



Sierra Vista City Council
Cochise County Board of Supervisors
Joint Work Session
May 12, 2016

1. Call to order – 3:30 p.m. in the City Hall, Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.
2. Joint Communications Project
3. Adjourn

City Council work sessions are informal meetings of the elected body designed to allow the Mayor and Council Members to prepare for upcoming regular meetings, have staff briefings on issues, and provide an opportunity for more detailed discussions amongst themselves. The meetings are limited by City Ordinance to 90 minutes; but with Council consensus may be extended by an additional hour. The meetings are set in accordance with the State Open Meeting Law and no discussion can take place on issues/topics that have not been posted on the agenda at least 24 hours in advance. The public is welcome to observe the meetings in person or on Cox Channel 12, but time is not reserved on work session agendas for public comment. The public may, however, address the City Council at their regular twice monthly meetings or share written views through the City website, www.SierraVistaAZ.gov.

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Joint Work Session Minutes
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1. Call to order – 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 Huisiking – present
Council Member Craig Mount – present
Cochise County Board of Supervisor District 1 Patrick Call – present
Cochise County Board of Supervisor District 2 Ann English - present
Cochise County Board of Supervisor District 3/Chairman Richard Searle – present

Others Present:

Chuck Potucek, City Manager
Mary Jacobs, Assistant City Manager
Adam Thrasher, Police Chief
Abe Rubio, IT Director
Jim Vlahovich, County Administrator
Mark Dannels, County Sheriff
Tom Alinen, Commander, CCSO
Brian McIntyre, County Attorney
Ruben Miranda, Internal Services

2. Joint Communications Project

Mayor Mueller called the work session to order.
Cochise County Chair Searle called the work session to order.

Mayor Mueller thanked the County for joining the City on something that has been worked on rather diligently for the last few years, the Joint Communications Project. It is important and the County, the City and other cities as well need to do this in order to save money and ensure a greater level of public safety.

Mr. Potucek stated that he appreciates members of the County being present to discuss a very exciting project for all of Cochise County that has been worked on for a very long time. He also welcomed friends and colleagues from the County as well as the Sheriff.

Mr. Potucek stated that the purpose of the meeting is to provide an update in terms of all of the things that have occurred since Governor Ducey came down and presented a check to the Sheriff for the facility. A number of iterations have been reviewed to include looking at sites

which will be presented by Mr. Vlahovich. Staff will be seeking direction by the Council and the Board of Supervisors as to how to proceed with the project.

Ms. Jacobs has prepared a draft Memorandum of understanding for review and comment and Mr. Miranda will present information regarding the current facility that is being looked.

Mr. Potucek added that the project has been worked on for ten years and the real impetus for doing this occurred during the Monument Fire in 2011.

Mr. Vlahovich explained the agenda and noted that the purpose of the work session is for the establishment of a regional communications center in the Sierra Vista area. This has been worked on for at least 12 years and the first price tag being looked at was \$6.7 Million to build a new facility. Several years ago the Buffet Foundation provided some money to the City and the County to upgrade the respective communication systems and last year, Sheriff Dannels received monies from the Governor's Office to the tune of \$1.5 Million. One Million of that is actually coming from the Department of Public Safety and because of that they want to have a presence in the regional communications center. They want at least on console for dispatching of their troopers and that will not be an issue.

After considering several options to include collocating with the current Sierra Vista Dispatch Center, building a new building and renting space at the new hospital, staff has come up with the plan to purchase the DEA building off of Paseo San Luis, which is a very good building that has been checked out. The building was made for this type of a law enforcement function. With the \$750,000 purchase price and the \$2.6 Million upgrade of the facility and to begin to receive communications equipment will cost \$3.3 Million, which will be covered entirely by the Buffet Foundation. The \$1,000,000 will be available for unexpected expenditures that may come up along the way and there are sufficient monies to make this project a reality.

In terms of the next steps, Ms. Jacobs will go over the Memorandum of understanding that will hopefully be agreed upon and will then be taken back to respective bodies to get it adopted. The real work starts when they strike an intergovernmental agreement between the City and the County to look at how the two will be set up operationally.

