



**“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, April 13, 2015 @ 6:00 PM
Safford Library Program Room, 808 S. 7th Avenue, Safford, Arizona**

PRESENT: Wyn “Chris” Gibbs, Mayor; Mary Bingham, Vice Mayor; Kenneth Malloque, Gene Seale, James D. Howes and Richard Ortega.

ABSENT: Arnold A. Lopez, Councilman.

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; Alma Flores, Senior Accountant; Terry Quest, Finance Director; Leanne McElroy, Library Director; Cliff Davis, Human Resources Officer; and Georgia Luster, City Clerk. Dale Clark assisted with the audio recording of the meeting.

OTHERS PRESENT: Pastor John Neil, Steven Maxwell (Ponderosa Aviation), John Neal, Jeff McCormick, Thaddeus Hosford, Rex Bryce, Clark Bingham (Fire Chief), James Bryce, Kelly Van Shaar video recorded the meeting.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 6:00:27 p.m.
2. **ROLL CALL:** A quorum of the Council was present (6-1).
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor John Neil offered the Opening Prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:** NONE
6. **PUBLIC HEARING:** Mayor Gibbs opened a Public Hearing at 6:02:02 p.m. to hear public comments in compliance with *Arizona Revised Statutes* §38.431.02 regarding adding **Title 20 – Public Parks and Recreational Facilities** to the *City of Safford Municipal Code*.

Police Chief Brugman provided a summary presentation about the ordinance by presenting a PowerPoint Presentation. He stated the proposed ordinance is a very common ordinance provided throughout the State of Arizona. The intent is not to add restrictions, but to help the police department to be aware of what's going on in Parks. The proposed ordinance includes Park hours that remain the same, 6:00 AM to 10:30 AM; Enforceable by ordinance rather than Arizona Revised Statutes; Definitions; Prohibited Uses and Activities; Uses and Activities Requiring a Permit; and Dogs in the Park. He explained the change is to standardize and broaden park rules to enhance Parks; rules are designed to further develop safe and pleasant areas for citizens; to allow for consistent enforcement when necessary and to establish rules to stay ahead of potential challenges. Chief Brugman recommended a revision in Section 20.01.020 – Prohibited Uses and Activities:

*N. Deadly weapons. Discharging of firearms in parks, facilities, and parklands except in **designated areas or** as allowed for justification as set forth in Chapter 4 of Title 13 of Arizona Revised Statutes.*

*DD. Golfing, operating model rockets or remote control models including airplanes, helicopters and boats **in areas not designated for such activity.***

*EE. Playing disc golf or archery **in areas not designated for such use.***

*FF. Driving, riding, or . . . except upon public roadways, **or in areas specifically designated, or designated parking areas.***

Opened up discussion regarding large groups of fifty or more persons (Section GG). Council agreed that large groups are required to get a permit. Therefore, this section can remain.

There were no comments from the public favoring or opposing the proposed ordinance.

Mayor Gibbs closed the Public Hearing at 6:16:11 p.m. and reconvened open session.

7. NEW/OLD BUSINESS:

1. **Approve March 9 and March 23, 2015, Council Meeting Minutes.** It was moved by Councilman Ortega, seconded by Councilman Malloque, and carried unanimously to approve March 9 and March 23, 2015, Council Meeting Minutes. **MOTION ADOPTED**
2. **Approve March 9, 2015 executive session minutes.** The Council may convene to executive session to discuss any revisions pursuant to *Arizona Revised Statutes* §38.431.03(A) (2) (no required). It was moved by Councilman Malloque, seconded by Vice Mayor Bingham, and carried unanimously to approve March 9, 2015 executive session minutes. **MOTION ADOPTED**

3. **Request for the Mayor and Council to approve additional compensation for the following individuals: Jenny Howard in the amount of 10% of her current salary to act as Interim Utilities Director until position is filled; Kelly Owens and Art Mata of the Public Works Department to receive a 5% interim pay increase for additional duties assigned while the Public Works Director will be acting as Interim Utilities Director.** City Manager Skeete explained the request for additional compensation is because staff will undertake additional duties until the position of Utilities Director is filled.

