

Work Session Minutes  
August 11, 2015

Mayor Mueller called the August 11, 2015 City Council Work Session to order at 4:30 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 Huisiking – present  
Council Member Craig Mount – present

Others Present:

Mary Jacobs, Assistant City Manager  
Ron York, Fire Chief  
Laura Wilson, Procumbent Manager  
Pam Weir, Management Analyst  
Matt McLachlan, Community Development Director  
Jill Adams, City Clerk  
Jacque Clay, CTE Director

1. Presentation and discussion:

A. Presentation by Jacque Clay on the Career and Technical Education (CTE)

Ms. Jacque Clay, CTE Director, introduced Ms. Scott, her outreach coordinator, students and reported that the community's efforts are known statewide and the things that are done in Sierra Vista is known as the Sierra Vista Model in the CTE world. She has also presented in San Antonio, Texas, when they heard her present in Arizona and they wanted to know exactly what was being done in Sierra Vista.

Ms. Clay spoke about CTE's vision elements and the meaning of the proverb, "it takes a village to raise a child". The community is going forward and the partners understand what a curriculum map is and talked about putting the pieces together, communication and ensuring that all of the stakeholders understand the purpose, priorities and goals of the community followed by a short video was presented to Council titled "What If?"

Ms. Clay spoke about community goal setting and interdependent effort and CTE's partners:

- Center for academic success, cyber security grant;
- University of Arizona, Engineering 102; and
- Cochise College, dual credit.

Gallup has found out that kids drop out of school when they lose hope to graduate. Students must be rescued at or before the moment they lose hope in the future. The community is the hope to grow as a community and it is happening. If they are not caught in time, they don't just drop out of school, they drop out of life.

This can be fixed if America aims its strategies at the cause versus the effects of hopelessness. CTE's strategy must first and foremost be built on hope rather than on grades and attendance because loss of hope precedes bad grades and truancy.

Gallup scientists have learned that hope predicts academic success and graduation better than grades or test scores do. Increasing hope is not easy but it can be done and it has to be done locally on a citywide basis rather than on a national one. Only a local focus has a chance.

Ms. Clay told AJ's story and explained the job relationship and significant contribution to the American workforce. Student graduation is one of the most definitive predictor of a city's future innovation, entrepreneurship and subsequent job and GDP growth. The solution to this problem is about working together and empowering future leaders, one student at a time.

CTE prepares students to become successful, contributing members of society by training them in highly tech, highly skilled and high demand jobs. CTE makes academic classes relevant.

Arizona's strategic plan for CTE focuses on:

- relevance with programs leading to industry-endorsed and recognized credentials in sectors in demand;
- Work-based learning opportunities integrated within CTE programs through partnerships with employers; and
- All high school students have the opportunity to obtain core subject credit through CTE programs.

Ms. Clay stated that she looked at the City's Strategic Leadership Plan and it fits with CTE's plan. The Sierra Vista/Buena Career Day and upcoming events communicate hope.

A community venture i.e., Exploring Career Horizons and Opportunities (ECHO) Summer School is Buena and Cochise County's newest joint venture. The target market is for home school students, charter school students and high risk students.

The ECHO mission is to give all students in the County the opportunity to attend CTE classes and explore their career choices, i.e., classes in digital photography, automotive technology and banking and financial services.

Upcoming community inspired ventures include Police Officer Leadership Immersion Challenge Experience which will include a hands on scenarios and the Microsoft IT Academy (ITA) Program which provides students with Microsoft certifications. Students can validate those skills and pursue a career path in business or technology.

Buena High School CTE Goal is to become compliant with Arizona Department of Education (ADE) and Joint Technology Education District (JTED) standards.

Buena High School's CTE Vision is for all students to become economically independent and for the City to be economically successful. Programs offered are:

- Accounting;
- Auto Collision;
- Auto technology;
- Criminal justice;
- Culinary Arts;

- Digital photography;
- Engineering;
- Film and TV;
- Financial services;
- JROTC;
- Marketing/Entrepreneurship;
- Medical Assisting;
- Sports Medicine;
- Theater Technology;
- Web Development;
- Future focus; and
- Forensic Medicine.

Ms. Clay provided student enrollment information with regard to the programs, which indicated that CTE has grown. Cochise College is working with CTE regarding Heating, Ventilation, Air Conditioning (HVAC) and the average is higher or on point with the State average. The teachers are also from the community.

