

Sierra Vista City Council
Work Session Minutes
July 12, 2016

1. Call to order by Council Member Huisking– 3:00 p.m. in the City Hall, Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call

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

Others Present:

Chuck Potucek, City Manager
Mary Jacobs, Assistant City Manager
Joshua Meeker, Fire Department Captain
Matt McLachlan, Community Development Director
Tina Moore, Planner
Jill Adams, City Clerk

Mayor Mueller announced that Mayor Pro Tem Blanchard is still at Life Care Center, Council Member Gray is out ill and Council Member Huisking is out of town.

2. Presentation and discussion:

- A. July 14, 2016 Council Meeting Agenda Items ([agenda attached](#))

Item 2 Consent Agenda

Item 2.1 Approval of the City Council Special Meeting Minutes of June 23, 2016

Item 2.2 Approval of the City Council Regular Meeting of June 23, 2016

There was no discussion

Public Hearings:

Item 3 Resolution 2016-046, requesting an Abandonment of Public Right-of-Way of Alley located on Denman between North 4th and North 5th Streets

Item 4 Resolution 2016-047, Requesting a Conditional Use Permit authorizing a Place of Worship and Accessory Uses on Tax Parcels 106-70-086A and 106-70-086B

Mr. McLachlan stated that the items are related applications. The subject property consists of two tax parcels comprising 1.76 acres formerly occupied by the Humming bird Mobile Home Park that is now vacant. The site is bisected by a 20 foot wide alley that is being petitioned for abandonment to create a unified development site for the construction of a church and an activity center.

On June 4, 2016 the applicant, Christian House Fellowship held a neighborhood meeting where 13 individuals attended and provided positive feedback. The next day Council authorized staff to proceed with the alley abandonment petition. On July 7, 2016 the Planning and Zoning Commission considered both applications and voted unanimously to recommend approval. Both applications were subject to the 500 foot notification of surrounding property owners. The Department also contacted the outside utility companies and received letters of no objection relative to the abandonment of the alley.

Mr. McLachlan stated that the proposal is to construct a church and activity center building in two phases. The first phase involves a 3,500 square foot building and the second phase will have the second building with an overall gross area of 4,000 which will provide the main sanctuary from the first building to be relocated into the second building in the future based on growth and funding availability.

The site is located on Denman between Fourth and Fifth Streets and it is zoned Multi-Family Residential. A conditional use permit is required to authorize the establishment of a place of worship. Staff found that the application meet the criteria in the Code for granting a conditional use permit and the Department is not recommending any conditions to be attached to that permit. There have been no objections and based upon review the Department is recommending approval.

Council Member Calhoun asked about the timeframe in which the buildings have to be completed. Mr. McLachlan stated that the conditional use permit runs with the property and the site plan will have a 12-month expiration date. They will have to pull a building permit within 12 months from the date that the site plan is approved. The second step, if the conditional use permit is authorized, is for the applicant to file for site plan approval.

Council Member Mount inquired about traffic patterns and voiced his concern about the parking lot being in close proximity to condensed residential locations. Mr. McLachlan stated that the peak hour traffic will be Sunday mornings and in terms of parking the applicant has demonstrated their ability to meet the minimum parking requirement through their conceptual site plan. When they go into the final site plan stage the Department will then verify that the minimum number of required off-street parking spaces is provided in connection with each phase of the project to make sure that there is adequate onsite parking and that it does not pose a negative impact on the surrounding neighborhood.

Mayor Mueller explained that this is the step in which they would also look at the traffic circulation to make sure that it is adequate. Mr. McLachlan added that the access to the property is adequate and that will be done through the interdepartmental review process.

New Business:

Item 5 Resolution 2016-048, Appointment of Karl Hallsten to the Commission on Disability Issues, said term to expire September 22, 2018

Item 6 Resolution 2016-049, Reappointing Joan Blaylock to the Library Advisory Commission, said term to expire June 30, 2018

There were no comments.

B. Report on Recent Trips, Meetings and Future Meetings

Council Member Calhoun announced the upcoming League of Cities Conference in August.

Mayor Mueller noted that it was the July 4th weekend and a lot of people did not schedule travel out of town.

C. Board and Commission Liaison Update

Council Member Mount asked about the finalization of the switching of commissions between Council Member Gray and him. Mayor Mueller stated that Ms. Adams has taken care of it. Council Member Gray will take the Industrial Development Authority and Council Member Mount will have the Airport Commission.

Council Member Calhoun stated that the West End Commission is very involved in doing things at the west end. Her comment in general was to put those ideas together and submit it to the City as she is trying to prevent the Commission from moving forward without having a plan that the City would recognize or look at and say that it looks good and move forward.

