



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

**CITY OF SAFFORD
COUNCIL MEETING MINUTES
Monday, February 23, 2015 @ 6:00 PM
Safford Library Program Room, 808 S. 7th 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; Leslie Norton, Executive Secretary; Joe Brugman, Chief of Police; Randy Petty, City Engineer; Dustin Welker, Planning and Community Development Director; Jenny Howard, Public Works Director; Eric Buckley, Utilities Director; Terry Quest, Finance Director; Leanne McElroy, Library Director; Cliff Davis, Human Resources Officer; Sam Napier, IT Administrator; and Georgia Luster, City Clerk. Dale Clark assisted with the video recording of the meeting.

OTHERS PRESENT: Reverend Gail Carlsen, Don Carter (Councilman), Town of Pima; and Erik Swanson.

- 1. WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 5:57:42 p.m.
- 2. ROLL CALL:** A quorum of the Council was present (7).
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
- 4. OPENING PRAYER:** Reverend Gail Carlsen offered the Opening Prayer.
- 5. Request consideration of revisions to Library Policy CIR-7 Fines and Fees.** City Manager Skeete stated the Library Director will introduce the proposed revisions of Library Policy CIR-7. He pointed out to the Council that any changes to the City’s fee structure must be posted on the City’s website sixty (60) days before becoming effective.

Leanne McElroy explained the new CIR-6 policy was enacted and it dramatically changed how overdue materials, lost or damaged beyond repair would be handled by the Library. Therefore, revising CIR-7 is necessary to address the changes (omitted fee services and added clarification for damaged and incomplete material). Printing from microfilm was not included in CIR-6, but is listed in CIR-7. The Library Advisory Board approved the revisions on January 29th and that Policy CIR, – 7 Fines and Fees, is being presented to the Council for consideration and approval.

The Council directed staff to provide the Policy to Council for adoption at a future meeting. The proposed fee increase will be posted for sixty days. There was a brief discussion about reviewing and giving consideration to adopting Library policies in a regular council meeting verses discussion them in a work session.

6. **Request for the Mayor and Council to discuss and consider the five-year Capital Improvement Plan (CIP):** (Preliminary Plan attached).

City Manager Skeete stated that over the past couple of months staff has put many serious hours into a Capital Improvement Project Plan (CIP) in anticipation of what the City's long-term needs are. He stated the CIP is a tool for the staff and the Council to use for planning and funding the current year budget and four additional years. He asked the Council to really review and to consider projects within the CIP. He also noted that the Council may want to add project(s) that may be incorporated into the Plan, or may want to remove any project(s) in the Plan. Only Fiscal Year 2016/2017 of the CIP will be committed to and funded in this fiscal year budget. He invited Randy Petty, City Engineer to provide the presentation.

Randy Petty and Hilary Cuenin presented the Capital Improvement Projects for Fiscal Years 2016-2020. Mr. Petty referred to Page 1 which provides a summary of all departments capital improvement projects. Also, under each respective headings, the anticipated funds needed to complete that project or a portion of the project for that fiscal year.

Councilman Ortega questioned the expenditure for Firth Park restroom facility (Pg. 23).

City Manager Skeete explained Pages 1 and 2 of the document are a Summary of all supporting documents. Each Project has a supporting Capital Project Description following the Summary.

Mr. Petty continued to explain each respective heading represents each fiscal year along with anticipated expenses for that year. He noted staff are not requesting approval of the entire CIP at this time. However, staff will request approval of the fiscal year 15/16 during budget discussions. The entire CIP will not be approved at this time. He noted the further you go out into the future, the less reliable these anticipated funds become. Additionally, he asked the Council to let staff know if they want any of the listed projects moved up the list. The amounts have been included to give the Council some sense of the magnitude of the anticipated costs to ensure that capital improvements will be made, when and where they are needed, and to provide time for the City to explore funding opportunities to pay for them and to maintain them. He defined capital projects as non-routine expenditures that usually cost more than \$25,000 and result in the purchase of equipment, the acquisition of land, and/or the design or construction of new assets. The expected life of a capital projects is normally five years. These projects are the infrastructures we must have in place to provide a higher quality of life for current and future residents, businesses and visitors. At the bottom of the Summary (Pg. 2), the total cost of projects is provided per fiscal year. Furthermore, the CIP is divided into the General Government Fund, and Utility/Enterprise Fund requests. The balance of the document includes each CIP request on one page, requesting department, project name, location map(if necessary), project description and anticipated funds per fiscal year. Next year when staff report their successes on Fiscal Year 16/17, the five year CIP Plan will be presented to include Fiscal Years 2017/2018 thru 2020/2021. Many of the same projects will be contained in next year's report along with any new projects. The CIP being presented tonight totals \$7,256,200 for Fiscal Year 2016/2017. He stated staff's philosophy for presenting a Five Year CIP to the Council, is evident to be able to provide for the needs of the community and to prepare Safford for the future. It is being presented to the Council for review and for consideration. He noted that the needs are greater than the means to satisfy those needs. The CIP Plan provides a wide range of projects to include: Police Station, Library Improvements, Building Renovations, Parks and Open Spaces, Streets, Water, Wastewater Reuse and Delivery Systems, Roads and Sidewalks, Parking Lot Improvements, Computer Software, Hardware Systems, Flood Control, Drainage, Storm Drain, and Retention Ponds. After revenues have been anticipated for the next fiscal year, and staff has received feedback from the Council, some of these

projects may be moved up, moved back, reduced, or eliminated. However, much effort by staff has been put into this CIP list to make it as realistic as possible. All projects are important to the City and to its citizens. Mr. Petty reiterated that only the first year (FY 2016) will be recommended funding during the budget process. The remaining four years, for planning purposes and funding, are not guaranteed. The CIP will be updated annually to reflect changing priorities and economic conditions. Mr. Petty stated that he does not plan to review each and every project, but will review some projects which may need further discussion, unless the Council provide further direction.

