



“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  
TUESDAY, November 12, 2013 @ 6:00 PM  
Safford Library Program Room, 808 S. 7<sup>th</sup> Avenue, Safford, Arizona**

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

**ABSENT:** Gene Seale, Councilmember

**STAFF PRESENT:** William J. Sims, Interim City Attorney (participated by telephone conference) in Executive Session only; Sandra Findley, Executive Assistant; Ann Waite, Chief Finance Officer; Leanne McElroy, Library Director; Eric Buckley, Utilities Director; Dustin Welker, Planning & Community Development Director; Randy Petty, City Engineer; Georgia Luster, City Clerk and Sam Napier IT Administrator who assisted with the audio/video recording of the meeting.

**OTHERS PRESENT:** Thomas Biggs, Adriana Munoz, Keith F. Greenberg, Erik Swanson, Glen Orr, Valarie Buckley, Jon Johnson, Eastern Arizona Courier; and others who did not sign in.

- 1. WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 6:01:40 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:** Dustin Welker offered the opening prayer.
- 5. PUBLIC HEARING:** Pursuant to Arizona Revised Statutes §38-431.01, the Safford City Council will conduct a public hearing for the purpose of taking public comment relating to an Interim Permit/Person Transfer Liquor License; and recommendation to the state liquor board regarding a **#7 Beer and Wine** application submitted by Joel Hiatt Biggs, Local Flavor, LLC, on behalf of **El Charro of Safford** located at 601 West Main Street, Safford, Graham County, Arizona.

Mayor Gibbs opened the Public Hearing to hear comments from the public. When the Hearing concludes, the Mayor and Council will convene a regular session to make recommendation to the State of Arizona.

**PUBLIC COMMENTS: Comments will be accepted at this time.** There were no public comments in the Public Hearing.

6. **ADJOURN PUBLIC HEARING AND CONVENE REGULAR COUNCIL MEETING.** At 6:04:34 p.m. the Public Hearing was adjourned and regular session convened.

At 6:05:00 p.m. the Council adjourned regular session and entered into executive session regarding Item #18, to negotiate compensation of the Interim City Manager, Eric Buckley. Executive Session adjourned and regular session reconvened at 6:16:50 p.m.

7. **CITIZEN COMMENTS ON AGENDA ITEMS:** NONE

8. **The Mayor and Council may consider appointing Eric Buckley as Interim City Manager.** It was moved by Vice Mayor Bingham, seconded by Councilman Ortega, and carried unanimously to appoint Eric Buckley as the Interim City Manager with a monthly stipend of \$2,000 for additional duties.

**MOTION ADOPTED**

Mayor Gibbs invited Eric Buckley to be seated as the Interim City Manager for the City of Safford.

Mr. Buckley introduced Mr. Ken Strobeck, Executive Director of the League of Arizona Cities and Towns.

9. **Ken Strobeck, Executive Director, of the League of Arizona Cities and Towns, will provide the steps in the League's Executive Recruitment Service Process for recruiting a city manager for the City of Safford.**

Mr. Strobeck reviewed steps of the League's Executive Recruitment Services for recruiting city and town managers. Additionally, the proposed advertisement recruiting a city manager was reviewed.

- Meeting with Mayor and Council to develop an advertisement and Position Profile and review the Job Description
- Placement of advertisements in state, regional and national outlets; targeted to reach public and private sector candidates
- Receiving and cataloging of applications and acknowledging each one
- Providing the City updates on the progress of the recruitment
- Responding to requests from applicants for items such as information on the City and Arizona, status of the recruitment process, etc.
- Screening of applicants based on Position Profile and Job Description; recommendation of semi-finalists

- Notification to those not under further consideration
- Background and reference checks on finalists including education verification, credit check and court records check
- Other support services as requested such as recommendations for interview questions, sample contracts, typical municipal practices, etc.
- Single rate fee of \$5,500 includes all League services. Fee may be decreased by 15%.

Mr. Strobeck asked the Council to review the Profile of the City Manager and to provide any changes to Christine Fisher, H.R. Director. He will work closely with Ms. Fisher. He believes the process of recruitment may be completed by first week in January.

The council recommended including utilities that usually are not traditional (electric, sewer, electric, gas) in the advertisement.

**10. CONSENT ITEMS:** The Mayor and City Council may wish to consider approving Items 1 through 11 as Consent Agenda Items.

1. October 14, 2013 Regular Council Minutes and November 5, 2013 Special Council Meeting Minutes
2. Police Report
3. Building Inspection Report
4. Public Works Report
5. Business License Report and Delinquent 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

There were no questions regarding the monthly reports. It was moved by Councilman Ortega, seconded by Councilman Malloque and carried unanimously to approve Items 1 through 11 as Consent Agenda Items as published.

**MOTION ADOPTED**

**11. Consider approving the Purchasing Card Report ending August 20, 2013.** There were no questions regarding the Purchasing Card Report.

It was moved by Vice Mayor Bingham, seconded by Councilman Malloque, and carried unanimously to approve the Purchasing Card Report ending August 20, 2013, as published.