It was moved by Councilman Ortega, seconded by Councilman Howes, and carried unanimously to approve additional compensation for the following individuals: Jenny Howard in the amount of 10% of her current salary to act as Interim Utilities Director until position is filled; Kelly Owens and Art Mata of the Public Works Department to receive a 5% interim pay increase for additional duties assigned while the Public Works Director will be acting as Interim Utilities Director. **MOTION ADOPTED**

8. CONSENT RESOLUTIONS:

1. **Consider approving and adopting Resolution Number 15-012 authorizing the renewal of the City of Safford's membership in the Rural Arizona Group Health Trust and appointing Clifford Davis, Trustee and Horatio Skeete, Alternate Trustee to serve during the renewal period.** City Manager Skeete reminded the Council that a presentation was presented to the Council at the last meeting. The term of the renewal membership is three (3) years.

The City Clerk read the Number and Title of Resolution Number 15-012 into the record.

It was moved by Councilman Howes, seconded by Councilman Ortega, and carried unanimously to approve and adopt Resolution Number 15-012 authorizing the renewal of the City of Safford's membership in the Rural Arizona Group Health Trust and appointing Clifford Davis, Trustee and Horatio Skeete, Alternate Trustee to serve during the renewal period. **MOTION ADOPTED**

9. ORDINANCES:

1. **Review Ordinance Number 15-003, adding Title 20 – Public Parks and Recreational Facilities to the City of Safford Municipal Code to become effective May 27, 2015, and to be a public record. FIRST READING** City Manager Skeete explained this is the first reading of Ordinance Number 15-003 and that Chief Brugman is available to address questions.

Mayor Gibbs inquired about the difference between designated park hours (6:00 a.m. – 10:30 p.m. and 5:00 a.m. to 10:30 p.m.)

The City Clerk read the Number and Title of Ordinance Number 15-003 into the record.

10. CONTRACTS, AGREEMENTS, BIDS:

1. **Request for the Mayor and City Council to discuss and approve a Fixed Base Operator (FBO) Lease Agreement renewal with Ponderosa Aviation.** Dustin Welker, Planning and Community Development Director, stated that he believes the proposed agreement is beneficial to both the City and Ponderosa. He highlighted two major revisions of the agreement:
 - 1) FBO shall collect a fuel flowage fee which shall be paid to the City at \$0.08/gallon for Jet A and \$0.06/gallon for 100LL fuel sold. Fuels used by planes owned or leased by Ponderosa Aviation shall be exempt from this fee. These amounts shall be fixed for the term of the Agreement.

- 2) FBO shall collect and retain transient parking/tie-down fees to provide a revenue stream that is not being utilized currently at the airport. Fees shall be determined and set by the City Council through resolution.

Mr. Welker explained that the current FBO Agreement does not require the management of the Unicom system. However, benefits to the City will be having a business under contract to manage the Unicom system and to collect landing and takeoff data that is essential for FAA grant and funding purposes. Staff is confident that the Agreement benefits both the FBO and the City.

Councilman Malloque inquired about who will handle any discrepancies occurring with transients.

It was moved by Councilman Malloque, seconded by Vice Mayor Bingham, and carried unanimously to approve a Fixed Base Operator (FBO) Lease Agreement renewal with Ponderosa Aviation. **MOTION ADOPTED**

2. **Review proposed Fee Schedule for the Safford Regional Airport.** City Manager Skeete explained the proposed revised fee schedule for the Safford Regional Airport is being presented to the Council for review. The intent of revising the fee schedule shall be posted on the City's website for sixty (60) days before fees become effective.

