



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

**CITY OF SAFFORD
REGULAR COUNCIL MEETING MINUTES
MONDAY, October 14, 2013 @ 6:00 PM
Safford Library Program Room, 808 S. 7th Avenue, Safford, Arizona**

PRESENT: Mary Bingham, Vice Mayor; Council Member’s Gene Seale, Arnold A. Lopez, Kenneth Malloque, James D. Howes, and Richard Ortega

ABSENT: Wyn “Chris” Gibbs, Mayor

STAFF PRESENT: David Kincaid, City Manager; Sandra Findley, Executive Secretary; John Griffin, Police Chief; Ann Waite, Chief Finance Officer; Christine Fisher, Human Resource Director; Dustin Welker, Planning & Community Development Director; Leanne McElroy, Library Director; Eric Buckley, Utilities Director; Randy Petty, City Engineer; Jenny Howard, Public Works Director; and Georgia Luster, City Clerk. Dale Clark, IT Assistant; assisted with the audio/video recording of the meeting.

OTHERS PRESENT: Kim Larkey; Tisha Clark; Valerie Buckley and David Bell, Eastern Arizona Courier. Kelly Van Shaar, Van Shaar Productions, video recorded the meeting.

1. **WELCOME AND CALL TO ORDER:** Vice Mayor Bingham called the meeting to order at 6:00:40 p.m.
2. **ROLL CALL:** A quorum of the Council was present (6-1).
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Vice Mayor Bingham led the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Councilman Lopez offered the opening prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:** NONE
6. **CONSENT ITEMS: The Mayor and City Council may wish to consider approving Items 1 through 11 as Consent Agenda Items.**

1. September 9, 2013 Council Minutes and September 23, 2013 Work Session Minutes.
2. Police Report
3. Building Inspection Report

4. Public Works Report
5. Business License Report
6. Library Report
7. Utilities Consumption Report
8. Summary of Projects Planning and Grants Administration
9. Prosecution Report
10. Airport Report
11. Expense Report over \$5,000

It was moved by Councilman Howes, seconded by Councilman Malloque, and carried unanimously to approve Consent Agenda Items 1 through 11 as published. **MOTION ADOPTED**

7. **Review and consider approving the Purchasing Card Report ending July 20, 2013.** It was moved by Councilman Malloque, seconded by Councilman Lopez, and carried unanimously to approve the Purchasing Card Report ending July 20, 2013 as published. **MOTION ADOPTED**

Councilman Malloque feels the cell phone expense is too high and asked the City Manager to consider evaluating different cell phone plans in an attempt to cut the expense.

8. **Recognize Ann Waite, Chief Financial Officer, Finance staff, and all employees, in obtaining the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for its comprehensive annual financial report. The Governmental Accounting and Financial Certificate of Achievement is the highest form of recognition in the area of reporting. Its attainment represents a significant accomplishment by the City and its management.**

Vice Mayor Bingham and the Council acknowledged Ann Waite and her division for attaining the GFOA recognition in financial reporting. Vice Mayor Bingham presented the Certificate of Excellence to Ann Waite, Chief Financial Officer.

Ann Waite commented that she is excited to receive the award because a new audit firm conducted the audit. She thanked her staff for the work they do.

9. **Consider approving and adopting Resolution Number 13-032, a resolution of the Mayor and Council of the City of Safford, proclaiming, October 20-26, 2013, Arizona Cities & Towns Week. A "Volunteer Appreciation Open House" will be held Thursday, October 24th from 2:00 p.m. until 4:00 p.m. in the Library's Program Meeting Room to recognize volunteers.**

City Manager Kincaid explained the resolution is recommended by the League of Cities and Towns to celebrate what cities and towns do for their communities. He stated an Open House has been scheduled for Thursday, October 24th from 2:00 p.m. - 4:00 p.m.

in the Library Program Meeting Room to recognize volunteers who serve municipal government. He asked the Mayor, Council and Department Heads to host the "Come and Go" event.