Council Member Calhoun added that she is still not clear on the process that needs to be used when a commission wants to do an activity that could conceivably or not cost the City either manpower, time or money.

Mayor Mueller stated that it is one of the reasons that Council depends on the staff liaison and council liaison. This is the point where stated is what is being done and it would normally be done by the Public Works, Streets, Grounds, Community Development or etc. The liaisons then go to those specific departments and relay the idea and ask how it can be done. The liaisons also talk with the City Manager or Assistant City Manager if there is a cost involved. This is the leg work that the liaisons should be doing in order to find out who is the appropriate folk to be involved to get those kinds of things to happen.

Council Member Calhoun asked about procedures for getting sponsors and collecting funds/donations. Mayor Mueller stated that it depends on the project and provided McFadden Park on the west side as an example. The neighbors were waiting for years on developing the park. They met with the appropriate agencies with the City and asked about accepting funds to accomplish this. The City Finance Department set up a fund where people could donate to the City and it was earmarked specifically for McFadden Park. These allowed for the structures and clean up of the property.

Mayor Mueller added that it is incumbent on Council, department heads and City management to figure out what is needed to get things done. In most cases, there are ways to make things happen, even if it involves having to collect money from other folks. The funds have to be accounted for in order to make sure that they are properly spent.

Council Member Calhoun noted that it is helpful and she hopes that when the Commission Task Force is put together, that they will clarify those processes.

Mayor Mueller stated that there were three parts:

- Talk about the commission's and review their rolls;
- Handbook; and
- Procedures for getting sponsors and collecting funds/donations.

Council Member Ash announced that the Arts and Humanities Commission along with the City and Leisure and Library Services are hosting a mural contest to go on the Century Link building on the corner of Fry and Buffalo Soldier. The winner will get \$500 and it is centered

towards the new brand. She also encouraged artists to submit their design by August 12, 2016.

Council Member Mount stated that he went to research the building; but was unsure of its location. Council Member Calhoun explained that the building is next to the big empty lot and it is the wall facing Buffalo Soldier Trail.

Council Member asked if Council Members could enter and how it's being judged. Council Member Ash indicated that she did not know how it is being judged; but the Arts and Humanities Commission is going to be involved in picking the winner. Mayor Mueller added that there is a subcommittee of the Arts and Humanities Commission.

Council Member Calhoun stated that it was one of the conversations that came up during the West End Commission meeting. Commissioners talked about there being other buildings that may want murals. Murals are popular in many cities across the country and as the commissioners sat there and looked across the street, they saw a building with a big façade that would be beautiful for a mural.

The Commissioners had the idea of asking businesses if they are interested in having a mural on their building and if they are, at no cost to them as their donation would be the particular part of their building for the façade, the commissioners could continue with the Arts and Humanities Commission on different themes other than just using the City's brand.

Council Member Mount stated that he loves the idea and exploring it further and questioned the incentive for \$500.

Council Member Ash stated that the model was previously used and it was an incentive to get people to apply and submit their design idea with a nice price to make it like a normal competition. Mayor Mueller added that the City has used prize money as incentives, i.e., water tanks out at the airport and the water tank out at the Animal Control Center. Council Member Ash noted that used was the model for the water tank out at the Animal Control Center.

Council Member Mount stated that he is not complaining about \$500 and voiced his concern with the City incentivizing all of them if this becomes something that catches on and there are multiple submissions. There are other businesses that could show up and say that they want to donate a wall as a way to liven up the West End, which is a creative way to get some pop there and community involvement.

Mayor Mueller stated that he believes that the \$500 should be the first taste and he does not see why if somebody is willing to approve a mural for their wall, why they would not be able to kick in the paint, maybe not the artist's time; but the materials.

Council Member Mount stated that a compromise would have to be figured out and it is a great idea. Mayor Mueller stated that it is a great project and it is where it needs to be and that is with the Arts and Humanities Commission. If they want to expand, then they need to talk to the friends on the west side and get together to come up with a larger program.

Council Member Ash stated that the \$500 is less than what was used for the water tower tanks and those budget considerations were discussed.

Council Member Calhoun asked if the artist has to be a local resident. Council Member Ash stated that she will get the answer for her.

D. Future Discussion Items and Council Requests

Ms. Jacobs provided a short list of items that will be coming up next month:

- August 9, 2016
 - o Presentation by Chief Procurement Officer regarding proposed amendments to the Procurement Code;
 - o Presentation by the Sierra Vista Unified School District and the proponents of the ballot question for November to make sure that Council is well briefed on the issue;
- Finalizing the board and commission tasking that will not necessarily be back on a work session; but rather as an agenda item for Council to consider.
- October, 2016
 - o Changes to the Personnel Code; and
- September 2016
 - o Council Member Mount's discussion regarding tourism, which will be combined with the economic development update by Ms. McFarland at quarterly intervals.

