

Minutes

MAYOR AND COUNCIL  
 SPECIAL MEETING WORK SESSION - AUGUST 26, 2020, AT 5:30 P.M.  
 CITY HALL - COUNCIL CHAMBER  
 425 10TH STREET, DOUGLAS, AZ 85607

1. CALL TO ORDER: 5:30 p.m.
2. PLEDGE OF ALLEGIANCE: by Council
3. ROLL CALL.

	<u>PRESENT</u>	<u>ABSENT</u>
MAYOR, DONALD C. HUISH	X	
MAYOR PRO TEMPORE, MARGARET MORALES	X	
COUNCILMEMBER, MITCH LINDEMANN	X	
COUNCILMEMBER, DANYA ACOSTA	X	
COUNCILMEMBER, RAY SHELTON	X	
COUNCILMEMBER, MICHAEL BALDENEGRO	X	
COUNCILMEMBER, JOSE GRIJALVA	X	
INTERIM CITY MANAGER, DAWN PRINCE	X	
CITY ATTORNEY, JUAN PABLO FLORES	X	
CITY TREASURER, LUIS PEDROZA		X (excused)
ACTING CITY CLERK, ALMA ANDRADE	X	

4. PRESENTATION/DISCUSSION pertaining to BOARDS, COMMISSIONS, AND COMMITTEES.

Alma Andrade, Acting City Clerk provided the following bullet points pertaining to Boards, Commissions, and Committees:

- Creation of Boards and Committees and its purpose
- Creation of Boards and Committees by City Charter or Arizona State Law
- City Charter, Article V. Council may by ordinance or resolution create or abolish boards, commissions, or committees
- How is an individual appointed to a committee, current and proposed process.
- Committee's list
- Committee's purpose
- As needed committees
- Non-active committees
- Council's recommendations on the following concepts:
  - online application process
  - Combining membership or increasing membership
  - Appointment to vacancies
  - Ideas regarding appointments in general

Council Member Lindemann thanked for the in-depth presentation to cover all in reference to the committees. Additionally, Council Member Lindemann commented he would like to limit the number of people to five per committee as it was easier to have quorums.

Furthermore, Council Member Lindemann commented he saw redundancy and the need to possibly combine some committees, for example the non-active and inquired if those committees were in the city's books still.

In response Alma Andrade stated that the committees were still in books due to an ordinance or resolution that created them, therefore if the need was to abolish a committee then a resolution or ordinance needed to be presented.

Council Member Lindemann additionally inquired in reference to the police and fire board and if they were two different boards as they were doing the same thing.

Rocio Garcia responded that they were two different boards and by statute needed to have two boards, one for fire and one for police. Additionally, Rocio Garcia commented that two members served both boards, the city manager which was the chair person (for both boards), two community members for both boards and two employees (two fire and two police employees) had to be voted in by the PSRS for those departments.

Additionally, Council Member Lindemann inquired if it was possible to combine the Design Review Board and Board of Adjustments.

In response Peter Gardner stated that the three boards by his department, the planning and zoning commission was unique and by charter statute, however, the Design Review specifically by zoning ordinance did a similar task as the Board of Adjustments as they heard appeals and commented that the Design Review could be linked to the Board of Adjustments as one interpreted the zoning ordinance and the other for the historic district.

Lastly, Council Member Lindemann asked if the Youth Activity was a needed committee or if it could be overseen by the Leisure Services Department.

In response Xenia Gonzalez stated the Youth Activity Fund was established by a resolution in 2005, and the committee was established as the city applied and received \$25,000 in grant funding from the Tohono O'odham Nation and based on the criteria a committee needed to be established with bylaws, guidelines and reporting requirements for it.

Additionally, Xenia Gonzalez commented since the institution the city applied and received another \$25,000 grant in 2010 and the grant had been completely used and there could be a balance of \$139 dollars, funds needed to be withdrawn from the bank as they were incurring service fees on an inactive account. Furthermore, Xenia Gonzalez added that for the current fiscal year it was handed over by the Leisure Services department and mentioned since she was the appointee for the committee, they needed to appoint the Leisure Services Manager or designee to serve in the capacity.

Council Member Lindemann thanked Ms. Gonzalez for the information.

Mayor Huish inquired if the committee was specifically for the Tohono O'odham grants, but the city did not have them.

Xenia Gonzalez agreed and stated the city applied repeatedly with no success.

Dawn Prince added that having the services in the Leisure Services Department would be beneficial, however, it did not need to be a committee.

Mayor Huish inquired in reference to Casas Esperanza and Pioneer Village committees.

Xenia Gonzalez responded when Casas Esperanza sold the buyers approached the city to serve as contractor for residence facilitator, the city reviewed an agreement and agreed to provide resident services facilitator for Casas

Esperanza and Sun Ray for a period of fifteen years. Furthermore, Xenia Gonzalez commented that one committee would need to stand or abolish both and make a new committee with an amendment to the agreement.

Mayor Huish asked if it needed to be an organized committee.

Xenia Gonzalez stated it did.

Mayor Huish stated it needed to be abolished and setup a new committee for such.

Council Member Lindemann would like for staff to look at committees and get back to council on recommendations.

Council Member Morales thanked Ms. Andrade for the presentation and also agreed with Council Member Lindemann on limiting the number of members as it would be beneficial. Additionally, inquired on all the vacancies and if they were appointed by council.

Alma Andrade agreed.

Furthermore, Council Member Morales inquired on the expired vacancies and if anything would be done before expired.

In response Alma Andrade commented that staff would contact the members to inquire if they would be interested in continuing to serve, however, due to COVID and all happening, staff had not been able to be on top of all the committees and stated staff would start with the current process or with the proposed online application submittal.