Vice Mayor Bingham read the Resolution.

It was moved by Councilman Ortega, seconded by Councilman Malloque and carried unanimously to approve and adopt Resolution Number 13-032, a resolution of the Mayor and Council of the City of Safford, proclaiming October 20-26, 2013, Arizona Cities & Towns Week. A "Volunteer Appreciation Open House" will be held Thursday, October 24th from 2:00 p.m. until 4:00 p.m. in the Library's Program Meeting Room to recognize volunteers. **MOTION ADOPTED**

City Manager Kincaid skipped to Item #11 to ask the Council to consider rejecting the bid to construct the pre-fabricated steel structure. MMI Tank & Industrial was the only bid submitted. He explained the bid exceeded the budgeted amount by approximately \$10,000 and that staff can complete the project in-house that will save several thousands of dollars.

10. **Request for authorization to transfer \$9,256.74 from the capital item "Replace Aging Equipment" to capital item "Install Cover Sand Filter".** No action was necessary on this item.
11. **Discuss and consider awarding the contract to MMI Tank & Industrial for \$64,256.74 for the construction/erection of one (1) Pre-Fabricated Steel Structure. This project was bid per A.R.S. Formal Bidding Procedures.** It was moved by Councilman Ortega, seconded by Councilman Malloque and carried unanimously to reject the Bid submitted by MMI Tank & Industrial for \$64,256.74 for the construction/erection of one pre-fabricated steel structure for the sand filter at the Wastewater Treatment Facility. **MOTION ADOPTED**
12. **Review and discuss proposed draft Investment Policy.** City Manager Kincaid explained the draft policy has been provided to the Council to review and to determine if a policy is necessary. Historically, the City has invested in the Local Government Investment Pool (LGIP) which at one time, LGIP had a decent return. However, over the last few years, the return has diminished to almost nothing. He asked for Council feedback and noted further discussion about implementing a policy can occur in a future work session.

It was the consensus of the Council to continue the discussion in a future work session.
13. **CITIZEN COMMENTS ON NON-AGENDA ITEMS: NONE**
14. **MEETINGS/ ACTIVITIES HELD BY COUNCIL OR CITY STAFF:**
Councilman Ortega: SEAGO Meeting will be held in Benson, October 29

15. **COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:** NONE

16. **ANNOUNCEMENTS/FUTURE MEETING(S):**

- Monday, October 28, Council Work Session (Discussion regarding cancelling work session). **Cancelled work session due to city manager being out of town.**
- Monday, November 11, Veteran's Day Holiday
- Tuesday, November 12, Regular Council Meeting
- Monday, November 25, Council Work Session
- Thursday, November 28, Thanksgiving Holiday
- Monday, December 9, 2013 - Regular Council Meeting
- Tuesday, December 24, Close at noon - Christmas Holiday
- Wednesday, December 25, Christmas Day Holiday

17. **EXECUTIVE SESSION: Pursuant to Arizona Revised Statute §38-431.03(A) (4) (Litigation), the City Manager will provide an update on Notices of Claims.** It was moved by Councilman Malloque, seconded by Councilman Howes, and carried unanimously to enter executive session at 6:37:43 p.m.
MOTION ADOPTED

18. **ADJOURN:** The Council reconvened regular session at 7:06 p.m. It was moved by Councilman Ortega, seconded by Councilman Malloque and carried unanimously to adjourn the meeting at 7:06:28 p.m.
MOTION ADOPTED

APPROVED:

Mary Bingham, Vice 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 Regular Council Meeting of the Safford City Council, Graham County, Arizona held Monday, October 14, 2013, and approved at a Regular Council Meeting on Monday, November 12, 2013. I further certify the meeting was duly called, held and that a quorum was present.

Dated: November 12, 2013

Georgia Luster, MMC
City Clerk

DRAFT