



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

**CITY COUNCIL MEETING MINUTES
MONDAY, MARCH 26, 2012 @ 6:00 PM
PHELPS DODGE ROOM - LIBRARY**

PRESENT: Wyn “Chris” Gibbs, Mayor; Council Member’s Ken Malloque, Jacque Attaway, Mary Bingham, and Gene Seale.

ABSENT: Vice Mayor Kouts

STAFF PRESENT: David Kincaid, City Manager; Christine Fisher, Personnel Director; Eric Buckley, Utilities Director; Randy Petty, City Engineer; John Griffin, Police Chief; Ann Waite, Finance Director; Jan Elliott, Library Director; Jenny Howard, Projects Management Specialist; Kim Larkey, Information Processing Supervisor; Marion Gauna, Lead Accounting Specialist; Tisha Clark, Accounting Specialist; Lisa Suter, Accounting Specialist; Dustin Welker, Planner/Downtown Manager; and Georgia Luster, City Clerk. Tom James, IT Specialist, assisted with the audio/video recording of the meeting.

OTHERS PRESENT: Jon Johnson, Eastern Arizona Courier; James D. Howes, Richard Ortega, Steve McGaughey, Dr. Carl Vessels, Valerie Buckley, Richard Turner, and others who did not sign in.

- 1. WELCOME AND CALL TO ORDER:** Mayor Gibbs welcomed everyone to the meeting and called the meeting to order at 6:01 p.m.
- 2. ROLL CALL:** A quorum of the Council was present (5).
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
- 4. OPENING PRAYER:** Deacon, Dr. Carl Vessels offered the opening prayer.
- 5. CITIZEN COMMENTS ON AGENDA ITEMS: NONE**
- 6. CANVASS OF PRIMARY ELECTION - RESOLUTION NUMBER 12-011:** Consider approving and adopting Resolution Number 12-011, a resolution of the City of Safford declaring and adopting the results of the Primary Election held March 13, 2012.

It was moved by Councilmember Attaway, seconded by Councilmember Bingham, and carried unanimously to approve and adopt Resolution Number 12-011, a resolution of the City of Safford declaring and adopting the results of the Primary Election held March 13, 2012.

ADOPTED

7. **AIRPORT SURFACE TREATMENT PROJECT - RESOLUTION NUMBER 12-012:** Consider approving and adopting Resolution Number 12-012, a resolution of the City of Safford authorizing the city manager to enter into agreement with the State of Arizona, Department of Transportation, for an Airport Surface Treatment Project.

It was moved by Councilmember Bingham, seconded by Councilmember Attaway, and carried unanimously to approve and adopt Resolution Number 12-012, a resolution of the City of Safford authorizing the city manager to enter into agreement with the State of Arizona, Department of Transportation, for an Airport Surface Treatment Project.

ADOPTED

8. **AWARD RECOMMENDATION - THUNDERBIRD TANK:** Consider awarding the 250,000 Gallon Thunderbird Hill D-Zone Storage Tank contract to Southwest Tank and Steel as per the attached award recommendation for \$253,346.00 and upon award request a transfer of \$53,346.00 from the Morris Cluster/8th Avenue Bridge Upgrade (Water) Budget line item of \$330,000.00 to cover the tank overage as the Morris Cluster/8th Avenue Bridge project will not be constructed this year.

It was moved by Councilman Malloque, seconded by Councilman Seale, and carried unanimously to award the 250,000 Gallon Thunderbird Hill D-Zone Storage Tank contract to Southwest Tank and Steel for \$253,346.00 and approve a transfer of \$53,346.00 from the Morris Cluster/8th Avenue Bridge Upgrade (Water) Budget line item of \$330,000.00 to cover the tank overage as the Morris Cluster/8th Avenue Bridge project will not be constructed this year.

ADOPTED

9. **AWARD RECOMMENDATION - MANHOLE REHABILITATION:** Consider awarding the Manhole Rehabilitation FY 11-12 contract to Corrosion Resistant Coatings as per the attached award recommendation for \$46,341.68.

It was moved by Councilmember Bingham, seconded by Councilman Malloque, and carried unanimously to award the Manhole Rehabilitation FY 11-12 contract to Corrosion Resistant Coatings as per the attached award recommendation for \$46,341.68.

ADOPTED

10. **AWARD RECOMMENDATION - MANHOLE INSECT SPRAYING FY 11-12:** Consider awarding the Manhole Insect Spraying FY 11-12 contract to Manhole Exterminating Services, as per the attached award recommendation for \$17,442.50.

It was moved by Councilmember Attaway, seconded by Councilmember Bingham, and carried unanimously to award the Manhole Insect Spraying FY 11-12 contract to Manhole Exterminating Services, as per the attached award recommendation for \$17,442.50.

ADOPTED

11. **AWARD RECOMMENDATION - ELECTRICAL CONDUIT INSTALLATION:** Consider awarding the Electrical Conduit Installation, Sunshine Valley and Conquistador Estates contract to MP Nexlevel (MP Technology), as per the attached award recommendation for \$71,761.00.

It was moved by Councilman Malloque, seconded by Councilmember Attaway, and carried unanimously to award the Electrical Conduit Installation, Sunshine Valley and Conquistador Estates contract to MP Nexlevel (MP Technology), as per the attached award recommendation for \$71,761.00.

ADOPTED

12. **UTILITY PROJECTS UPDATE:** Jenny Howard will provide a regularly scheduled presentation regarding status of all active Capital Utility Projects.

