



**“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 27, 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, Arnold A. Lopez, James D. Howes and Richard Ortega.

STAFF PRESENT: Horatio Skeete, City Manager; Leslie Norton, Executive Secretary; Joe Brugman, Chief of Police; Jenny Howard, Public Works Director/Interim Utilities Director; Randy Petty, City Engineer; Dustin Welker, Planning and Community Development Director; Terry Quest, Finance Director; Alma Flores, Senior Accountant; 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: Kelly Owens; Harry Williams; Gale Hedges; Clark Bingham (Fire Chief); James Bryce; David Chapman; Chad Hogle; Art Mata; Jeff McCormick, Pima Town Manager; and Bryon Wiley.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** A quorum of the Council was present.
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor David Chapman offered the Opening Prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:** NONE
6. **BOARDS/COMMISSION/GROUPS:**
 1. **Arizona Community Foundation of the Gila Valley Presentation (Ted Prina).** Mr. Prina asked to be excused.
 2. **Consider appointment of Lay Member for the Safford Fire Department pursuant to Arizona Revised Statutes §9-954.** Mayor Gibbs recommended appointing Steve Junion

as the Lay Member to the Pension Board of the Safford Fire Department. Chief Bingham is present if the Council have any questions.

It was moved by Vice Mayor Bingham, seconded by Councilman Ortega, and unanimously adopted to appoint Steve Junion as the Lay Member to the Safford Fire Department Pension Board. **MOTION ADOPTED**

3. **Provide information to Mayor and Council about the preparation of a promotional video for the City of Safford.** City Manager Skeete informed the Council that earlier in the year, a video producing company contacted the City to provide two ninety (90) second video clips promoting the City of Safford. The company will begin shooting the video on May 6th and 7th. There is no cost associated with the video.

7. ORDINANCES:

1. **Second Reading of Ordinance Number 15-003, adopting by reference 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.** Mayor Gibbs suggested discussing the Park hours as indicated in the ordinance. He has a concern that opening Parks at two different times (6:00 a.m. – 10:00 p.m. and 5:00 a.m. – 10:00 p.m.) causing some interpretation issues to both the officers and the public. He suggested being consistent and open Parks at 6:00 a.m. Chief Brugman and Jenny Howard both agreed to the change in time. Councilman Malloque commented that there are many people out utilizing the Parks/trails much earlier than 6:00 a.m. He suggested opening Parks at 5:00 a.m. to accommodate the public.

A revision to Section 20.01.010(A) of the ordinance will read: Hours . . . parklands and designated recreation areas shall be open for public use from ~~6:00~~ **5:00** a.m. to 10:00 p.m. ~~Passive activities including, but not limited to: running, jogging, walking, bike riding, or the attendance of fitness classes or camps shall be allowed between the hours of 5:00 a.m. to 10:00 p.m. except in those facilities within the park that have been posted separately.~~

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

It was moved by Councilman Malloque, seconded by Councilman Howes, and carried unanimously to approve and adopt Ordinance Number 15-003, with the amendments, adopting by reference *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. The amendment of Section 20.01.010(A) of the ordinance will read: Hours . . . parklands and designated recreation areas shall be open for public use from ~~6:00~~ **5:00** a.m. to 10:00 p.m. ~~Passive activities including, but not limited to: running, jogging, walking, bike riding, or the attendance of fitness classes or camps shall be allowed between the hours of 5:00 a.m. to 10:00 p.m. except in those facilities within the park that have been posted separately.~~

MOTION ADOPTED

8. CONSENT RESOLUTIONS:

1. **Consider adopting Resolution Number 15-013, declaring 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.** The City Clerk read the Title and Number of Ordinance Number 15-003 into the record.

It was moved by Councilman Ortega, seconded by Councilman Howes, and carried unanimously to approve and adopt Resolution Number 15-013, declaring 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.

MOTION ADOPTED

9. MONTHLY/QUARTERLY REPORTS:

1. Police Report
2. Building Inspection Report
3. Public Works Report
4. Human Resources Report
5. Clerk's Office Report
6. Library Report
7. Utilities Consumption/Water Production Reports
8. Projects Planning and Grants Administration
9. Prosecution Report
10. Airport Reports
11. Expense Report over \$5,000
12. Purchasing Card Report

City Manager Skeete told the Council that they may pull any item for discussion. There were no questions or comments.