It was moved by Councilman Malloque, seconded by Vice Mayor Bingham, and carried unanimously to publish the proposed fee schedule for the Safford Regional Airport. The fee schedule will be provided to the Council for adoption at a future meeting. **MOTION ADOPTED**

3. **Approve a contract between the City of Safford and The Planning Center for a General Plan Update for \$86,810.37.** Dustin Welker explained that State law requires cities and

towns to update their General Plan update every ten years. The City's original General Plan was adopted in 2004. The General Plan update is included in this year's budget. Six responses were received to the General Plan Update RFP that ranged from \$80,000 to \$150,000. Proposals were scored by a committee and two were chosen for interviews. The committee unanimously chose The Planning Center and negotiated a price of \$86,810.37. The current General Plan is very basic and limited. The proposed work will progress existing elements, add new elements, and include a comprehensive study and plan of the community. Part of the p He briefly explained the Scope of Work: Elements include growth areas annexation to the east and north; planning areas throughout the City (industrial and employment); land uses (land use map); circulation of east/west corridors throughout the community; Airport; intermodal/ground transportation; infrastructure; public facilities – where we are and where we want to be; housing matching housing needs to income level; economic development; environment; water; recreation – trail systems. Mr. Welker stated The Planning Center has a very extensive and successful outreach program. The Planning Center also includes a Charrette Plan. The proposed schedule is to complete the Plan by the end of this year, ready for adoption by the Council and eventually ratified by the voters in 2016. Finally, he explained the budgeted estimate for the General Plan Update was \$45,000 to \$50,000. To make up for the short fall in the Planning and Community Development Budget, the Police Department has identified \$35,000 in professional services that was budgeted for the remodeling of their facility which will not be utilized this year.

It was moved by Councilman Ortega, seconded by Councilman Malloque, and carried unanimously to approve a contract between the City of Safford and The Planning Center for a General Plan Update for \$86,810.37. **MOTION ADOPTED**

11. BUDGET PRESENTATIONS:

This is a request for Council to review and provide guidance and feedback on various City Departments draft budgets for Fiscal Year 2015-2016. The following departments are included at this time: City Manager Office; City Clerk, City Court, City Attorney, Fire Department, Finance, and Information Technology.

City Manager Skeete explained that this is the first of a series of budget workshops for Fiscal Year 2015-2016 to discuss the proposed operating expenses of the different departments. He recalled previous budget presentations were held to review revenue projections over a five-year period and the first year of a proposed five year capital plan listing a number of projects in the first year. Council comments were taken into consideration and will be included in the revised capital plan and presented to the Council before adoption. A revised summary of the capital plan will be provided to the Council later on as budget discussions continue. The City Manager, City Council, City Clerk, City Attorney, Fire Department, Finance, and Information Technology will present their operating budgets tonight. Each department was instructed to look for efficiency and savings within each department and to provide detailed explanations for each expenditure line proposed. Five percent (5%) projected revenues were

identified at the beginning of the budget process. Each department was instructed to target a 5-7% reduction in operating costs that would have no substantial change or reductions in service levels to the residents. That 5-7% overall budget reduction is also committed based on the adopted budget for this year; financial and budget plans and policies adopted last year will be set aside for purposes of rebuilding areas where the fund balance was significantly below unacceptable standards. Also, a final version will present a reduction in operating budgets between a 5-7% overall as well as a 5% budgeted savings that will be applied to those fund balances requiring adjustments and improvements to those balances. Also included in budget discussions over the next 2-3 weeks is a 3% performance or merit pay increase should adequate revenues are available. The City Manager's intention is to present a balanced budget to the Council. All capital improvement projects will be done on a pay as you go basis – no lease or financing of any capital project will be proposed during this fiscal year. All projects will be funded through projected revenues and supported fund balances. A separate full debt-payment schedule of all outstanding debt including an individual projected debt service for the next five years will be presented to the Council. Council will be assured that the debt service and the commitment to pay the debt service will be covered. The fleet manager is continuing to refine and review the fleet budget as well as the technology and equipment budgets. A standard operating procedure will be outlined indicating how equipment are replaced. Equipment will continue to be monitored and leased to the departments as recommended on the depreciation schedule. Large equipment currently being leased will no longer be part of the fleet account. The department requesting the equipment/vehicle will be required to justify expense which will become part of the debt payment schedule. Vehicles and other equipment replacement request will be evaluated and approved based on a physical assessment rather than a predetermined replacement schedule. Highlights of the Budgets along with the detail information are presented below:

Highlights of City Manager Budget, presented by City Manager Skeete. (-8.22% reduction)

- Other expenses were increased this year to cover cost for various community events and incidental expenses associated with meeting and recognition for outstanding performance throughout the year.
- This will also seed various regional events recognizing key events and people in history like the MLK, Cesar Chavez, volunteer recognition and a pioneer day.