**MOTION**

**ADOPTED**

12. **SERIES #7 BEER AND WINE LIQUOR LICENSE APPLICATION : Joel Hiatt Biggs, Local Flavor, LLC, applicant is requesting the City Council make recommendation to the state liquor board approving/denying an application for Interim Permit/Person Transfer, Series #7 Beer and Wine Liquor License on behalf of El Charro of Safford located at 601 West Main Street, Safford, Graham County, Arizona.**

It was moved by Councilman Malloque, seconded by Councilman Howes, and carried unanimously to therefore order the Application of Joel Hiatt Biggs, on behalf of El Charro of Safford, is recommended for approval a license to sell spirituous liquors of the class, and in the manner designated in the Application.

**MOTION ADOPTED**

13. **The Mayor and Council may wish to adopt Resolution Number 13-033 and approve Amendment Number One to an Intergovernmental Agreement (ADOT File No. IGA/JPA 10-138I; ADOT CAR No.: 13-0000660; Amendment One No. P0012010004237) between the State of Arizona Department of Transportation and City of Safford for the multi-use pathway along 14 Avenue Highline Canal & Graveyard Wash to US 191 Stage VI.**

Randy Petty, City Engineer, explained the amendment is being recommended to a JPA approved previously in June 2011, to increase the funding level for both the design and purchase of right-of-way. (design increased from \$13,000 to \$88,000; right-of-way - \$20,000 and construction funding remained the same). He explained the City's funding part increased about \$10,000 (from \$21,000 to \$32,000).

It was moved by Councilman Malloque, seconded by Vice Mayor Bingham, and carried unanimously to approve and adopt Resolution Number 13-033 and approve Amendment Number One to an Intergovernmental Agreement (ADOT File No. IGA/JPA 10-138I; ADOT CAR No.: 13-0000660; Amendment One No. P0012010004237) between the State of Arizona Department of Transportation and City of Safford for the multi-use pathway along 14 Avenue Highline Canal & Graveyard Wash to US 191 Stage VI.

14. **The Mayor and Council may wish to adopt Resolution Number 13-034 and approve Amendment Number One to an Intergovernmental Agreement (ADOT File No. IGA/JPA 11-0391) between the State of Arizona Department of Transportation and City of Safford for the design and construction of downtown intersection improvements.**

Randy Petty explained the amended JPA was expected to be received last week, but has not been received. He asked that Item 14 be removed from the agenda. He stated the amended JPA may be on the December agenda for the Council to review and consider.

15. **The Mayor and City Council may wish to adopt Resolution Number 13-038, pertaining to the submission**

Chief Griffin explained the Governor's Office of Highway Safety has been very generous with grants provided. There is no match by the City.

It was moved by Councilman Ortega, seconded by Councilman Malloque, and carried unanimously to adoption.  
**MOTION ADOPTED**

16. **Consider approval to renew the existing lease agreement for playground facility between the City of Safford and Saint Rose of Lima Roman Catholic Parish - Safford for a term of five (5) years effective from the approval date.**

Jenny Howard explained the existing lease agreement provides for playground equipment at St. Rose of Lima Catholic Church. She stated the area lacks for recreational amenities and recommends renewing the lease for an additional five year term.

It was moved by Councilman Malloque, seconded by Councilman Lopez and carried unanimously to renew the lease agreement for playground facility between the City of Safford and Saint Rose of Lima Roman Catholic Parish-Safford for an additional five year term. **MOTION ADOPTED**

17. **CITIZEN COMMENTS ON NON-AGENDA ITEMS:** NONE

18. The Council may enter executive session, pursuant to Arizona Revised Statutes §38-431.03(A)(4) to negotiate compensation of the Interim City Manager. The Council may take action in regular session. (Council entered executive session at the beginning of the meeting)

19. **RECONVENE REGULAR SESSION :**

20. **MEETINGS/ ACTIVITIES HELD BY COUNCIL OR CITY STAFF:**

**City Manager:** Staff attended Sensus training a couple weeks ago. The information will be provided to the Council at the November Council work session.

**Mayor Gibbs:** Expressed his appreciation to those who assisted with and attending the Veterans Day Ceremony.

The Council expressed their appreciation to Eric Buckley for accepting the Interim City Manager position.

Councilman Lopez recommended all employees go through emergency defibrillator training.

Eric Buckley stated the City does offer training to all employees and two additional defibrillators have been budgeted this fiscal year. They will go in the electric trucks.

**21. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:**

**Vice Mayor Bingham:** Water situation update

**22. ANNOUNCEMENTS:**

- Tuesday, November 26, 2013 Pick-up Holiday Turkeys
- Monday, November 25, 2013 Council Work Session
- Thursday, November 28, 2013 - Thanksgiving Day Holiday
- Monday, December 9, 2013 - Last Council Meeting of the year 2013
- Tuesday, December 10, 2013 - All employee meeting

**23. ADJOURN:** It was moved by Councilman Malloque, seconded by Councilman Lopez and carried unanimously to adjourn the meeting at 6:58:29 p.m.  
**MOTION ADOPTED**

APPROVED:

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Wyn "Chris" Gibbs, Mayor  
City of Safford

ATTEST:

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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 Tuesday, November 12, 2013, and approved at a Regular Council Meeting on Monday, December 16, 2013. I further certify the meeting was duly called, held and that a quorum was present.

Dated: December 16, 2013

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Georgia Luster, MMC, City Clerk