10. CONTRACTS, AGREEMENTS, BIDS:

1. **Consider awarding CCTV Inspection of Sewer Lines, Project No. 67-563, to American Industrial & Municipal Services of Phoenix, Arizona in the amount of \$54,810.95.** Jenny Howard, Public Works Director, explained an annual inspection of sewer lines is required by ADEQ. Twenty percent (20%) of the City's sewer mains will be inspected annually. American Industrial & Municipal Services is a new company with a new product and their bid is higher.

It was moved by Councilman Malloque, seconded by Councilman Lopez, and carried unanimously to award the CCTV Inspection of Sewer Lines, Project No. 67-563, to American Industrial & Municipal Services of Phoenix, Arizona in the amount of \$54,810.95. **MOTION ADOPTED**

2. **Consider awarding 2014-2015 Manhole Rehabilitation, Project No. 67-613, to Manhole Coatings, LLC of Scottsdale, Arizona in the amount of \$85,272.68.** Jenny Howard, Public Works Director/Interim Utilities Director, explained Manhole Coatings, Inc. is a new company with a new product.

It was moved by Councilman Howes, seconded by Vice Mayor Bingham, and carried unanimously to award the 2014-2015 Manhole Rehabilitation, Project No. 67-613, to Manhole Coatings, LLC of Scottsdale, Arizona in the amount of \$85,272.68. **MOTION ADOPTED**

3. **Consider approving Site License Agreement between the City of Safford and the University of Arizona.** Jenny Howard, Public Works Director/Interim Utilities Director, explained the purpose of the Agreement is to allow the City to construct the infrastructure for two wells that will provide potable water to the residents with the City of Safford water territory.

City Manager Skeete informed the Council of the City's obligation to the University of Arizona according to the Agreement - (Agreement - Five (5) year term with option to renew for four (4) consecutive five (5) year terms; City of Safford shall provide up to 300,000 gallons of water per year water to the University of Arizona at the well site, or at the City's water filling station if the well fails).

It was moved by Councilman Ortega, seconded by Councilman Howes, and carried 6-1 to approve the Site License Agreement between the City of Safford and the University of Arizona. Councilman Lopez opposed. **MOTION ADOPTED**

4. **Consider awarding 2014-2015 City Paving Project to CKC Construction in the amount of \$130,115.55.** Randy Petty, City Engineer, explained the paving project consists of four locations to be paved: City Hall parking lot, Police Station parking lot, American Legion parking lot and Magistrate Court parking lot. Funding for the project will be provided from the current adopted budget for the streets division and building maintenance capital improvements. Construction should begin in May and should be completed in late June.

It was moved by Councilman Howes, seconded by Councilman Ortega and carried unanimously to award the 2014-2015 City Paving Project to CKC Construction in the amount of \$130,115.55. **MOTION ADOPTED**

11. BUDGET PRESENTATION:

1. **This is a request for Council to review and provide guidance and feedback on various City Departments' draft budgets for Fiscal Year 2015-2016: Planning and Community Development, Engineering, Library, Public Works, Police, and Utilities.**

City Manager Skeete stated this is a continuation of presenting the draft budget for Fiscal Year 2015-2016. Dustin Welker will begin by providing the highlights of the Planning and Community Development Budget.

- Planning and Community Development includes Airport, Building Safety, and Recreational Program.
- Refinance and transfer of debt service out of P& CD and Airport budgets into Debt Service Fund accounts for a large reduction in "Other Expense."
- Added Façade Grant to P&CD Budget.
- Reduced supply costs by utilizing electronic document creation and retention in Laserfiche.
- Economic Development funds to be used to create a signature event to draw patrons into Safford from outside of our community.

Highlights of Engineering Budget, presented by Randy Petty, City Engineer.

- Professional Services has a favorable variance due to GIS services now being provided in-house.
- Professional Services now include ESRI License (GIS) and County IGA for Pictometry Aerials.
- Dues-Subscriptions & Memberships will cover our AutoCAD subscription and professional memberships.

Councilman Lopez asked staff to explain the \$878 expenditure listed in the FY 13-14 salaries bonus expenditure line. Alma Flores explained the expenditure is for employee safety bonuses. Councilman Malloque asked when the expenditure originated. This is one of the reasons that he has been recommending a line item budget.

City Manager Skeete explained benefit items will be presented to the Council at the May 11th meeting. He stated the safety bonus was developed several years ago as an incentive to instill safety practices in the workplace. Employees that are eligible and with no injuries or workman's comp claims receive \$35 per quarter and a lump sum at the end of the year.