Council Member Morales stated she liked the online application process idea.

Council Member Shelton commented he noticed a committee with seven members and stated to keep them unless members were to resign than would go to five members.

Council Member Grijalva inquired on the Library Committee.

In response Margaret White stated one recommendation would be to decrease the number of members. Additionally, Margaret White commented it had been difficult to meet and the committee did not do much, but then the option of abolishing the committee could be done or they could meet as needed.

Council Member Grijalva thanked Ms. White.

Council Member Lindemann asked if a burden would arise by not having the committee.

Margaret White responded since it was an advisory committee, the Library was advising all the time by patrons and were always welcome to give staff advice.

Council Member Lindemann stated with permission to ask staff to check on it and if needed to make the streamline of government more efficient.

Mayor Huish asked the city attorney once a committee had been setup by ordinance if they had to follow state statute for all posting agendas, minutes, etc.

In response Juan Pablo Flores stated it was correct. Additionally, Juan Pablo Flores stated it becomes a city sponsored governmental organization, committee, they would have to comply with the open meeting law, to make sure the agenda was posted online, agenda with actions taken posted within seventy-two hours, and after the next meeting, minutes needed to be posted once approved.

Furthermore, Mayor Huish stated his vision on the committees' portion was to leave committees needed by charter or statute, and added that staff was not trying to hide anything from openness as meeting would still get posted, just other items would be abolished and not have to do them.

Additionally, Mayor Huish commented it would be easier to pick regular basis individuals to get together and discuss matters involving the community instead of dealing with a committee ordinance and not having quorums, therefore, his vision was to eliminate the vast majority of committees with the understanding of when people were needed, staff would reach out to them.

As an additional comment, Mayor Huish would like for staff and council to come up with priorities of boards and committees that are necessary and pass them to Ms. Prince in order to compiled all the information and come back to make a good decision pertaining to all committees and the direction to go.

Lastly, Mayor Huish thanked everyone else.

**5. PRESENTATION/DISCUSSION pertaining to J2 Engineering & Environmental Design Proposal for a 30% design for the DOWNTOWN STREETSCAPE, focus on G Avenue between 9th and 12th Streets.**

Peter Gardner provided background information and presented on the following:

- Why J2?
- What are we getting? Conceptual design for the downtown area
- How long will it take? Approximately 11 months
- What will it cost? \$93,985 of the \$125,000 budgeted. Leaves \$31,000 for construction

Mayor Huish added that council was aware of the two different projects, Urban Design that the federal government was helping through the General Services Administration (GSA) and the beautification uplift for downtown.

Council Member Grijalva inquired on project duration if due to COVID-19 project delays and how would it affect businesses' in the area.

In response Peter Gardner stated the 11 months was for them to gather information for the design and construction would not occur until after, and should not impact businesses.

Mayor Huish commented that even though the plans were focused between 9<sup>th</sup> and 12<sup>th</sup> streets, the contractor would provide a basic look on what the entire G Avenue would look like. Furthermore, Mayor Huish added that the look would give them the foundation and would allow to concentrate on the area initially then build out on the main portion of the community.

Peter Gardner added that some improvements would be able to stretch to the entire area such as trees, and benches which could be easier to install versus any other construction.

Council Member Morales commented the Gadsden started to paint their building and if the color scheme would be incorporated in the downtown area. Furthermore, Council Member Morales inquired if the lettering would be part of the downtown as well.

Peter Gardner responded he could ask contractors for suggestions on color schemes and fonts, however, the final product needed to be approved by council as well, and added that the city would provide flexibility to the businesses.

Mayor Huish added that part of downtown possibilities could be for people to walk downtown and for them to feel comfortable they are not going to fall or trip while walking on G Avenue; additionally, to have street fairs, events with the possibilities to enhance characteristics and beauty of the family feeling of Douglas.

Peter Gardner commented hopefully would also allow for residential in the downtown area on the second floor of businesses for people to live in.

Council Member Acosta suggested on how feasible would be to have a section of G avenue designed as a walking district only.

In response Peter Gardner stated that the city had the ability to do it and ADOT gifted the area to the city therefore the city would not ask for permission for it.

Mayor Huish thanked staff for the information.

Council Member Shelton inquired on how successful had other cities like Douglas been doing.

Peter Gardner responded it depended on the political will of the elected officials and its population. Furthermore, Peter Gardner stated that the company was contracted by the City of Sierra Vista and had wonderful plans for the city for the west end and there was no political will to follow through, the citizens were not interested, the council was not interested, but they had worked with other jurisdictions in the Southern Arizona area and had worked great.

Moreover, Peter Gardner added in the current case it had the challenge to bring businesses but also the ability to bring more people to the area.

Council Member Shelton additionally inquired how many people with two story buildings could live there and the possibility to have parking spaces available.

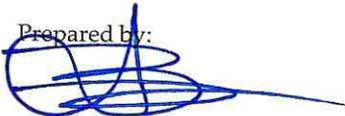
Peter Gardner also added that the company would look at buildings that make sense to renovate and for possible parking.

Dawn Prince added that one of the reasons J2 was successful was they only took Douglas into consideration and the information received was taken into consideration. Furthermore, Dawn Prince commented they were the ones that were going to look at Douglas and make recommendations, but it did not mean that it was final, those would be recommendations for council's approval.

#### 6. ADJOURNMENT:

**Motion** by Council Member Morales, **second** by Council Member Shelton to adjourn the meeting at 6:31 p.m.

Prepared by:



Alma Andrade, Acting City Clerk