



# AGENDA

# 6:00 PM

CITY OF SAFFORD, COUNCIL WORK SESSION

MONDAY, May 27, 2014

MEETING LOCATION: SAFFORD LIBRARY PROGRAM ROOM ♦ 808 S 7<sup>TH</sup> AVENUE, SAFFORD, ARIZONA

Pursuant to Section 2.04.110 of the Municipal Code, the Council may meet informally in work sessions which shall be open to the general public. **No call to the public shall be scheduled during work sessions.**

▪ A copy of agenda background material provided to Council members, with the exception of material relating to possible executive sessions, is available for public inspection at the City Clerk's Office, 717 Main Street;

▪ Monday – Thursday 7:00 a.m. – 6:00 p.m. and on the City's website at: [www.cityofsafford.us](http://www.cityofsafford.us)

▪ The City Council reserves the right to take action upon any item on the agenda.

▪ Pursuant to Title II of the Americans with Disabilities Act (ADA), persons with a disability may request reasonable accommodations by contacting City Hall at (928)432-4000, forty-eight (48) hours prior to the meeting.

1. **WELCOME AND CALL TO ORDER:** (Reminder: Please turn off cell phones)
2. **ROLL CALL:**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs will lead the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Reverend Gale Carlsen will offer the opening prayer.
5. **BUDGET PRESENTATIONS:**
  - Engineering
  - Public Works
  - Fund Balance Review**INFORMATION/DISCUSSION**
6. Discussion regarding amending *Section 1.36.020, of Chapter 2.36 Police Department, of the City of Safford Municipal Code* removing authority from the City Manager and placing the authority to appoint the Safford Police Chief with the City Council. **DISCUSSION AND POSSIBLE DIRECTION**
7. **EXECUTIVE SESSION:**
  - 1) The City Council may enter Executive Session to consider appointing a candidate for the position of Police Chief for the City of Safford pursuant to *Arizona Revised Statutes 38-431.03(A)(3)(5)*. The City Council may return to open session to take action.
  - 2) The City Council may enter Executive Session to consider appointing an Interim Police Chief for the City of Safford pursuant to *Arizona Revised Statutes 38-431.03(A)(3)(5)*. The City Council may return to open session to take action.
8. **FUTURE MEETINGS:**
  - Monday, June 2, 2014 Special Council Meeting: Tentative Budget Adoption
  - Monday, June 9, 2014 Regular Council Meeting
  - Monday, June 23, 2014 Special Council Meeting: Adoption of Final Budget
  - Monday, July 14, 2014 Regular Council Meeting: Adopt Tax Levy

*Pursuant to Section 2.04.110 of the Municipal Code, the Council may meet informally in work sessions which shall be open to the general public.*

***No call to the public shall be scheduled during work sessions.***

- *A copy of agenda background material provided to Council members, with the exception of material relating to possible executive sessions, is available for public inspection at the City Clerk's Office, 717 Main Street;*
- *Monday – Thursday  
7:00 a.m. – 6:00 p.m.  
and on the City's website at:  
[www.cityofsafford.us](http://www.cityofsafford.us)*
- *The City Council reserves the right to take action upon any item on the agenda.*
- *Pursuant to Title II of the Americans with Disabilities Act (ADA), persons with a disability may request reasonable accommodations by contacting City Hall at (928)432-4000, forty-eight (48) hours prior to the meeting.*

9. **ADJOURN:** In accordance with Section 2.04.100 of the City Code of the City of Safford, and Arizona Revised Statutes §§38-431.01 *et seq.*, and 38-431.02 *et seq.*, notice is hereby given to the members of the general public that the City of Safford will hold the above stated City Council Work Session open to the public on the date and time specified above at the Safford Library Program Room, 808 South 7th Avenue, Safford, Arizona. Members of the City of Safford Council may attend either in person or by telephone conference call. If authorized by a majority vote of the Common Council of the City of Safford, and pursuant to Arizona Revised Statutes, §38-431.03 *et seq.*, the Council may adjourn the meeting at any time and move into Executive Session for consultation with the attorneys of the public body. The Executive Session will not be open to the public.