Jenny Howard presented a PowerPoint Presentation of active Capital Utility Projects.

- 69kV Transmission Line Upgrade
- Electrical Conduit Installation
- Manhole Rehabilitation FY 11-12
- 250,000 Gallon thunderbird Tank
- **Bonita 12" Line Phase I**
- Bonita (Solomon/Colonias) Phase II
- Gas Renewals

13. **ZONING ORDINANCE:** The Community Development Department has been working with Mr. Richard Turner on revisions of Chapter 16 Subdivisions and Chapter 17 Zoning of the Safford Municipal Code. Introduction of Mr. Richard Turner and provide update on the current progress.

Dustin Welker provided an update on the revisions of the Municipal Code regarding Subdivisions and Zoning. He introduced Richard Turner, a consultant, who is assisting Dustin Welker update and rewrite Chapter 16 & 17 of the Municipal Code. Mr. Turner has a **Master's** in Urban and Regional Planning and has been involved with planning since 1976. He was the Director of Maricopa

County for twenty years; and was a director of Jefferson County, Colorado; completed his community development career in Fountain Hills; and is now a member of the Planning and Zoning Commission of Fountain Hills. Mr. Turner is currently assisting smaller communities such as Safford, Tuscyan, and Superior. He noted the zoning ordinance has not been updated for years. They are updating Chapter 16 & 17, well over 150 pages of zoning. A rough draft is completed which will go before the Development Review Committee, the Planning and Zoning Commission and then it will be presented to the Council. He noted several revisions and additions will be added to the Code such as: Lot split affidavit, parking requirements, street light requirements, street standards, use permits, downtown and highway design standards, homeowners associations, bonding requirements, recording requirements, P & D requirements, zoning districts, subdivision procedures, approval procedures, pool requirements, large scale developments, home occupation, parking spaces, etc. The goal to complete the process is by the end of the year. Public Hearings will be held throughout the process.

14. CITIZEN COMMENTS ON NON-AGENDA ITEMS: NONE

15. ADJOURN REGULAR MEETING AND ENTER COUNCIL WORK SESSION:
It was moved by Councilmember Attaway, seconded by Councilmember Bingham, and carried unanimously to adjourn the regular council meeting and enter a council work session at 6:37 p.m.
ADOPTED

City Manager Kincaid stated the items reviewed tonight are for discussion purposes only. He stated the genesis of the Accountability Plan began with the IRS Audit done a few years ago. Procedures were in place, but policies are required by the IRS. He noted that the Purchasing Policy is also being revised and updated. He stated that Ann Waite is available for comments.

16. ACCOUNTABILITY PLAN: Review and discussion of proposed Accountability Plans.

- Travel Procedures
- Technology Equipment Offsite Use Policy
- Personal Use of City-Provided Vehicles Policy
- Moving Expense Reimbursement Policy

Ann Waite explained the definition of an Accountable Plan per the Internal Revenue Service. An allowance or reimbursement policy where amounts are nontaxable to the recipient if certain requirements are met: There must be a business connection to the expenditure; there must be adequate accounting by the recipient within a reasonable period of time; and Excess reimbursements of advances must be returned within a reasonable period of time.

The Council agreed that the Accountability Plan should be provided to the Council for adoption in the near future.

17. **FINANCIAL PRINCIPLES:** Discussion of financial principles for the general fund and the enterprise funds. The financial principles as presented/amended will be the foundation for budget development.

City Manager Kincaid stated the financial principles for the general funds and the enterprise funds will be the foundation for budget development. He noted that the budget process consists of activities that encompass the development, implementation and evaluation of a plan for the provision of services and capital assets. He provided a PowerPoint Presentation of the priorities of the Council in a five-year plan.

Key Characteristics

- Incorporate long term perspective
- Establish links to organization goals and priorities
- Focus decisions on outcomes and results
- Involve and promote effective communication with stakeholders

Develop Approaches to Achieve Principles

- Adopt financial policies
- Develop programmatic, operating and capital policies and plans
- Develop management strategies
- Monitor, measure and evaluate performance
- Make adjustments as needed

He provided and reviewed the proposed City of Safford General Government Long Term Financial Principles, Gas Department Long Term Financial Principles, Water Department Long Term Financial Principles, Electric Department Long Term Financial, and Wastewater Department Long Term Financial.

18. **LANDFILL:** Discussion of Landfill fee structure regarding residential verses commercial charges.

City Manager Kincaid explained the landfill is losing revenue because of commercial customer's claiming they are residential customers to get the cheaper rate. He asked the Council to consider implementing a flat rate for both residential and commercial customers in the budget process. The Council

agreed.

19. **ADJOURN:** It was moved by Councilmember Attaway, seconded by Councilmember Bingham and carried unanimously to adjourn the meeting at 7:41:59 p.m. **ADOPTED**

APPROVED:

Wyn "Chris" Gibbs, Mayor
City of Safford

ATTEST:

Georgia Luster, MMC
City Clerk

CERTIFICATION

STATE OF ARIZONA)
) ss
County of Graham)

I hereby certify that the foregoing minutes are a true and correct copy of the council work session of the City of Safford, Graham County, Arizona held Monday, March 26, 2012, and approved at a Regular Council Meeting on April 9, 2012. I further certify the meeting was duly called, held and that a quorum was present.

Dated: April 9, 2012

Georgia Luster, MMC
City Clerk