



**“The mission of the City of Safford is to make Safford  
a great place to live, work, and visit”**

**CITY OF SAFFORD  
COUNCIL WORK SESSION MEETING MINUTES  
Friday, January 23, 2015 at 10:00 a.m.  
City Annex Community Room, 808 8th Avenue, Safford, Arizona**

**PRESENT:** Wyn “Chris” Gibbs, Mayor; Mary Bingham, Vice Mayor; Council Member’s, Arnold A. Lopez, Kenneth Malloque, Gene Seale, Richard Ortega and James D. Howes.

**STAFF PRESENT:** Horatio Skeete, City Manager; Joe Brugman, Chief of Police; Randy Petty, City Engineer; Jenny Howard, Public Works Director; Dustin Welker, Planning and Community Development Director; Terry Quest, Finance Director; LeAnne McElroy, Library Director; Cliff Davis, Human Resources Officer; Sam Napier, Information Technology; and, Georgia Luster, City Clerk.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 10:27 a.m.
2. **ROLL CALL:** A quorum of the Council was present (7).
3. **Recap and Update of City Operations:**
4. **Council Discussion of Strategic Goals and Objectives and Review of Capital Plan.** City Manager Skeete explained Dick Bower’s was unable to attend because his wife became ill. He stated that he wants to use this time for the Council to begin to think about what their key goals and objectives are that they want to set for staff. He asked the Council to begin to think about addressing new issues, to focus on revenues, and to focus on long term goals so that staff can start to consider and apply to their five and ten year capital plan. Additionally, he asked them to begin to think about their short term goals so that staff can include in them in this budget. The intent is to prioritize what the Council want staff to do. A Preliminary Five-Year Capital Improvement Plan for Fiscal Year 2015/2016 – 2019/2020; and current Status Report for Capital Improvement Projects FY 2014/2015 were distributed to the Council and staff.

Mr. Skeete referred to the “Plan for Today”. (Below)

1. Review FY14/15 Capital Improvement Plan
2. Review New Initiatives in Five-Year Plan
3. Discuss Long Term Policy Issues

4. Discuss Major Short Term Issues.
  5. Key Goals
1. Review FY 14/15 Capital Improvement Plan. New Initiatives in Five-Year Plan. Various projects were discussed and reviewed.
    - **New Police Facility/Public Safety Facility.** Joe Brugman, Police Chief, stated the current Police facility is no longer adequate for the growing needs of Police operations. The current building, which was not originally constructed as a Police facility, has been renovated numerous times to meet the ongoing needs of the department and of the community. The property and evidence area cannot securely contain the volume of items stored. Currently, property is having to be stored in a mobile storage unit adjacent to the building; There is no separate and secure area for the processing and interviewing of prisoners in the patrol area; There is no separate area in the building for victims or witnesses to wait that is out of view of members of the public who enter the department; The current building has insufficient patrol related work space for the officers to complete daily duties; The building does not have an area that can be used for staff or departmental meetings –optimally, a police building has one or more community rooms that can be used to enhance a police department’s relationship with the community; The lobby area cannot be secured to prohibit walk in traffic from entering into other areas of the department. Police staff recommends the construction of a new police facility on land designated for City use. The cost, over a three-year period, would include: land acquisition, design and construction, site improvements and furnishings. Plans for an energy efficient facility would house all police operations, including administration, patrol, investigations, evidence and property storage, records management and storage, modern IT infrastructure, public and employee parking a community meeting room(s), and a public lobby. There are multiple areas that the current structure is lacking, the lot size and renovation costs are prohibitive. His vision is having a community gathering facility.

There was discussion about whether or not the Fire Department is supportive of a joint facility. Mr. Skeete stated that he has heard mixed reactions of a joint facility. There is definitely the need for improvements of the Fire Department, but modifications of the current facility would be sufficient. He recommends the Council plan for a site that would accommodate a future public safety facility in case the decision is to expand both Fire and Police rather than just a site to accommodate just the Police. Mayor Gibbs inquired about giving consideration and utilizing existing buildings in our community for a Police Facility rather than expending \$7 million.

Mr. Skeete stated this discussion is a beginning for the Council to set future plans; then the discussions of options begin. He said the Council has not provided a future Project Plan; therefore, staff has no direction and cannot move forward. For example, new and existing facilities to accommodate city facilities for less cost will be explored. Options will be provided to the Council for consideration of how to fund, when and where to build, etc.

Mayor Gibbs suggested (from an economic standpoint) shifting the proposed public safety facility from a projected three-year plan to a five-year projected plan. Mr. Skeete explained the information was basically compiled to start the discussion and not funded. He explained the other half of this plan is "How are these projects going to be funded?"

The Council agreed that staff needs to pursue options for a future Public Safety Facility; individual police facility, individual fire department, and combined public safety facility.