Mr. Miranda with the Internal Services Department and Jay Howel are the project managers to the point where they get ready the communications improvements and then Commander Alinen will take over from there and be the project manager. The County is very excited about what is going on and this has been a long time in coming.

Mayor Mueller asked if the money from the State has been received. Mr. Vlahovich stated that received was the \$500,000; but he is not sure if the \$1,000,000 has been received. Sheriff Dannels stated that it is in the process.

Mayor Mueller noted that he would like to have the money on hand, especially when dealing with the State. Mr. Vlahovich stated that the County is making sure that they get the \$750,000 this week from the Buffet Foundation to make sure that they are good to go on the purchase of the property.

Mr. Miranda stated that the Internal Services Department toured the 8,432 square feet building (displayed pictures of the building).

Some of the walls were peeled open due to mold issues, which the owner had gone in and had the remediation done. The Department asked for the records that indicated what was done and when it was done along with certification. In working with seller, records were provided of the remediation and it was found that the mold was caused by a leak in the roof, which penetrated the back of the building, the carpeting, flooring and ceiling tiles; but they did receive a clean bill of health from the seller's remediation process.

Mr. Miranda had recommended to Mr. Vlahovich to do a level one, phase one inspection of the building and so ACT Environmental Services was hired. ACT Environmental Services did a complete review of the inside and outside of the building to verify that the remediation was done and completed. A 128 page report verified that building is safe. The roof needs to be replaced along with an HVAC system because it is aged. The updated HVAC system will have a 100 percent airflow replacement of the buildings which will be shared at all time. The flooring and the interior roof will be replaced as well. The building will be a clean and safe building for the occupants of the building.

The services of Albert Hopper have been enlisted as the architect for the County and he will be working with a team of engineers that will be working with Commander Alinen on the interior improvements that need to be done.

Mr. Miranda stated that the building is considered an essential building and it is held to higher standards for the electrical, heating and cooling because of the services that will be provided. Staff needs to make sure that the entire necessary backup is available for the services for the regional communications center.

The project timelines were provided and Mr. Miranda added that they will start with the project renovations as soon as they have the title to the building and it is paid for. Commander Alinen has already met with Mr. Hopper on preliminary drawings that are in progress. As soon as the team of engineers and architect, staff can move forward. The project completion is being looked at in December 2016 and it is a tight timeline.

Ms. Jacobs reviewed both entities management staff and Sheriff Department's recommendation of the process and how the project is going to work. Staff has a good frame work in mind; but they do not have the details and it will take some time and in general it is a two step process with the second step broken into two parts. The first step is having both elected bodies to approve the Memorandum of understanding that lays out all of the major issues that need to be reviewed, discussed and included in an intergovernmental agreement. The Memorandum of understanding lays out some basic principles so that there is a clear understanding as to what the general framework is going to be and leading to the negotiation of two separate agreements. One will be the intergovernmental agreement that will have more detail in it and the other would be an operational agreement between the City and the Sheriff Department as the Sheriff Department would be the operator of the facility in terms of the day to day operation.

Ms. Jacobs reviewed the following level policy level issues in the Memorandum of understanding that starts out stating that both entities agree to work in good faith together to get the project moving forward and that there are certain issues that they will do jointly. That is important because the City in intended and the County and the Sheriff Department also understand that the City's goal is to be a true partner in the project and not a customer. The City would be very much engaged because the bulk of the population and calls are in Sierra Vista and the City would be putting up a lot of the finances for the responses to those calls.

Being a partner and helping to establish levels of service is very important to the City of Sierra Vista. There are things that would be negotiated together; but there is also an understanding that there will be a fair and equitable determination as to what that cost should be. It is unknown what the formula is going to be and the Memorandum of understanding simply states that the entities agree that it will be fair, equitable and that it will recognize at a minimum the scope of responsibility and call loads. Specified specifically is that there needs to be a way to bring additional clients, municipalities, districts for the dispatching and that there are responsibilities for their fair contribution towards the operation of the facility as well. Although, it is unknown what that will be like; but that they commit to it being fair and equitable process.