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Georgia Luster, City Clerk

Posted: \_\_\_\_\_



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**CITY COUNCIL COMMUNICATION**

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**TO:** Mayor and Council

**FROM:** Jenny Howard, Public Works Director  
Randy Petty, City Engineer  
Ann Waite, Finance Director

**SUBJECT:** Budget Presentations  
Engineering Division  
Public Works Division  
Fund Balance Review

**DATE:** Tuesday, May 27, 2014 at 6:00 p.m.

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**Purpose and Recommended Action:**

Review and discuss the Engineering, Public Works and Fund Balance Review for FY Ending June 30, 2015.

**Background:**

**Analysis:**



# **City of Safford**

**A great place to live, work, and visit**

## **Departmental Budgets**

**05/27/2014**

**Engineering**

**Public Works**

**City of Safford Budget FY 2014-2015**

DEPARTMENT: **25 ENGINEERING**  
 FUND: **ENGINEERING-INTRNL SRV FND**  
 DIVISION: **125 ENGINEERING / PRJ MNGMNT**

<b>CLASS</b>	<b>OBJECT</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 BUDGET</b>	<b>ESTIMATE FY 13-14</b>	<b>FY 14-15 BUDGET</b>
PERSONNEL	61100 PER. SVC. - SALARIES	364,592	384,400	370,715	<b>381,523</b>
PERSONNEL	61120 PER.SVC. - OVERTIME	315	1,500	177	<b>400</b>
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	129,027	144,300	139,307	<b>149,422</b>
PERSONNEL	61400 RETIREMENT INS SUB	18,201	18,900	18,721	<b>17,800</b>
<b>PERSONNEL Total</b>		<b>512,135</b>	<b>549,100</b>	<b>528,921</b>	<b>549,145</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	215,015	219,700	209,306	114,000
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	27,064	22,400	26,244	<b>25,068</b>
OPERATIONAL EXP	66200 COMMUNICATIONS	4,106	4,700	3,475	4,200
OPERATIONAL EXP	66500 TRAVEL-TRAINING	6,442	4,500	1,577	5,000
OPERATIONAL EXP	66900 DUES & SUBS	3,159	3,000	2,802	3,500
OPERATIONAL EXP	67000 SUPPLIES	18,157	6,500	4,032	6,500
OPERATIONAL EXP	67510 FUEL SUPPLIES	3,060	4,500	2,323	4,500
OPERATIONAL EXP	69100 OTHER EXPENSE	45	500	67	500
<b>OPERATIONAL EXP Total</b>		<b>277,047</b>	<b>265,800</b>	<b>249,826</b>	<b>163,268</b>
INTERNAL SERVICES	68133 I.T./COMM	27,784	25,800	25,800	<b>28,014</b>
<b>INTERNAL SERVICES Total</b>		<b>27,784</b>	<b>25,800</b>	<b>25,800</b>	<b>28,014</b>
CAPITAL	70000 CAPITAL OUTLAY	15,989	15,000	13,756	-
<b>CAPITAL Total</b>		<b>15,989</b>	<b>15,000</b>	<b>13,756</b>	<b>-</b>
<b>Grand Total</b>		<b>832,954</b>	<b>855,700</b>	<b>818,303</b>	<b>740,427</b>

**City of Safford Budget FY 2014-2015**

DEPARTMENT: **25 ENGINEERING**  
 FUND: **ENGINEERING-INTRNL SRV FND**  
 DIVISION: **125 ENGINEERING / PRJ MNGMNT**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	512,135	549,100	528,921	549,145
OPERATIONAL EXP	277,047	265,800	249,826	163,268
INTERNAL SERVICES	27,784	25,800	25,800	28,014
CAPITAL	15,989	15,000	13,756	-
	<b>832,954</b>	<b>855,700</b>	<b>818,303</b>	<b>740,427</b>

**BUDGET VARIANCES**

45 PERSONNEL	Retirement cost, employer insurance and base pay adjustments have been adjusted to cover the anticipated increases while an employee retirement will create lower wages for replacement
<b>(102,532)</b> OPERATIONAL EXP	Renegotiating for GIS services and looking for alternatives; did not renew the eCivis account; added AutoCAD 3D
2,214 INTERNAL SERVICES	The increase is reflective of I.T. updating Computer count to include computer added for additional Staff.
<b>(15,000)</b> CAPITAL	No Capital this year

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**City of Safford Budget FY 2014-2015**