Highlights of the City Council Budget, presented by City Manager Skeete. (-11.56% reduction)

- Pride of Safford, \$4,400; Community Foundation \$17,500
- Safe House \$7,000
- Gila Valley Boys & Girls Club \$9,600 – Provide funding to the Boys and Girls Club. The agreement is between the Club and Owens Properties.
- 4th of July Celebration \$5,000; Lions Club Flags \$3,000

- Chamber of Commerce \$100,000 – Reduction in the amount budgeted for the Chamber of Commerce this year is due in part to the reduction of the Hospitality tax. The Hospitality tax has decreased dramatically over last two years.
- Gila Valley Economic Development Organization \$20,000 – Set aside to provide seed money for the Gila Valley Economic Development to promote economic development.
- Contingency \$3,500
- The amount (\$5,000) previously budgeted for Façade grants to the downtown business district was moved to Planning and Community Development budget.

Highlights of City Attorney, presented by City Manager Skeete (-10.85% reduction). Mr. Skeete plans to change the title of the city attorney from “Interim City Attorney” to “City Attorney.”

- Decrease in expenses is due to no longer having to support the cost of the Attorney Office Building.

Highlights of Magistrate, presented by Linda Burrell (-2.18% reduction)

- The Court will be in new location in the space previously occupied by the City Attorney’s office.
- Court expenses fluctuate base based on number of Jury Trials
- Professional services include funding for security to be provided for night court.

Highlights of City Clerk, presented by Georgia Luster (-9.38% reduction)

- Reduction is due to no primary election in fiscal year 2015/2016.

Highlights of Information Technology, presented by Sam Napier (-6.84%)

- Reduction is due reduction in travel expenses, operating supplies, number of PCs scheduled to be purchased, and in communications by removing old lines.
- One-half position - proposed 4th position to be hired in December 2014. This position will provide enhanced technology needs that will improve qualities and efficiencies.

Highlights of Fire Department, presented by Fire Chief Bingham (-10.39%)

- Reduction is due to benefits being miscalculated for FY 14/15. He pointed out that the Fire Department receives \$358,216 annually from the Rural Fire District.

Highlights of the Finance presented by Terry Quest. He pointed out that the Finance Department includes Materials Management (Procurement), Business Services, Field Services, and Customer Service. Overall combined budgets have reduced because of restructuring the department, decreased travel, training and supplies totaling a 15.85% reduction.

City Manager Skeete stated the Utilities, Public Works, Police Department, and Library will provide their budget presentations over the next couple of meetings. He recognized the efforts of the

staff. He is confident that it is a very good budget reflecting a reduction of 5-10% without affecting the quality of services. Also, change in ideas and a review of employee benefits package will also be presented.

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

- Saturday, April 25th – Make A Difference Day; Dump the Drugs
Main Street Downtown Ribbon Cutting
- Week of Monday, April 27th – Saturday, May 2nd – Free Dump at Landfill
- Monday, April 27th – Work Session – Budget: Department Presentations
- Saturday, May 2nd – Cinco de Mayo Parade and Fiesta
- Monday, May 11th – Regular Council Meeting
- Monday, May 25th – Memorial Day Holiday
- Tuesday, May 26th – Special Council Meeting – Adopt Tentative Budget

13. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:

- Attended a meeting with representatives of Graham County Electric Cooperative and Eastern Arizona College regarding the Coop providing transmission of water to the College. Further information will be provided to the Council.
- Appointment of Lay Member to the Pension Board of the Safford Fire Department.

14. CITIZEN COMMENTS ON NON-AGENDA ITEMS: NONE

15. ADJOURN It was moved by Councilman Ortega, seconded by Vice Mayor Bingham, and carried unanimously to adjourn regular session at 7:54:56 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 Regular Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, April 13, 2015, and approved at a Regular Council Meeting on Monday, May 11, 2015. I further certify the meeting was duly called, held and that a quorum was present.

May 11, 2015
Date: _____

Georgia Luster, MMC, City Clerk