Negotiation of an intergovernmental agreement would evolve along with an operational agreement. The Memorandum of understanding also specified that the City agrees to contribute up to \$250,000 towards the project and that money has been included in the City Manager's recommended budget for next fiscal year that he shared with Council during a previous work session. It also makes clear in the Memorandum of understanding that the Sheriff Department will be responsible for the day to day operations of the facility awhile the City as a partner does have the authority to negotiate service levels and methods as they relate to the City's personnel and residents.

There are a lot of balls in the air that staff has to work through; but it is a great team and partnership and terrific understanding of one another. There has already been some discussion of some of these issues and how to resolve them; but the focus is on the facility in order to get it up to speed. Discussions are underway to include the Police Department in the layout of the building and how things are going to transition and who is going to do what, which will refine in the next months.

The goal is to bring the intergovernmental agreement back to Council and the Board sometime in the fall as staff works through the final issues, sooner if possible. It is anticipated that the cost for operating this would not be any greater than what both entities are paying now for dispatch services and it is hoped that over time it will be less because other entities will come in and pay their fair share.

Mr. Potucek stated that at first it was envisioned only having the Governor's money available and having the Buffett Foundation as a partner in terms of funding for this has put the City and County in a very enviable position of really not having any cash out lay coming out of tax dollars for the particular facility. It does cause a few issues with regards to the partnership and how they will allocate costs. Part of the agreement that will come forward after the Memorandum of understanding is to figure out exactly what it will cost to operate the facility. A lot of those costs for equipment have already been bought and paid for i.e., new consoles with the help of the Buffet Foundation and the actual infrastructure in terms of towers around the County has already been completed as well and the links are near to being finalized. A lot of the work in terms of the backbone and infrastructure for the project is complete and it puts both entities in a good position. Needed now is calculation of what the staffing needs, costs, personnel and operating the facility as well as the utilities is going to be. Some sort of fund needs to be established for repair and maintenance going forward.

Mr. Potucek stated that it is his hope that it all boils down to what is the cost per call to operate the facility. Once they have that, they will have a good idea of what the fair share of operating cost should be between the various entities and of course what can be taken back to the other entities that wish to join in as there has been a lot of interest expressed around the County. In terms of what would be charged per call to help offset the costs of the facility should reduce

everybody's costs in term of what they are paying for communication services moving forward. There will be a countywide service that everybody in the County can participate and pay their fair share for state of the art equipment, towers and microwaves, which should be the envy around the country when all set and done.

When there is a major emergency like the Monument Fire, the City and County are going to be in a much better position to communicate effectively amongst the various people that are working on the particular emergencies thanks to the Buffet Foundation.

Ms. Jacobs stated that one item in Memorandum of understanding, Item D, specifies that there would be established some form of joint oversight body that will administer the budget, establish policies, set the costs and monitor the operations. That would be a higher level and some contribution to that oversight body on the part of what is envisioned, i.e., an advisory body on the part of the other partners and players that would be in the joint communications facility.

County Supervisor Searle asked if the City is modeling this after the solid waste system. Ms. Jacobs stated that something like that.

Mayor Mueller asked if the draft Memorandum of understanding was provided to the County. Ms. Jacobs stated that it had.

Council Member Ash asked if only City, County and State have confirmed to operate out of the building and if so, does the State participate in the Memorandum of understanding and intergovernmental agreement. Ms. Jacobs stated that yes they are and the State's participation was the \$1.5 Million contribution to the building and there is no intention to charge them for their console. Sheriff Dannels added that the County is in discussion with them and the biggest thing was to get the facility up and running. After that the County will go into the nuts and bolts with DPS Director and they are aware of where we are at and they are anxious to bring the troopers into the communication network in the County. Right now it is being kept simple with just the City, County and Fire Department partners.

Mayor Mueller noted that the initial cost that the State is giving for the building is for a console and etc.; but everyone else is paying a fee and asked if the County in their negotiations with the State is there a per call fee like everyone else is going to pay. Sheriff Dannels stated that there are two parts of the communications center, one is the business aspect that is being worked on and the other is the operational aspect that will come as a blend between the business and what Project Manager Tom Alinen will be working on and the County is not sure how it will be done.