DEPARTMENT: **25 ENGINEERING**  
FUND: **ENGINEERING-INTRNL SRV FND**  
DIVISION: **125 ENGINEERING / PRJ MNGMNT**

**NOTES AND OTHER INFO**

**6 FTE POSITIONS**

CITY ENGINEER  
STAFF ENGINEER (UTIL)  
2 -ENGINEERING TECHNICIAN  
GPS TECHNICIAN  
PROJECTS MANAGEMENT SPECIALIST

**FLEET**

08 CHEV COLORADO (ENGINEER)  
07 DODGE DAKOTA (ENG)  
04 TRAILBLAZER 4D 2WD PW  
04 JEEP GRND CHEROKEE  
05 CHEV 1500 (GIS)  
07 DODGE NITRO 4X4

**3 RETIREMENT SUBSIDY**

**City of Safford Budget FY 2014-2015**

DEPARTMENT:  
FUND:  
DIVISION:

**25 ENGINEERING  
GRANT FUNDS  
VARIOUS**

Description	GRANT SOURCE	PROJECT TOTAL	GRANT \$	CITY MATCH \$	
<b>STREET GRANTS</b>					
City Wide Traffic Sign Replacement	HSIP	60,400	60,400	-	
US 191 Sidewalks (Relation to US 70)	TE	312,543	294,728	17,815	
20th Avenue Design (Relation to Golf Course Road)	STP	437,000	432,000	5,000	<b>TOTAL PROJECT 459,000 CITY MATCH \$22,000 FY14</b>
20th Avenue Environmental (Relation to Golf Course Road)	STP	42,440	40,000	2,440	
20th Avenue ROW (Relation to Golf Course Road)	STP	137,441	129,591	7,850	
Main Street Traffic Signals (Design)	HSIP	145,000	145,000	-	
Main Street Traffic Signals (Construction)	HSIP	575,000	575,000	-	
Main Street Improvements (Construction)	TE	1,030,000	961,000	69,000	
		<b>2,739,824</b>	<b>2,637,719</b>	<b>102,105</b>	

**City of Safford Budget FY 2014-2015**

DEPARTMENT:

**25 ENGINEERING**

FUND:

**GRANT FUNDS**

DIVISION:

**VARIOUS**

Description	GRANT SOURCE	PROJECT TOTAL	GRANT \$	CITY MATCH \$	
<b>PARKS - GRANTS</b>					
Pathway Project, Phase 6	TE	380,000	355,000	25,000	
<b>ECONOMIC DEV- GRANTS</b>					
FMI RECLAIMED WATER TO PARKS & MAIN ST	FMI	135,000	135,000	-	
<b>AIRPORT GRANTS</b>					
Airport Pavement Preservation	ADOT	680,000	670,000	10,000	TOTAL PROJECT 751,000 CITY MATCH \$71,000 FY14
Airport Rehab 12/30 Edge Lights/Vault/Signage (Design)	ADOT	192,000	190,000	2,000	TOTAL PROJECT 211,111 CITY MATCH \$19,111 FY14
		<b>872,000</b>	<b>860,000</b>	<b>12,000</b>	

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **151 PUBLIC WORKS ADMIN.**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	78,981.87	119,350	117,420	122,613
PERSONNEL	61120 PER.SVC. - OVERTIME	1,703.09	2,100	500	1,000
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	28,455.56	44,080	42,847	46,035
PERSONNEL	61400 RETIREMENT INS SUB	5,200.32	5,300	5,200	1,800
<b>PERSONNEL Total</b>		<b>114,340.84</b>	<b>170,830</b>	<b>165,968</b>	<b>171,448</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	22,592.85	11,000	11,000	11,000
OPERATIONAL EXP	63100 UTILITIES EXPENSE	10,085.78	12,000	10,980	12,000
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	5,160.00	4,730	5,160	4,848
OPERATIONAL EXP	66200 COMMUNICATIONS	1,390.93	1,800	1,200	1,800
OPERATIONAL EXP	66500 TRAVEL-TRAINING	378.02	3,000	1,721	3,000
OPERATIONAL EXP	66700 PRISONER LABOR	960.00	13,000	5,820	13,000
OPERATIONAL EXP	66900 DUES & SUBS	52.00	800	250	800
OPERATIONAL EXP	67000 SUPPLIES	14,907.29	14,000	10,717	14,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	1,073.30	2,500	860	2,500
OPERATIONAL EXP	69100 OTHER EXPENSE	36.00	250	28	250
<b>OPERATIONAL EXP Total</b>		<b>56,636.17</b>	<b>63,080</b>	<b>47,736</b>	<b>63,198</b>
INTERNAL SERVICES	68133 I.T./COMM	24,714.81	29,483	29,483	16,971
<b>INTERNAL SERVICES Total</b>		<b>24,714.81</b>	<b>29,483</b>	<b>29,483</b>	<b>16,971</b>
<b>Grand Total</b>		<b>195,691.82</b>	<b>263,393</b>	<b>243,187</b>	<b>251,617</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **151 PUBLIC WORKS ADMIN.**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	114,340.84	170,830.00	165,967.69	171,447.74
OPERATIONAL EXP	56,636.17	63,080.00	47,736.22	63,198.00
INTERNAL SERVICES	24,714.81	29,483.00	29,483.00	16,971.00
	<b>195,691.82</b>	<b>263,393.00</b>	<b>243,186.91</b>	<b>251,616.74</b>