Ms. Clay provided State assessment results and presented Ms. Jacobs with a shirt in recognition of her assistance.

Ms. Clay also talked about the creation of a new classroom for the Nursing Program that includes hospital-simulated room and equipment; creation of new engineering classroom with updated computer lab and furniture; and the completion of a second paint booth with duct, installation, fabrication work and electrical.

The CTE is comprised of 12 classroom computer labs, two of which are mobile:

- Hardware and software upgrades completed for four classroom labs during summer break along with two mobile labs for a total of 180 new computer deployed;
- Software upgrades currently being implemented for three classroom labs for a total of 75 computer; and
- Approximately 920 man-hours to conduct necessary upgrades.

CTE's website is independent and maintained by CTE staff as well as its Facebook.

Ms. Clay stated that coming in school years 2015-2016 CTE is focusing on, "The 21<sup>st</sup> Century Student".

In closing Ms. Clay talked about the, "Adopt a Classroom Program" and how industry leaders are contributing. There will be an ice-cream social on August 26, 2015 in order to match up students with a job and Apple Bees will provide the ice-cream.

Council Member Calhoun commented on the fact that the program is being called the Sierra Vista Model.

Council Member Huisking asked about the culinary program. Ms. Clay stated that they are currently looking at working on a new building because they would like to have that done in two years.

Council Member Ash thanked the students for attending the meeting.

Mayor Mueller also voiced his appreciation.

B. August 13, 2015 Council Meeting Agenda Items (agenda attached)

Consent Agenda – Council Member Gray noted that the June 25<sup>th</sup> minutes are incomplete.

Item 3 Ordinance 2015-004, Fiscal Year 2015/2016 Property Tax Levy

Ms. Weir stated that what will be presented to Council on Thursday will be the proposed primary property tax levy rate. This is what Council adopts every year and Council determined during the budget work sessions that the property tax levy would not be altered. The rate will stay the same, \$0.1136 per \$100 of assessed value, which will bring in roughly \$364,000 in revenue.

Item 4 Resolution 2015–077, an interim permit, person transfer, limited liability Co.-type of ownership for a Series 6 Liquor License for Lee Arthur Miller on behalf of LM Enterprises of Arizona, LLC dba JR's Bar

Item 5 Resolution 2015–078, an Application for an Agent Change and Acquisition of Control for a Series 12 Liquor License for Alma R. Portillo for Mexigring, LLC dba La Fuente Restaurant, 4177 E. Highway 90, Sierra Vista, Arizona

Item 6 Resolution 2015–079, a Series 9 Liquor License application to add sampling privileges for Clare Hollie Abel on behalf of WalMart Supercenter #1240

There was no discussion on the liquor licenses.

Item 7 Approval of the City Council Special Meeting Minutes of July 28, 2015 – no changes.

Item 8 Resolution 2015-080, Memorandum of Understanding Establishing the Cochise Conservation and Recharge Network

Ms. Jacobs stated that the Memorandum of Understanding between the City, Cochise County Flood Control District, Hereford Natural Resource Conservation District and the Nature Conservancy. Envisioned with this network is for the provision of additional opportunity to apply for grant funds and other resources in the future by the nature of having these groups be together. No funding is being dedicated as the result of the approval of the Memorandum of Understanding and its intention is to look at water resource management and conservation strategies much like the USPP is doing; but this would be an implementer. This would be a group that would move forward with project in the future should the City get some funding for that.

This is simply getting the ball rolling because some of these districts have opportunity to apply for funds that the City does not and together this will be a stronger application for future grant funds.

Council Member Mount stated that he does not have a problem with it but would like some more details as he understands how the USPP is put together; but with this group as an executor, an implementer, he would like to know how many people out of the City's labor force would be a part of the group.

Mayor Mueller stated that probably he and the City Manager would be a part of the group. The as the idea behind this is to be able to go out and find private money to do recharge projects

and each one of those private groups wants to make sure that there is a coalition of local governments as well as local parties. There are four projects now:

- Horseshoe Draw from the Hereford Natural Resources Conservation District;
- The one that has been funded in the Palominas area;
- River Stone, further north; and
- Bella Vista, north of town.

Those are all things that private funded will need to be obtained. When private funders are approached, they all have a different take on what types of coalitions they are looking for before granting funds and that is one of the reasons why this adds flexibility for the ability to garner funds.