Highlights of Library Budget, presented by Leanne McElroy, Library Director. She acknowledged Byron Wiley, Library Board Vice Chairman, for attending tonight's meeting.

- The General Fund expenditures reflect only basic library services. All programming, digital resources, bulk collection purchases and community based events are paid through grants and private donations.
- Approximately \$235,000 or 31% is funded by outside grants.
 - Graham County provides \$32,000 to the General Fund.
 - Science City receives an earmarked \$20,000 from FMI.
 - First Things First provides \$130,000 to early literacy programs this year.
- Reductions in the Library General Fund expenditures are due to a staff restructuring which made a more efficient model for delivering library services. Other reductions were made by moving regular, traditional budgeted expenditures into grants. The Library has had a very positive year, great staff and a 5% reduction.

Highlights of Public Works Budget, presented by Jenny Howard, Public Works Director.

- Public Works include Building & Maintenance, Parks, Sanitation, HURF Streets, Fleet, and Golf Course.
- A decrease in Debt Service is the result of changes to the Debt Service process. Debt Service will now be reflected in the Debt Service Fund.
- Decrease in Motor Pool rents due to vehicles reaching life cycle replacement reserves. City Manager Skeete pointed out that the reduction in fleet is reflected in all departments.
- Decrease in fuel due to continued streamlining efficiencies and conscious driving habits. Overall, the propose budget reflects an 18% reduction.

Highlights of Police Budget, presented by Joe Brugman, Chief of Police.

- Police includes Police Administration, Criminal Investigation, Patrol, and Animal Control. (21 sworn positions, 4 civilian position, acknowledged Administrative Assistant/Supervisor position will include grants).
- Salaries and benefits represent a fully staffed Police Department.
- Police Public Safety Retirement Benefit will increase for Fiscal Year Ending 2016.
- Eliminated budgeted funds for the remodeling of current Police Department facility.
- Police service to the community is maintained despite increases in public safety retirement system. The Safford Police Department responds to approximately 50% of total calls in the Valley. In addition to the \$45-46,000, Homeland Security awarded an additional \$12,700 to the Safford Police Department.

- Highlights of Utilities Budget, presented by Jenny Howard, Interim Utilities Director

- Included in Other Expense is Debt Service of \$1.14 million.
- Increase of Electric budget is a result of the acquisition of electric meters from the Graham County Electric Cooperative, Inc.
- Renegotiated cost of gas purchased from supplier resulting in a reduction of purchase for Resale-Gas.
- Professional services decreased Landfill budget moved to capital.
- Motor Pool rentals decreased due to vehicle buy-out revenues.
- Communications and advertising budget reduced 29%.
- Supplies for vehicle and equipment (mainly fuel) reduced 19%.
- Other expenses 7% reduced, total net reduction of 2.15%.

City Manager Skeete stated that approximately 80% of the operating budget has been presented. At the May 11th, presentations will include: fundamental changes and tweaks to the budget, realignments, a revised capital budget focusing on the carry overs for this fiscal year and next fiscal year funding mechanism, realignment of the debt service, quick snapshot of all debt services, review grants, complete the Water, Human Resources, and Fleet Divisions. A tentative balanced budget will be presented in the first week of June and then the process will proceed to the adoption of the final budget and tax levy.

Councilman Malloque inquired about moving up the 14th Avenue project. Mr. Skeete stated that comments such as this will be reflected in the May 11th presentation.

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

- Saturday, May 2nd Cinco de Mayo Parade and Festivities
- Monday, May 4th Star Wars
- Tuesday, May 5th, 5:00 – 6:30 pm at the General Services Building: Is Public Transportation Needed in Graham County?
- Thursday, May 7th Transportation Feasibility Meeting – General Services Building at 1:00 p.m. (Feasibility of Bus Services)
- Monday, May 11th Regular Council Meeting
- Tuesday, May 26th Special Council Meeting
- Monday, June 8th Regular Council Meeting
- Discuss possible topics for joint City of Safford, Town of Thatcher, and Graham County meeting: Water, Sharing of Fire/Police Services, Recreation, and Transportation (Greyhound is considering another route through Safford), Chamber of Commerce, include San Carlos Tribe.

13. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS: NONE

14. CITIZEN COMMENTS ON NON-AGENDA ITEMS: NONE

15. ADJOURN: It was moved by Vice Mayor Bingham, seconded by Councilman Howes, and carried unanimously to adjourn at 7:31:17 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 Special Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, April 27, 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