**BUDGET VARIANCES**

<b>618</b> PERSONNEL	Variance is due to an increase in retirement costs, employer insurance and base pay adjustment as presented by HR.
<b>118</b> OPERATIONAL EXP	Increase in motor pool rentals due to rise in 3-year average vehicle maintenance.
<b>(12,512)</b> INTERNAL SERVICES	Reduction in IT charges, due to reduction in I.T. counts.

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
FUND: **GENERAL FUND**  
DIVISION: **151 PUBLIC WORKS ADMIN.**

### NOTES AND OTHER INFO

#### 2 FTE POSITIONS

PUBLIC WORKS DIRECTOR  
ADMIN ASSISTANT

1 Retirement Subsidy

#### FLEET

06 FORD ESCAPE 4 DOOR

(1) includes annual dam inspections

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **152 BUILDING & MAINTENANCE**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	240,321	248,670	242,302	275,443
PERSONNEL	61120 PER.SVC. - OVERTIME	4,254	8,000	3,666	3,800
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	104,160	109,090	108,426	123,469
<b>PERSONNEL Total</b>		<b>348,735</b>	<b>365,760</b>	<b>354,394</b>	<b>402,712</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	49,171	90,000	33,624	40,000
OPERATIONAL EXP	63100 UTILITIES EXPENSE	746	1,500	450	1,500
OPERATIONAL EXP	65100 RENTAL / LEASE EXPENSE	-	1,000	0	1,000
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	35,444	37,130	35,196	36,612
OPERATIONAL EXP	66200 COMMUNICATIONS	2,403	3,000	2,340	3000
OPERATIONAL EXP	66500 TRAVEL-TRAINING	(2)	1,000	0	1,000
OPERATIONAL EXP	66700 PRISONER LABOR	570	0	0	
OPERATIONAL EXP	67000 SUPPLIES	50,775	84,004	59,527	80,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	12,007	12,000	10,224	12,000
<b>OPERATIONAL EXP Total</b>		<b>151,113</b>	<b>229,634</b>	<b>141,361</b>	<b>175,112</b>
INTERNAL SERVICES	68133 I.T./COMM	5,068	4,954	4,954	4,729
<b>INTERNAL SERVICES Total</b>		<b>5,068</b>	<b>4,954</b>	<b>4,954</b>	<b>4,729</b>
CAPITAL	70000 CAPITAL OUTLAY	12,407	27,000		155,000
<b>CAPITAL Total</b>		<b>12,407</b>	<b>27,000</b>	<b>-</b>	<b>155,000</b>
<b>Grand Total</b>		<b>517,324</b>	<b>627,348</b>	<b>500,709</b>	<b>737,553</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **152 BUILDING & MAINTENANCE**

SUMMARY APPROPRIATION:	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	348,735	365,760	354,394	402,712
OPERATIONAL EXP	151,113	229,634	141,361	175,112
INTERNAL SERVICES	5,068	4,954	4,954	4,729
CAPITAL	12,407	27,000	-	155,000
	<b>517,324</b>	<b>627,348</b>	<b>500,709</b>	<b>737,553</b>