Council Member Mount stated that he is ok with that as he has actually sat with people about it; but he just wanted to make sure that City staff is not being pulled away to do something else.

Council Member Calhoun asked how this is different from the USPP and their capability of getting private funds. Mayor Mueller stated that the challenge with the USPP is that they have done great on science and getting details; but trying to work the bureaucracy so that there is a consensus of all of the members to do certain projects has been a challenge. That is one of the things that has slowed everyone down. Most of the partners that are on the board are not funding partners. While some of them have the ability to go to private organizations and garner funds, not all of them do that and some will only do that for their specific little pet project. There is probably more politics involved in the water cycle that should not be a surprise to anybody and that becomes a challenge.

Council Member Calhoun stated that she believes that the USPP is very important because they brought the science of water to almost where people can understand it and asked if the information that USPP has provided over the years be helpful. Mayor Mueller stated that yes because the information that they have provided will help in providing the baseline for application for private funding.

Council Member Calhoun asked if there will be a name for it. Mayor Mueller stated that it is in the document. Ms. Jacobs stated that it is called the Cochise Conservation and Recharge Network.

Item 9 Ordinance 2015-006, amending language in the Sierra Vista, Arizona Code of Ordinances as it pertains to §39.29, Cooperative Purchasing

Ms. Wilson stated that the current Code of Ordinances §39.29, Cooperative Purchasing as it relates to cooperative purchasing requires a resolution to enter into an agreement.

The Procure Department utilizes cooperative purchasing on a ton of things for the City everything from vehicles every year to uniforms. It is used cooperatively with the City of Tucson to buy light bulbs from Crescent Electric and so what has become common place in the procurement cycle is to shop co-op. The way that one shops co-op is by comparing one co-op to another for items to find out where to get the best deal. In the current code it states that, although the City has adopted Article 10 of the Arizona State Procurement Code that staff must still come before Council and request a resolution in order to enter into a cooperative agreement with another agency.

The advantage is a cost savings and to leverage volume purchases for items, i.e., fleet vehicles. If the City were to conduct its own competitive process or request for proposal, the City would only be purchasing five vehicles; but when going to a state agency, it is leveraged to all of the vehicles in volume purchases for the state that would result in a savings and elimination of the lag time. By not allowing the Procurement Manager to shop these items and to enter them, if they meet the regular way of doing business, means a competitive process and going through an evaluation process. Currently she is using the ones on the books right now.

Ms. Wilson stated that she recently found that the Public Works uniforms may be purchased through the Pima County Cooperative Agreement for a lesser price than they are through the NJPA National Co-op; but that it would currently require a resolution in order to be able to utilize that.

Ms. Wilson also talked about the 1122 Program, a GSA Program. The Department uses a state point of contact actually located in Payson and appointed by the Governor to use this program which is a portal to purchasing straight from the DOD and GSA contracts for everything for the Fire Department. The Police Department currently has the 1122 Program adopted by the Council in the year 200; but since then it has opened up from just police to allowing Fire and Public Works to utilize those because they are considered emergency responders. In order to amend that due to the current ordinance, the Procurement Manager would have to come to Council and request a resolution in order to do so.

Council Member Mount stated that he spoke to Ms. Wilson and he does similar work up on the Fort from time to time. He believes that what Ms. Wilson is doing is great and it will be a cost savings to the tax payers and help out the City as well.

Council Mount stated that he will not be present for the vote; but he supports the idea of doing this. The only thing that he would ask Council to consider is that instead of making it whole sale, once it is done, it is done is to at least have something written in the ordinance to where every year this is brought back before Council like some of the other ordinance so that Council can check it.

Council Member Mount stated that he believes that based off of what should happen, Council should see a cost savings over time, it just won't happen immediately and if Council is not seeing that cost savings, at least there is that annual check to see if it is actually working or not in which case, there is a mechanism to bring it back to Council if need be. It should work; but he is just asking that Council put something in writing so that it is now all back over there and Council never sees it again.

Ms. Jacobs asked for clarification and stated that it either requires an approval in advance or not and staff can provide information during the course of the year. Council Member Mount stated that it is not about the purchase part of it. It is about the permission to purchase part.

Ms. Jacobs stated that she understands that and staff would be happy to bring that information back to Council. Purchasing is a ministerial administrative process and it is the procurement manager who looks for the best possible price. Administration wants to make sure that the Procurement Manager can respond as quickly as possible using every possible method.

