC member and worked with P&Z to establish the current City of SV residential water conservation codes.

REFERENCES: 1. Tait Wilcox [REDACTED] [REDACTED]  
(NAME) (ADDRESS) (PHONE)

2. Rick Coffman [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.

*William J. Hargis*

Digitally signed by William Hargis  
Date: 2016.09.21 16:46:45 -07'00'

(APPLICANT'S SIGNATURE)

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

October 6, 2016

MEMO TO: Mayor and City Council

THRU: Charles P. Potucek, City Manager

FROM: Mary Jacobs, Assistant City Manager

SUBJECT: Agenda Item Placement - Resolution 2016-082, Requesting Reconsideration of Resolution 2016-067, Tasking the Citizens Advisory Commission with Reviewing Boards and Commissions Not Protected by State Statute, and Making Recommendations to the City Council on Structure, Operations, Mission or Appointment Changes

Recommendation:

The City Manager recommends approval.

Background:

The City Council is scheduled to hear from the Citizens Advisory Commission regarding their recommendations regarding the tasking the City Council gave to them on evaluating non-statutory boards and commissions. Mayor Mueller requested that an item requesting reconsideration of Resolution 2016-082 be added to the October 13 agenda in the event the Council determines a change to the tasking is warranted.

The original memo and resolution for Resolution 2016-067 is attached for your reference.

## RESOLUTION 2016-082

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REQUESTING RECONSIDERATION OF RESOLUTION 2016-067, TASKING THE CITIZENS ADVISORY COMMISSION WITH EVALUATING THE CURRENT BOARD AND COMMISSION STRUCTURE, THE EFFECTIVENESS OF THESE PUBLIC BODIES IN ADVISING THE CITY COUNCIL, AND MAKING RECOMMENDATIONS REGARDING CHANGES THAT WOULD IMPROVE CITIZEN INPUT TO THE ELECTED BODY; 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 approved Resolution 2016-067 on September 22, 2016 in which the Citizen's Advisory Commission was tasked with evaluating the current board and commission structure, the effectiveness of those public bodies in advising the City Council, and making recommendations regarding changes that would improve citizen input to the elected body; and

WHEREAS, on September 30, 2016, the Citizens Advisory Commission met to discuss said tasking and has recommended an alternate approach to the issue; and

WHEREAS, on October 11, 2016, the City Council invited the Citizens Advisory Commission to a work session to discuss their perspective on the tasking; and

WHEREAS, the City Council now desires to change the tasking to the Citizen's Advisory Commission to reflect the outcome of their discussion;

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

### SECTION 1

That the policy of the City Council of Sierra Vista following appropriate legislative procedural practices regarding reconsideration of previously adopted resolutions or actions of the governing body, be and hereby is, reaffirmed.

SECTION 2

The City Council hereby approves the reconsideration of Resolution 2016-067, tasking the Citizen's Advisory Commission with evaluating the current board and commission structure, the effectiveness of those public bodies in advising the City Council, and making recommendations regarding changes that would improve citizen input to the elected body.

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 11TH DAY OF OCTOBER, 2016.

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Frederick W. Mueller  
Mayor

Approval as to Form:

Attest:

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Nathan Williams  
City Attorney

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Jill Adams  
City Clerk

RESOLUTION 2016-067

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; TASKING THE CITIZENS ADVISORY COMMISSION WITH EVALUATING THE CURRENT BOARD AND COMMISSION STRUCTURE, THE EFFECTIVENESS OF THESE PUBLIC BODIES IN ADVISING THE CITY COUNCIL, AND MAKING RECOMMENDATIONS REGARDING CHANGES THAT WOULD IMPROVE CITIZEN INPUT TO THE ELECTED BODY; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City of Sierra Vista has established and utilizes a variety of separate boards and commissions to assist the governing board in identifying and evaluating public policy decisions for the benefit of the community; and

WHEREAS, these boards and commissions consist of a broad-based group of citizen representatives who are appointed by the City Council to review and provide recommendations on a variety of issues affecting the community; and

WHEREAS, there have been some extraordinary contributions from various boards and commissions to City projects and policies for decades; and

WHEREAS, there has been no review of the number, roles, expectations and accomplishments of the City's boards and commissions in many years; and

WHEREAS, an independent and targeted review of the City's boards and commissions by the Citizens Advisory Commission could help maximize the effectiveness of these appointed bodies, and ultimately provide enhanced citizen input.

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

SECTION 1

That the policy of the City Council of Sierra Vista supporting the use of citizen committees to provide recommendations to the City's elected body, be and hereby is, reaffirmed.

SECTION 2

The City Council hereby directs the Citizens Advisory Commission to evaluate the effectiveness of the current board and commission structure in accordance with the tasking outlined in Attachment A, and provide its written recommendations to the Council by January 31, 2017.

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 8TH DAY OF SEPTEMBER, 2016.

\_\_\_\_\_  
Frederick W. Mueller  
Mayor

Approval as to Form:

Attest:

\_\_\_\_\_  
Nathan Williams  
City Attorney

\_\_\_\_\_  
Jill Adams  
City Clerk

**CITIZENS ADVISORY COMMISSION  
TASKING TO REVIEW NON-STATUTORY BOARDS AND COMMISSIONS  
September 8, 2016**

**I. OVERALL PURPOSE OF TASKING**

Review and evaluate the non-statutory Boards and Commissions specified in Section IV of this tasking as appointed by the Sierra Vista City Council, and make recommendations to ensure the structure, appointment process, appointed taskings and work of these bodies:

- Meet the stated goals of Council;
- Produce outcomes that are effectively utilized; and
- Contribute meaningful opportunities for broad-based citizen engagement.

**II. EVALUATION PARAMETERS**

- A. Review Council-approved mission/tasking for all non-statutory Boards and Commissions, analyze against work and outcomes of each respective body (including work required/performed by City staff), and identify areas where improvements could be considered.
- B. Evaluate success in developing a meaningful exchange between the City Council as the appointing authority and the Boards and Commissions in order to encourage and/or direct the focus on policy-related issues for Council consideration
- C. Evaluate overall effectiveness of the Board/Commission system in encouraging citizen engagement.

**III. OUTCOME AND RECOMMENDATIONS**

Based upon the evaluation conducted, the CAC will develop a written report and recommendations by January 31, 2017 and present them to the City Council by February 28, 2017 at a public work session. The recommendations should include, at a minimum:

- A. Conclusions regarding whether the mission/function of each appointed body should remain the same, be modified, or be blended with another board/commission.
- B. Conclusions regarding the nature of the work/recommendations made by each appointed body and whether their tasks are sufficiently focused on policy to support the City Council, or if the body could be more beneficially utilized as a committee reporting to the City Manager or a department director.

**IV. Non-Statutory Boards and Commissions to be reviewed:**

Airport Commission  
Arts and Humanities Commission  
Commission on Cultural Diversity  
Commission on Disability Issues  
Environmental Affairs Commission  
Library Advisory Commission

Park and Recreation Commission  
Sister Cities Commission  
Tourism Commission  
West End Commission  
Youth Commission