### BUDGET VARIANCES

<p><b>36,952</b> PERSONNEL</p>  <p><b>(54,522)</b> OPERATIONAL EXP</p>  <p><b>(225)</b> INTERNAL SERVICES</p>  <p><b>128,000</b> CAPITAL</p>	<p>Variance is due to an increase in retirement costs, employer insurance and base pay adjustment as presented by HR, and addition of 1/2 position.</p>  <p>Reduction due to elimination of use of projected Professional Services and decrease in maintenance costs with new HVAC systems</p>  <p>Reduction in IT charges</p>  <p>Partial remodel and courtroom addition at the attorneys building as to accommodate city court.</p>
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## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **152 BUILDING & MAINTENANCE**

### NOTES AND OTHER INFO

#### 5.5 FTE POSITIONS

FACILITY MAINTENANCE SUPERVISO  
 FACILITY MAINTENANCE ELECTRICI  
 4 -FACILITY MAINT WORKER

Capital	
Move Magistrate to Attorney Building	150,000
Construct steel roof to cover 2) 40' connex'	5,000
	<b>155,000</b>

#### FLEET

2006 CHEVROLET B/M  
 2008 CHEVROLET COLORADO  
 2009 GMC 2500HD (BM)  
 2008 CHEVROLET EXCAB (BM)  
 2006 FORD BUCKET TRUCK (BM)  
 1992 BIGTEX TRAILER  
 2008 BIGTEX TRAILER (BM)  
 TRAILER UTIL 2 AXLE 7X16 BOX

**City of Safford Budget FY 2014-2015**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **153 STREET LIGHTS**

<b>CLASS</b>	<b>OBJECT</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 BUDGET</b>	<b>ESTIMATE FY 13-14</b>	<b>FY 14-15 BUDGET</b>
OPERATIONAL EXP	63100 UTILITIES EXPENSE	79,638	80,000	80,000	<b>80,000</b>
			<b>80,000</b>	<b>80,000</b>	<b>80,000</b>

**SUMMARY APPROPRIATION:**

OPERATIONAL EXP	80,000	80,000	80,000
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## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**

FUND: **GENERAL FUND**

DIVISION: **155 PARKS**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	175,907	196,880	181,560	199,726
PERSONNEL	61120 PER.SVC. - OVERTIME	9,258	10,500	11,972	10,600
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	69,082	77,190	73,183	80,575
PERSONNEL	61400 RETIREMENT INS SUB	8,648	8,700	8,700	7,700
<b>PERSONNEL Total</b>		<b>262,895</b>	<b>293,270</b>	<b>275,415</b>	<b>298,601</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	8,172	6,000	6,000	5,000
OPERATIONAL EXP	63100 UTILITIES EXPENSE	48,560	65,000	50,000	55,000
OPERATIONAL EXP	65100 RENTAL / LEASE EXPENSE	730	2,000	1,730	2,000
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	40,392	29,620	39,981	35,628
OPERATIONAL EXP	66100 INSURANCE EXPENSE	12,173	13,000	13,000	13,000
OPERATIONAL EXP	66200 COMMUNICATIONS	2,654	4,000	2,500	4,000
OPERATIONAL EXP	66500 TRAVEL-TRAINING	1,267	3,000	2,500	3,000
OPERATIONAL EXP	66700 PRISONER LABOR	5,054	200	-	-
OPERATIONAL EXP	66900 DUES & SUBS	-	200	-	200
OPERATIONAL EXP	67000 SUPPLIES	72,855	74,536	55,487	65,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	14,115	19,000	11,585	15,000
<b>OPERATIONAL EXP Total</b>		<b>205,972</b>	<b>216,556</b>	<b>182,783</b>	<b>197,828</b>
INTERNAL SERVICES	68133 I.T./COMM	5,883	5,787	5,784	7,201
INTERNAL SERVICES	68195 ENGINEERING	10,228	10,412	10,416	7,404
<b>INTERNAL SERVICES Total</b>		<b>16,112</b>	<b>16,199</b>	<b>16,200</b>	<b>14,605</b>
CAPITAL	70000 CAPITAL OUTLAY	129,643	63,000	63,000	68,000
<b>CAPITAL Total</b>		<b>129,643</b>	<b>63,000</b>	<b>63,000</b>	<b>68,000</b>
<b>Grand Total</b>		<b>614,621</b>	<b>589,025</b>	<b>537,398</b>	<b>579,035</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **155 PARKS**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	262,895	293,270	275,415	298,601
OPERATIONAL EXP	205,972	216,556	182,783	197,828
INTERNAL SERVICES	16,112	16,199	16,200	14,605
CAPITAL	129,643	63,000	63,000	68,000
	<b>614,621</b>	<b>589,025</b>	<b>537,398</b>	<b>579,035</b>

**BUDGET VARIANCES**

**5,331** PERSONNEL

Variance is due to an increase in retirement costs, employer insurance and base pay adjustment as presented by HR.

