



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WORK SESSION MEETING SUMMARY: FEBRUARY 20, 2020

**DRAFT**

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## MEETING LOCATION:

City of Sierra Vista, City Hall  
City Manager's Conference Room  
1011 North Coronado Drive  
Sierra Vista, AZ 85635

To attend the meeting by telephone:  
Call 1-415-655-0001. Meeting # 287 957 271.  
Enter # for Attendee ID. For Arizona Relay  
Service use 1-800-367-8939, or dial 7-1-1.

## MEETING DATE AND TIME:

February 20, 2020  
3:00 PM

## FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: [www.svmmpo.org](http://www.svmmpo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Administrator Phone: 520-515-8525

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## EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rick Mueller, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Chair, City of Sierra Vista
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City

## STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

## OTHERS PRESENT:

Cynthia Butterworth, Councilmember, Town of Huachuca City (designated alternate)  
Victoria Yarbrough, City of Sierra Vista Assistant City Manager (*In attendance for Item 3*)

## 1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:07 p.m. Chair Mueller, Members Gray, Pacheco and Banks were present. Vice-Chair Borer arrived about 3:14 p.m. There were no call-in attendees. A quorum was present.

## 2. SVMPO ADMINISTRATOR JOB DESCRIPTION AND ANNUAL EVALUATION FORM

Board members discussed the presented draft of a revised Administrator evaluation form and consensus reached to develop a processes that included the following steps:

- a. The Administrator would complete and transmit a self-assessment of accomplishments, areas in need of improvement, intended activities for next year and possible discussion items.

- b. Board members would review the self-assessment and complete the Performance Evaluation and provide those to the Chair and Vice-Chair of the SVMPO Board of Directors.
- c. The Chair and Vice-Chair would consolidate comments into one single evaluation review and transmit to all SVMPO Board members for review.
- d. Either the Chair or Vice-Chair would then discuss the evaluation results one-on-one with the Administrator.
- e. All agreed that items of any concern should be addressed immediately with the Administrator and not held back until an annual review in order that corrections in course might be made as soon as any issue might be identified by any Board member.

Categories will be developed for each specific bullet point and Board members would provide comment for any items that were indicated as being outstanding or in need of improvement. It was acknowledged that some areas a Board member might not have any input to provide and/or there might be times when there are no staff under the direct supervisor of the Administrator. (At this time there is one part-time Civil Engineer).

### **3. STATUS OF MEMBER JURISDICTION AGREEMENTS**

The Assistant City Manager, Victoria Yarbrough, reported that the City of Sierra Vista and the SVMPO were very close to completing a hosting agreement. A meeting with ADOT confirmed that using indirect costs was an allowable method for covering hosted services and this language is being finalized. Space rental has been identified in coordination with the City's Economic Development Director, Tony Boone. It is expected this document will be ready for the SVMPO to consider at their March 19<sup>th</sup> Board meeting.

Vice-Chair Tom Borer indicated that he was in the processes of getting back to staff members on concerns that had been expressed about the formula. Administrator Lamberton advised the Board that in fact errors and omissions in the information provided about total federally functionally classified miles had been discovered and staff were working with both ADOT and Works Consulting (the consulting firm hired to complete the classified roadway rebalancing) to find out what happened and correct it. One major issue is that the new SVMPO boundaries had not been adjusted and another major issue is that the previous already classified roadways weren't included in the total roadway miles. In addition, it appears roads not requested by the member jurisdiction were randomly added. Administrator Lamberton then noted that although functionally classified roadway mile totals would be adjusted the intent of the Agreement was to arrange for match payments to the SVMPO as per the formula. It is not expected that relative percent balances would be significantly different than what the Board had previously seen as drafts. The SVMPO continues to work with Cochise County to discuss their match agreement.

Member Banks was pleased to report back to the SVMPO Board that the Town had completed an Agreement with the SVMPO staff and their Town Council had approved that Agreement. They chose to allow flexibility each budget year to select how they would cover their match and would notify, in writing, the SVMPO each year what the Town had budgeted. Their attorney drafted language had been provided to Cochise County as a possible model to follow.

#### **4. FUTURE DISCUSSION ITEMS AND BOARD REQUESTS**

It was noted that the next Board of Directors meeting is set for Thursday, March 19<sup>th</sup> at 3:00 p.m. Member Pacheco indicated she would be on a trip to Ireland with a group of Buena High School students and would miss this meeting. She also indicated interest in learning more about the recently submitted bill by State Representative Noel Campbell about raising gas taxes for transportation purposes. Member Gray stated she would forward information she had received about this bill.

It was also noted that the Administrator's contract was coming up for renewal, and possible adjustment by this next summer. Annual reviews are part of the contract with the Administrator but are not a mandate of the ADOT Joint Project Agreement. Both the SVMPO Board members and the Administrator believe it is a good idea to have regular interaction and feedback both individually with Board members and as a group on the work performance of the SVMPO Administrator.

#### **5. DIRECTION TO THE SVMPO ADMINISTRATOR**

Chair Mueller summarized the direction reached at this Work Session to the Board members and the SVMPO Administrator: Member Gray will finalize the proposed Performance Evaluation and forward it to the Board members for final review and comment. The Chair will set a schedule for the next review of the Administrator when the Performance Evaluation is completed. At the next regular SVMPO Board meeting, currently scheduled on March 19<sup>th</sup>, the Board will consider the completed City of Sierra Vista hosting agreements and the Town of Huachuca City Agreement.

#### **6. ADJOURNMENT**

Chair Mueller adjourned the Work Session at 4:10 p.m.