



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

**CITY OF SAFFORD
COUNCIL BUDGET WORK SESSION MINUTES
MONDAY, May 20, 2013 @ 6:00 PM
Safford Library Program Room, 808 S. 7th Avenue, Safford, Arizona**

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

ABSENT: Mary Bingham, Vice Mayor.

STAFF PRESENT: David Kincaid, City Manager; Sandra Findley, Executive Secretary; John Griffin, Police Chief; Ann Waite, Finance Director; Don Knight, Administrative Services Director; Randy Petty, City Engineer; Eric Buckley, Utilities Director; Leanne McElroy, Library Director; Jenny Howard, Public Works Director; and Georgia Luster, City Clerk. Dale Clark, IT Assistant and Sam Napier, IT Specialist, assisted with the audio/video recording of the meeting.

OTHERS PRESENT: Kim Larkey, Linda Burrell, Michael Faunce; Clark Bingham, Glen Orr, Steve McGaughey, and others who did not sign in.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 6:01:34 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:** Arnold Lopez offered the Opening Prayer.
5. **BUDGET PRESENTATIONS AND DISCUSSION:**
 - **Fire Department Budget**
FY 12-13 \$651,681; Proposed FY 13-14 \$637,210; -2.22% decrease from FY 12-13 budget.

City Manager Kincaid asked Fire Chief Bingham to address the Fire Department Budget. He noted that the Fire Chief has increased his capital request from \$5,000 to \$29,000 proposing to paint (\$13-\$14,000) or stucco (\$24,000) the outside of the Fire Department Building, lighting over the bays, insulate truck bay doors, new flooring in

office, and construction of training props at the training center.

There was discussion amongst the Council about expanding the fire truck bay doors because the current doors are very narrow to back fire trucks into parking garage (trucks have about one to one and one-half inches between truck mirrors and door), and other remodeling of the fire department (additional bays, expand building making it more efficient, protection of equipment, engineering of structure). There was discussion about expanding the fire department into the City Court building and moving City Court.

Councilman Ortega recommended staff compile financial figures of what can be done now at the Fire Station, City Hall, and Police Station.

Mayor Gibbs would like to stop talking about planning for new facilities and get something done.

City Manager Kincaid stated that in FY 2014, staff will complete a potential long term (twenty-year plan), a financial assessment plan for major capital projects needed throughout the City. The analysis will include an overall building needs plan to include a new police station, fire station, city hall, court, a new phone system, long term picture of parks, long term picture on open space, long term picture of utilities, etc. Information will be provided tonight in regards to some significant safety issues at City Hall that will require some remodeling of office spaces. In referring to the Fire Department, both engineering and remodeling cannot be done in the same year. He recommended doing one or the other. He believes a structural analysis can be done for about \$10-\$12,000.

It was the consensus of the Council to increase the Fire **Department's** capital budget and give consideration to painting the building (to help preserve the building) and to provide preliminary engineering to remodel the truck bay area (columns, expand doors, etc.).

Magistrate Budget: FY 12-13 \$197,700; FY 13-14 \$230,430; 16.56% increase from FY 12-13 budget: City Manager Kincaid stated that there are no significant changes in the Magistrate budget. Salary Survey indicated underfunding of Court Clerk/Assistant Magistrate salary. He also touched on (JCEF) Judicial Court Enhancement Fund (funds collected from fines). These funds are being considered for doing some minor interior modifications of the lobby room, office area, and courtroom and to enhance security.

Human Resources Admin Services -Internal Service Fund I.T. Budget: FY 12-13 \$721,788; FY 13-14 \$738,382; an increase of 2.30% from FY 12-13 budget: City Manager Kincaid stated a major increase occurred in Outside Services because of

Laserfiche upgrade and training. Sam Napier reviewed the capital budget (upgrade 2 servers, upgrade storage device, upgrade 2 copy machines, and replace 10 handheld radios for Public Works/Utilities). Additionally, a list was reviewed of computers, laptops, tablets, phone printers, copiers, and radios.

Business Services Admin Budget: FY 12-13 \$279,226; FY 13-14 \$317,420; an increase of 13.68% from FY 12-13: City Manager Kincaid pointed out that as part of the re-organization; Citizen Services was renamed to Business Services. He explained the salary budget increased because one of the positions is at a higher responsibility level because of the reorganization

Business Services, Citizen Services, Budget: FY 12-13 \$270,509; FY 13-14 \$303,720; An increase of 12.28% from FY 12-13 budget: City Manager Kincaid noted cashiering and landfill collections staff are cross trained to work both areas. He referred to Items # 1 and #2. Item #1, He explained security cameras will be installed in Customer Services area because of security issues. Item #2, eliminate Round-Up Plus Program because the program is no longer customer sustainable. Secondly, capital funding is for the remodel of customer service area.

Business Services, Field Services, Budget: FY 12-13 \$307,369; FY 13-14 \$274,600; A decrease of 10.66% from FY 12-13 budget: City Manager Kincaid explained the largest increase is for tablets for field personnel and meter replacement program.

Business Services, Materials Management, Budget: FY 12-13 \$265,221; FY 13-14 \$295,390; An increase of 11.38% from FY 12-13 budget: City Manager Kincaid explained that because of a new law, obsolete brass fitting with lead will be omitted from the warehouse. Capital budget is to purchase a new ice machine. This machine is very sanitary because it bags the ice.

City Manager Kincaid stated that he hoped to present a combined general fund budget, but have not received intergovernmental agreements from Graham County. Not compiled. On the revenue side, will use state provided figures as presented and 6% over what was budgeted in 2012-2013 for 2013 -2014.

Leanne McElroy stated she will present the Library budget at the May 28th work session and invited the Council to tour the Library before the meeting.

Memorial Day service will be held on May 27th at 11 a.m. at the Safford Cemetery.

7. ADJOURN: It was moved by Councilman Howes, seconded by Councilman Howes and carried unanimously to adjourn the work session at 7:16:04 p.m.

MOTION 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 Safford City Council, Graham County, Arizona held Monday, May 20, 2013, and approved at a Regular Council Meeting on Monday, June 10, 2013. I further certify the meeting was duly called, held and that a quorum was present.

Dated: June 10, 2013

Georgia Luster, MMC, City Clerk