Council Member Mount stated that he wants the Procurement Manager to do that as he does not want the Manager to come back to Council for everything. What he wants is that the permission being asked for is to have the Ordinance state that it is all being turned over to the

Procurement Manager so that the best deals can be obtained; but every year, he would like that permission part to come back with the cost savings. It will take time to build that data; but that is the only way to show over time that, that was the decision that was correct. Keep some level of control with the Council in terms of how procurement does take place.

Mayor Mueller stated that he understand his desire to see if the program is working and that is appropriate and suggested a periodic report on an annual or biannual basis report where the Procurement Manager comes before Council and states that because of a particular purchase, the purchasing code direction, in the last year, the City has saved "x" amount of dollars and have it as a report rather than requiring permission. If a report comes back stating that it has cost the City more money, and then Council will change it.

Council Member Mount stated that he is ok with that and it only looking for some feedback.

Ms. Wilson stated that she is only asking to get in line with the rest of the state. This type of language has been in ordinances in the past and has fallen away over time because co-ops are so popular now, especially with smaller communities. One gets really good at the cooperatives for the large dollar buys because it saves staff time in preparing an RFP. People are becoming experts in identifying new ways to save money. It also prevents her from writing language in the City's RFP's to allow people to cooperatively buy with the City. A trend that has been going on throughout the state, Tucson and Phoenix, the larger communities is the way they spend their time preparing the RFP's, they are putting an administrative fee on top of that which actually comes back in the form of a revenue generation to the community who actually leads the RFP process. By requesting this even on an annual basis it would make it difficult to freely enter into those. Cooperative agreements are posted on web sites that can be pulled out, filled out and faxed in. It is the same with the State, it is that fast.

Council Member Calhoun asked if this is related to the NAPA agreement. Ms. Jacobs explained that this particular item has nothing to do with that project. That is a separate project.

In response to Council Member Calhoun, Ms. Jacobs explained that business can only be conducted with other governmental agencies that have gone through the procurement process requirements.

Council Member Calhoun asked how the department will make sure that there is no favoritism. Ms. Wilson stated that the department follows City Code that states the manner in which the City procures.

Mayor Mueller noted that all procurements are looked at by auditors.

Council Member Mount stated that it is a great idea and that he agrees with the department providing an annual report to be used as input for budget process.

Council Member Ash thanked Ms. Wilson and stated that she believes that as the City moves to online purchases, bringing it back to Council to be reviewed is a good idea.

Council Member Huisking noted that new blood brings a new kind of scrutiny and she would like answers to provide to constituents when they ask why the City does not shop. She suggested an article in the newspaper. Ms. Wilson explained that by limiting to a local preference contradicts the City's current code and it counteracts saving money.

Item 10 Resolution 2015-081, Clarifying Definitions in the FY 2016  
Classification/Compensation Plan Approved on June 25, 2015

Ms. Jacobs stated that the City has been implementing the Classification and Compensation System in accordance with direction by Council; however, it was determined that in retrospect the resolution that was brought before Council was unnecessarily stringent and caused some unintended consequences.

The resolution narrowly defines terms of where an employee could be placed in the range without giving credence to their previous experience. It basically told employees that they were red circled within the range, which is the way that it was defined. There were some City employees that were not going to be eligible for future increases for as long as four to six years that is not good for retention. The City has typically in the past simply had a requirement for red circling above the top of the range, no matter where an employee is, is the top of what the employee cannot get paid anymore and that will remain in effect.

The proposed resolution delegates to the City Manager the administrative oversight of developing definitions for red circling, definitions for how to evaluate time in position, and also the ability to determine appropriate placement in a range for a new employee. The resolution also allows the City Manager to modify job titles if they no longer meet the needs of the department.

Council Member Calhoun asked if the proposed resolution would change the dollars amounts. Ms. Jacobs stated that it will not. The previous resolution in retrospect was written unnecessarily strict and it was not going to provide the flexibility that is needed to bring in employees other than at step one of the City's ranges.

In response to Council Member Mount, Ms. Jacobs stated that none of the employees would lose money; but what will change is the ability to be eligible for pay increases based on the amount of money required for a 2% increase.

Council Member Mount noted that it will not be seen in the short term; but he is concerned with increases.

Item 11 through 14 are appointments and there was no discussion.

C. Discussion of City Manager Staff Meeting Minutes

In response to Council Member Huisking, Ms. Jacobs stated that Ms. Yarbrough has better numbers with the help of PAO in advertising.