Council Member Mount asked who is envisioned to be the members of the oversight body and how will they get selected. Ms. Jacobs stated that envisioned is that this is an operational oversight; but that the elected bodies are responsible similar to the way that the Rate Review Board works to the allocation of the final resources so that this would be an administrative board. Mayor Mueller added that it would be like the Rate Review Board for the waste management.

Ms. Jacobs stated that this would typically be the City and County Managers' groups for the oversight, establishing the policies, identifying the levels of service, crunching the numbers on who is going to pay what per call and etc. Mr. Potucek added that then that is recommended to the governing bodies for final action in the budget.

Council Member Mount asked if the City plans on moving their current dispatch into the building and if so, that would vacate the current area in the police station. Mr. Potucek stated that he is correct.

Council Member Mount asked if that would be an even exchange in terms of cost. Mr. Potucek stated that he thinks Police Chief Thrasher probably has some uses already identified for the space; but he does not think that it is going to be a major renovation. If the City was renovating for communications, then he would have to say that it would be a costly one. The City is looking at renovations for office space to share with Federal, State and County partners instead and so that should be a much less cost proposition.

Council Member Mount asked what the deadline to get things finalized is and the impact if it can't be. Mr. Potucek stated that the timeline is aggressive and he hopes that it is done by December. It puts pressure to hammer out the agreement and there are other counties and cities that have agreements in place that Sierra Vista can piggyback off of and not have issues.

Mr. Potucek added that the personnel issue is the sticky part with an intergovernmental agreement and biggest benefit is the fact that they will be able to blend and share as both are down about 50 percent. These positions are extremely hard to fill due to background and retain due to it being shift work; but having a pool of employees between the entities they will be able to address a lot of those issues.

Council Member Mount stated that he supports the program and he knows that the resources to have it done are available; but he would hate to have it get stuck on negotiations on ticky tac things as they move forward. Mr. Potucek noted that the City has a good working relationship with everybody and he does not believe that those things will be major issues.

Council Member Calhoun asked if there are stipulations on the gift from Mr. Buffet about how that money gets used. Sheriff Dannels stated that the County sent him an itemized list based off of what Mr. Miranda noted and what Commander Alinen put together for the infrastructure of the building. The itemized list totaled \$2.6 Million, which he is working through the cost with Commander Alinen now and so he knows exactly what the money is being spent on as it is very defined.

County Supervisor Searle asked if there are any expectations from the foundation on this gift. Sheriff Dannels stated that there is not.

Council Member Calhoun asked if the math has been done on the HURF that were swept from the City. She also asked if that amount equals the \$1,000,000 that the City is getting back from DPS. Mayor Mueller stated that it is rhetorical. Mr. Potucek stated that the answer would be no. Supervisor Searle stated that the County has probably lost \$7,000,000 over the last seven to nine years and it is nice to see it come back; but it is not nearly enough.

Council Member Ash asked if the end goal is to have Benson, Bisbee and as many other entities participate as possible. Mr. Potucek stated that the end goal is to have every entity involved. He added that he thinks that there is a lot of interest expressed from most of the communities in the County and the fire districts. He also hopes the Fort will be able to join as well. There are still a couple entities that are mulling it over and a little bit recalcitrant; but once they see the results and the benefits, it will be an easy decision for them to make.

Council Member Ash asked if there is enough space to accommodate everyone. Ms. Jacobs stated that there is plenty of space.

Council Member Huisking asked that if other entities join how many dispatchers does that represent and how does it get figured out on who does what. Sheriff Dannels stated that it is one of the toughest questions; but the operational side is the true challenge and there is representative from Sierra Vista Fire, Fry Fire, Sheriff, Sierra Vista Police, the expert communicators that will be sitting at a table under the leadership of Commander Alinen to put this together. There was a study back in 2005 that allocated just to bring the City and the County together with attachments and Fire Departments was 23 dispatchers. Together with the shortage that both entities have, there are 14 and so there is a lot of room to grow.