Council Member Calhoun asked about the task force for the commission review. Ms. Jacobs stated that she does not know yet; but she is working with staff and getting direction from Mayor Mueller.

Council Member Calhoun asked for an update on the transit system, ideas and the person doing the overview of the system to make sure that the City is running the most efficient system. Mayor Mueller stated that Council has not yet talked about it; but he hopes that Council can talk about potential options during next year's strategic planning.

Mayor Mueller stated that when there are "X" number of riders, single riders or multiple riders, the government has basically assumed responsibility to provide a service and if the Council pulls that service, the City has an obligation to at least explore what other things can be done if the service is being pulled, i.e., lifts or some type of agreement with a group like Uber. This is a longer term exploratory to do something unique if the City is talking about getting rid of busses and leaving it door to door.

Council Member Calhoun stated that the City is not about that. Mayor Mueller stated that the public is bringing that up to Council and if the City has offered a service, the City shares some of the responsibility to replace it if the service is overhauled.

Mr. Potucek stated that staff is trying to identify the number of unique riders. Based on the story that was in the Sierra Vista Herald, staff is contacting Lake Havasu on how they figured out a way. City staff can also work with the college. Based on how many unique riders there are staff can start looking at what kind of system should service that amount of unique riders and what categories they are in, i.e., senior citizens, disabled, and low income. If that is a narrow number then the City may have largely over capitalized in terms of what the City is providing. The City would then look at some different way to service those individuals.

Mayor Mueller stated that it is not going to happen overnight.

Council Member Calhoun asked if the City is looking into transit and how efficient the system is and who is going to do that, i.e., a task force or the TAC. Mr. Potucek stated that the City is in the process of hiring a new transit administrator and he is hoping to get somebody on board with experience and expertise in that area to assist the City. To get to where the City is at

required consultants and people that were in the transit business that helped launch it. The City may now be looking at a whole different way of doing it. No one likes to hire a bunch of people to tell them what to do; but the City needs to get in some good data in terms of how many people are actually being served.

Council Member Calhoun stated that she just wanted to be updated on any progress or lack of that is happening; but this is good.

Mr. Potucek stated that a number of council members requested that during the budget meetings so it is on staff's radar. Mayor Mueller added that the Transportation Advisory Committee (TAC) is comprised of riders. The TAC is set up with a mission to advise the City's transit folks on how things are operating on a daily type basis. They don't really have the expertise to do some of the things that Council is talking about.

Council Member Calhoun stated that she did see the request that showed that their meetings have not been as regular as Council might want to get input from; but the answer was sufficient and she did not realize that the TAC was composed of riders. Mayor Mueller noted that it is a group of people that are interested in the transit system and it is public feedback.

Council Member Calhoun asked how Council would be notified of the meetings to sit in on them if they wanted to. Mr. Potucek stated it can be done through the executive report.

Council Member Mount voiced his appreciation of the discussion and stated that he agrees that it should be on the Strategic Plan; but he likes the idea of getting started on collecting the data beforehand so that staff is not just pontificating and philosophizing. He also stated that he has not seen anyone on Council that has given any indication of just wholesale eliminate public transit. He believes that it is about finding out if the City is in a resource deficient environment and what is the appropriate amount of service that the City has to provide to those who need it the most and finding a way to improve that service. They may not be services as well as the City could possibly provide because the City is overcompensating in other areas. The City may find a better way to do it and he does not want the public to think that Council is either going to keep the busses for the sake of keeping them or they are going to get rid of all of them. It is about finding the appropriate level of service for the people who use that system. Mayor Mueller added that it is about finding the most efficient way.

Council Member Mount stated that he agrees with the tourism and economic development meetings being stacked together and noted that he had put in a Council Inquiry that Ms. McFarland answered that he thought was a great answer with all of the information that he needed, which is exactly the reason why he asked those questions. It was very well laid out and had a good process and goals brought over from the budget that explains out where the City started with economic development and where it is headed. It is a lengthy read; but very in depth. He publicly thanked Ms. McFarland. Mayor Mueller agreed with him.

Council Member Ash stated that she has an answer on the mural. The person does not have to be a City resident to submit a design and be a contestant. Although, the Commission would like to showcase a local artist.

3. Adjourn

Mayor Mueller adjourned the work session at 3:32 p.m.

Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

Maria G. Marsh, Deputy Clerk

Jill Adams, City Clerk