Council Member Huisking talked about the conference to connect people to nature, noted that although not selected, she would like to let NLC know that the City is concerned; and voiced her appreciation to the Fire Department for their training.

Council Member Gray noted that a lot of work went into the Spotlight Breakfast and thanked staff for a great job.

Mayor Mueller also thanked the staff.

Council Member Mount stated that he appreciates the work and at how classy it resulted in, which he likes.

Council Member Calhoun asked about vet services. Ms. Jacobs stated that as part of Animal Control's program all animals are required to be spayed and neutered. The Department is putting a scope together to encourage multiple providers to spread the wealth; but it is not on the streets yet and there will be an RFP.

Council Member Calhoun asked about emergency services late in the night. Ms. Jacobs stated that at the shelter a city employee would make a judgment call based on a lot of factors.

Council Member Calhoun voiced her application of the morning lap swim reopening.

Council Member Mount stated that he is interested in the geographical information.

Council Member Mount stated that with regard to the request for proposal he agrees with Dr. French and noted that if the City is not careful the data could be mute. Ms. Jacobs stated that she would follow up.

Council Member Ash asked about the intent of the property maintenance regulations and enforcement process. Ms. Jacobs stated that there is a need to change procedures because the ordinance was very specific and it drags out the process to enforce. Staff has heard from the community that the City needs to act more quickly and the current process ties staff's hands. Mr. McLachlan is taking a fresh look at the process and is preparing an internal set of standards that will be used with the current and new neighborhood officer. The City will see significant impact on the neighborhoods.

#### D. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller announced the upcoming League of Cities Conference. Council Member Huisking noted that the hotel has asked for attendees to carpool. Council Member Calhoun noted that the City will have a booth at the conference as part of the branding initiative.

Council Member Calhoun reported on the University of Arizona Cooperative Extension Meeting and their plan to start a discovery garden. Mayor Mueller stated that they are also working with U of A South.

Council Member Mount reported on the Global Leadership Summit that was well attend and suggested that the City reach out to the 250 people in attendance.

#### E. Board and Commission Liaison Update

Council Member Mount announced that the Library Advisory Commission's meeting date has been moved to the fourth Monday of every month.

Council Member Gray reported that the Planning and Zoning Commission is looking into cell tower standards.

Council Member Ash stated that the Youth Commission would like to play laser tag with Council during the National Night Out Event.

Council Member Huisking announced that the Tourism Commission will meet from now on at 8:00 a.m. The Commission has also been working with the college and the Southeastern Hotel Association with regard to the City's brand and how to roll it out to various businesses.

## E. Future Discussion Items and Council Requests

Council Member Huisking stated that she would like to invite the south of the border neighbors to the first symphony on the 17<sup>th</sup> of September because of all of the music is in Spanish. The Symphony is looking for a new director and perhaps staff can work with the hotels for a special rate for those that may attend the event.

Mayor Mueller stated that he believes that it can be done and it is worth discussion. Ms. Jacobs stated that she would look into the price of the tickets.

Council Member Mount stated that he would like to have a work session on economic development and the overall application of where the City is going in order to build that into the budget. There has been loss of government jobs and the contract jobs will be affected. The City needs to figure out what can be done in conjunction with the branding effort to capitalize on the momentum.

Mayor Mueller stated that there needs to be discussion about how it is structured.

Council Member Calhoun stated that she would like to have a work session about the board and commissions and how they operate to include the IDA.

Council Member requested feedback on the Council Meet and Greet schedule.

Council Member Calhoun commented on the Health Advisory Committee and the efforts made to keep it moving forward.

Mayor Mueller agreed that Council needs to analyze what commissions do. Mayor Pro Tem Blanchard added that something has to be done to let people know when the commissions meet.

Council Member Mount stated that he would like a post mortem on how small business get set up in Sierra Vista as there is valuable information there to be found that would result in fixing issues.

Mayor Mueller suggested that the Clerk could provide a letter along with the business license that asks questions and the new employee in Economic Development could lead that as well as doing site locations.

Council Member Huisking asked about the Façade Program for business. Mayor Mueller explained that the program is still managed by the Economic Development Foundation.

Ms. Jacobs stated that city staff is happy to refer them to the Economic Development Foundation.

2. Mayor Mueller adjourned the work session at 6:07 p.m.

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Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

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Maria G. Marsh, Deputy City Clerk

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Jill Adams, City Clerk