Discussion of the following projects:

Expenditure for Firth Park Restrooms. Expenditure not sufficient. Concern for the public. The restrooms are currently locked because of vandalism and a biohazard situation that occurred in the facility. Moving the restroom facility is a consideration.

Expenditure for funding a skate park. Mr. Skeete explained the expenditure is in the budget for the project in case the group succeeds with funding for a skate park. It was the consensus of the Council to **remove** the skate park project from the CIP and to allow the group to go forward with applying for the grant and to provide the funding for a skate park. Mr. Skeete explained funding may be provided through contingency if the Council directs. The Council request staff review the plan (and the Council approve) if the group raises the funding and provides a plan to build a skate park.

Water Exploration: Concern annual expenditure is not sufficient for water exploration. Expenditure is for finding and testing water sources.

Water Treatment Plant: Consider **adding** water treatment plant to CIP (long-term).

Recycling Containers: No current Recycling Program. Implementing Recycling Program will result in a 20% reduction at Landfill. In process of compiling a Request for Proposals for Recycling Services.

Fire Department Facilities: **Add** new Fire Department Facility to CIP.

Police Facility: Current facility is no longer adequate for the growing needs of Police operations. Summary on Page 4 of CIP.

Library Building Improvements: The Library is in need of significant upgrades or improvements. Summary on Page 7 of CIP. Grants will be pursued.

Kiosk for Customer Services: Summary on Page 13 of CIP. Kiosk will add opportunity for customers to pay their bill twenty-four hours a day, seven days a week and will alleviate congestion during peak billing hours.

Street Improvements: Summary on Page 23 of CIP. 1) Central Avenue, 2) 1st Street, 3) 8th Street, 4) North 8th Avenue, 5) Design 14th Avenue, and 6) Design Relation Street.

Drainage Projects: Summary on Page 24 of CIP. 1) Welker Farms, 2) Jensen Addition, 3) Cotton Gin, 4) East 8th Street.

Water Upgrades: Summary on Page 34 of CIP. Current water line is about seventy-five years old. Phase III Construction; Phase IV & V – Design; Phase IV – Construction and Phase 5 – Construction.

Wastewater – Reclaimed Water Pipeline Project: Summary on Page 52 of CIP. Reclaimed water main from the old lagoon (14th Avenue), south across Highway 70. Project will serve Firth Park, City Hall, and various government facilities, Safford High School, Ruth Powell, Lafe Nelson and the Safford Middle School.

Electric Rebuild: Summary on Page 56 of CIP. Replacement of wooden poles with steel engineered poles (north side of Highway 70 from the Garden Inn Hotel west to the Mt. Graham Shopping Center).

Electric Upgrade: Summary on Page 57 of CIP. Substation upgrades.

Street Improvements: Summary of Page 23 of CIP. 14th Avenue and Relation Street.
Move both projects up on priority list.

Electric: Replacement & Upgrade: Summary on Page 60 of CIP. Pole replacement and conductor upgrade at 8th Avenue and 4th Street, east to the 400 block of East 4th Street. Discussed **option of going underground on north side of Highway 70 from Garden Inn to 20th Avenue.**

Manhole Rehabilitation: One-hundred manholes are rehabilitated annually.

Space Study: Summary on Page 9 of CIP. Conduct an office space study at City Hall and the old City Court Building.

Electric: Attachment Inventory/Pole Testing: Summary on Page 59 of CIP. Comprehensive Inventory/Testing integrity of each pole and attachments.

Electric - Upgrade: Summary on Page 58 of CIP. Upgrade existing direct bury primary at the Sunrise Village Mobile Home Park.

Parks – Improvements & Repairs: Summary on Page 28 of CIP. 1) Swimming Pool; 2) Park Lighting, 3) Event Park; 4) Cemetery; and 5) Skate Park.

Mayor Gibbs reiterated the need for further discussion of a new fire department facility.

7. MEETINGS/ACTIVITIES HELD OR TO BE HELD BY COUNCIL OR CITY STAFF:

- Monday, March 9th Council Meeting: Budget Presentation-Revenue Projections & Grant Revenues
- Monday, March 23, 2015 Council Work Session: Departmental Budget Presentations

Councilman Ortega and City Manager Skeete attended the San Carlos Apache Tribe Inaugural affirming Allred Pike Jr. to the Tribal Council for the Bylas district.

Councilman Ortega will attend the SEAGO Meeting on Friday.

Councilman Lopez attended the Annual ADOT Meeting held in Greenlee County last week.

Mayor Bob Rivera underwent back surgery today. The Council wish him a successful and speedy recovery.

8. ADJOURN: It was moved by Councilman Ortega, seconded by Vice Mayor Bingham, and carried unanimously to adjourn regular session at 7:47:22 p.m. **MOTION ADOPTED**

APPROVED:

Wyn "Chris" Gibbs, Mayor
City of Safford

ATTEST:

Georgia Luster, MMC
City Clerk

STATE OF ARIZONA)
) ss
County of Graham)

CERTIFICATION

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

March 9, 2015
Date:

Georgia Luster, MMC, City Clerk