Council Member Huisking asked that once it is operational will there be training scenarios similar to what occurred during the Monument Fire in order to test out how it will work. Sheriff Dannels stated that they have been in discussion with the County's Emergency Service Coordinator about the need for this and how it will benefit his office as the operation is streamlined. There will be training and entities will be working closely. Not everyone has all of the answers.

Mr. Potucek stated that great strides have been made between the entities to improve communications since the fire already and they are now working with compatible equipment that was not available in 2011. There has already been a lot of work to improve all that now and having the facility will improve it even more; but just need to iron out all of the details.

County Supervisor English stated that for her part, any time to work with an entity to cooperate on a single mission, then the County is willing to sit down and do that. Each one of them brings specific little challenges but that is the beauty of it, both entities decided to sit down and make it work and that is the overriding goal. The ticky tax stuff will come up and the entities have to figure out how to get around that. She also added that she thinks that the one thing that holds back some of the small entities is the fact that it is personnel-driven. If they have a person in a position they say that they can't do that because so and so has been here for such and such time and all of those things are going to be on the table. It may not be immediate with some of the entities because the personnel in organizations many times override the idea that needs to take place; but the County will work through that.

Council Member Calhoun added that service is complete all over the County and the towers are all in place and there is not a spot in the County that will not be available to be heard. Commander Alinen stated that they are working on one more site and looking at one more communications site and he thinks that they will be able to put funding together various ways and it is up in the northeast corner and that way they will be able to get the highway patrol 700 megahertz system that the County is using extensively. Once integrated and eventually is up and running, the State wants to integrate into the system and become the larger system throughout the whole State.

County Supervisor Call asked if the \$1.5 Million from the Governor's Office is not in use now and is going to be used as contingency if necessary. He also asked what sort of parameters came with that money on how it can be used. Commander Alinen stated that he drafted a letter for the Sheriff referencing how that money was going to be spent and he concentrated that money expenditure toward building, moving systems, 911 and etc. That is where it is primarily geared for and he thinks that based on the memorandum of understanding that the entities have

on that \$1,000,000 the County could go back and discuss on maybe spending it in a different area that will also meet their goals for their future communications too.

County Supervisor Call asked if in his opinion it is rather flexible. Commander Alinen stated that he thinks that it can be.

Mr. Potucek added that when there is a project like this, setting aside egos is difficult because organizations are used to running their own operations; but these other entities will see that, as they move in, there are a lot of partners that have signed in. Everybody has to know that there is a change and the overall good as the project moves forward.

Mayor Mueller noted that this would not have happened if it had not been for the hard cash.

County Supervisor Searle asked if the County Sheriff has reviewed the memorandum of understanding. Sheriff Dannels stated that they have and that they are in agreement as they helped in putting it together.

Mayor Mueller asked staff if they need additional direction that has not been received on the draft memorandum of understanding. Mr. Potucek stated that staff will have everything on the memorandum of understanding for approval at the Council Meeting that will be followed by an intergovernmental agreement and operational agreement. Mr. Vlahovich added that the County would be doing the same.

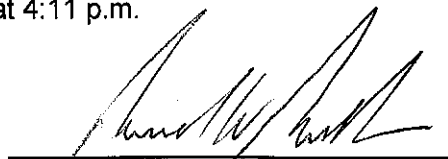
Council Member Ash stated that she appreciates the forward thinking and everyone's hard work.

Mayor Mueller thanked everyone and echoed Council Member Ash's comments.

County Supervisor Searle asked when the intergovernmental agreement and operational agreement would be on an agenda. Ms. Jacobs stated that they would be ready in a couple of weeks.

3. Adjourn

Mayor Mueller adjourned the work session at 4:11 p.m.



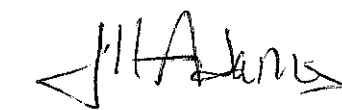
Mayor Frederick W. Mueller

Minutes prepared by:



Maria G. Marsh, Deputy City Clerk

Attest:



Jill Adams, City Clerk