- **Police Department Renovation:** Renovation of the current police facility is just a "band-aid" for a temporary fix and ultimately, replacement. Police staff recommend holding off on the renovation and look towards using city staff to renovate certain areas of the building.
- **Body-worn Cameras:** Received funding from United Way of Graham County for body-worn cameras. Bottom line is Police Officers will wear body-worn cameras. Item will be budgeted annually (\$17,000). Numerous Arizona law enforcement agencies have already begun using this equipment and virtually every law enforcement is working towards having this equipment for their officers. Chief Brugman explained the importance of having body-worn cameras.
- **Financial Software System:** The current system, Evolve (dataNOW) financial software system is an outdated system that the City has used for many years. Evaluating and implementing a new Financial Software System must be user friendly and provides the functionality and support needed to effectively and efficiently operate. Mr. Skeete stated a new financial system is very expensive. He proposes to obtain a new system in three (3) phases. The first phase would include a daily financial accounting system, HR Employee system and Customer Services system. Mayor Gibbs inquired about the proposed self-service Kiosk system to enhance customer services. Councilman Seale mentioned that a couple of years ago the City of Mesa upgraded their financial software system at a cost of \$32 million. The City is

still seeing issues with the software. He supports the phasing in of a software system as an option.

- **Building Improvements:** Remodel Citizen Service Offices to increase lobby space, ensure compliance with ADA, improve current office space for supervisor and meter readers, and add a new separate customer room for confidential issues and another restroom. A Kiosk system would give citizens added convenience for bill paying.
- **City-Wide Recycling:** Considered in the next Five-Year CIP. Solid Waste will be reorganized to offer recycle pick up within the city limits in an attempt to extend the life of the Landfill. Aggressively pursue recycling program in this budget and future budgets. Explore options of what to do with recycling and how do we get to the recycle market. Discussions with recycling company from Tucson who will provide alternative proposals (they come in, pick up recycling and transport it) at no additional cost to the residents. Look at alternative proposals of green waste recycling for residents. Another consideration is to look at disposing of hazardous household products. Recycling will require educating the community.
- **Landfill Amendment Plan:** In process.
- **Drainage:** Identify drainage issues throughout the City. Put together a Drainage Plan/Study. Big issue with the development of new property.
- **New Phone System:** Over the past year, IT researched many different phone systems to replace the end of life phone system. Options were presented. IT believes the option of the Barracuda Cudatel phone system which requires a one-time cost to acquire the phone servers and phones. The Cudatel system does not have additional cost for user licensing or added module cost for features we need. IT recommends the Cudatel system because it will be more fiscally responsible system that will give us the performance we need.
- **Upgrade Radio Base Station:** Upgrading the faulty base station for Public Works and Utilities and implementing a radio over internet protocol gateway to utilize the fiber connection between the base station at the MYOC building and Public Works building. May consider pursuing funding from Homeland Security (RAC) because of the necessity of having a multi-base station for communication.

Randy Petty, City Engineer, reviewed the Status Report for Capital Improvement Projects for FY 2014/2015. He noted these projects are approved and in the budget. (Report Attached). Mr. Petty

suggested the Council prioritize street projects and then staff will pursue. Mr. Skeete stated the staff will provide the obstacles addressing such projects. Discussion included the following projects not listed on the CIP Report.

- Recreation Opportunities: What are the benefits of having a recreational program? (Quality of Life, Public safety, incentives to move here). What kinds of recreation do we want for our community? Where can the duplication of recreation be avoided? (Skate Park, Shooting Range)
- Prioritization of Street Improvements:
  - Relation Street Improvements: Widening of Relation Street between 14<sup>th</sup> Avenue and 20<sup>th</sup> Avenue; requires purchase of right-of-way (\$300,000 back a few years ago); design and construction approximate cost \$2 million if built as collector street (includes sidewalk, curb and gutter).
  - East 8<sup>th</sup> Street
  - Extension of 14<sup>th</sup> Avenue, north and south of US Highway 70
  - Construction of effluent line up 14<sup>th</sup> Avenue and across US Highway 70.

**Long Term Policy Issues:**

- Annexation (Included General Plan process)
  - Costs related to annexation
  - What type of property do we want to annex?
  - Need a plan – communicate with Graham County
  - Territorial Service Agreement
  - Need active, smart plan –looking to expand
  - We have limited number of “carrots” to bring properties in. Do we need more “carrots”?
- ADOT By-Pass Road
- Service Rates & Fees
  - Water
  - Looking at long-term needs
  - Issues with automatic increase
  - Thatcher Agreement – Water Study mutual agreement/study expensive; Joint Meeting with Thatcher on areas of mutual interest
  - Water Treatment Plant
  - Water Restriction Education
- Economic Development
- Parks, Open Space and Recreation

**Short Term Issues:**

- Improve relationship with Thatcher and Graham County
- Support Regional Initiatives
- Code Enforcement
- Chamber of Commerce

City Manager Skeete thanked the staff and the Council for attending. He believes there was good conversations between the staff and the Council. He believes staff has a "good feel" for the long-term goals of the Council.

5. **ADJOURN:** The meeting was adjourned at 2: 38:16 p.m.

APPROVED:

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Wyn "Chris" Gibbs, Mayor  
City of Safford

ATTEST:

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Georgia Luster, MMC  
City Clerk

STATE OF ARIZONA    )  
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County of Graham    )

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Council Work Session held by the Safford City Council, Graham County, Arizona on Friday, January 23, 2015, and approved at a Regular Council Meeting on Monday, February 9, 2015. I further certify the meeting was duly called, held and that a quorum was present.

February 9, 2015

Date:

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Georgia Luster, MMC, City Clerk