**(18,728)** OPERATIONAL EXP

Reduction in utilites at swimming pool due to new circulation pump, reduction in maintenance chemicals for pool .

**(1,594)** INTERNAL SERVICES

Reduction in Engineering charges.

**5,000** CAPITAL

Additional Project Needs

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **155 PARKS**

### NOTES AND OTHER INFO

#### 5 FTE POSITIONS

PARKS MAINT SPVR  
 PARKS MAINT LEAD  
 3 PARKS MAINT WORKERS

2 Retirement Subsidy

#### FLEET

2008 CHEVROLET PU  
 2006 GMC 1/2TON (PARKS)  
 2006 CHEVROLET EXT 4X4 (PARKS)  
 2008 F250 CREW CAB PARKS  
 5 - TRAILERS PW  
 TRACTOR/LOADER/MOWER  
 2006 BROCE BROOM (PARKS)  
 JOHN DEERE GATOR TX (PARKS)

#### Capital

DRY LAKE ARCHERY RANGE IMPROVEMENT	18,000
SECOND SECTION OF PLAY EQUIPMENT-FIF	12,000
PLAY STRUCTURE-GLEN MEADOWS	12,000
FENCE RETENTION AREA (PARK) AT 14TH A	11,000
EROSION CONTROL-HIGHLINE CANAL AT 87	15,000

	<b>68,000</b>
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## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **156 SANITATION**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMAT	
				E FY 13- 14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	190,994	240,820	212,083	<b>238,733</b>
PERSONNEL	61120 PER.SVC. - OVERTIME	9,376	8,000	7,268	<b>7,400</b>
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	86,514	111,390	97,557	<b>114,946</b>
<b>PERSONNEL Total</b>		<b>286,884</b>	<b>360,210</b>	<b>316,909</b>	<b>361,079</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	255,506	289,500	276,471	289,000
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	283,307	277,770	283,307	<b>312,900</b>
OPERATIONAL EXP	66100 INSURANCE EXPENSE	23,403	25,000	25,000	25,000
OPERATIONAL EXP	66200 COMMUNICATIONS	4,377	5,213	5,213	5,213
OPERATIONAL EXP	66500 TRAVEL-TRAINING	37	750	37	750
OPERATIONAL EXP	66700 PRISONER LABOR	1,833	2,500	1,600	2,500
OPERATIONAL EXP	67000 SUPPLIES	72,301	60,000	58,000	60,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	83,252	89,000	80,568	89,000
OPERATIONAL EXP	69100 OTHER EXPENSE	1,022	2,000	1,383	2,000
OPERATIONAL EXP	69135 BAD DEBT EXPENSE	2,691	5,000	4,000	<b>5,000</b>
<b>OPERATIONAL EXP Total</b>		<b>727,729</b>	<b>756,733</b>	<b>735,579</b>	<b>791,363</b>
INTERNAL SERVICES	68130 CITIZEN SERV	3,652	24,833	24,828	<b>25,929</b>
INTERNAL SERVICES	68132 BUSINESS SERVICES	17,126	21,840	21,840	<b>20,170</b>
INTERNAL SERVICES	68133 I.T./COMM	3,472	3,646	3,648	<b>6,991</b>
<b>INTERNAL SERVICES Total</b>		<b>24,250</b>	<b>50,319</b>	<b>50,316</b>	<b>53,090</b>
CAPITAL	70000 CAPITAL OUTLAY	1,974	10,000	8,024	<b>6,000</b>
<b>CAPITAL Total</b>		<b>1,974</b>	<b>10,000</b>	<b>8,024</b>	<b>6,000</b>
<b>Grand Total</b>		<b>1,040,836</b>	<b>1,177,262</b>	<b>1,110,827</b>	<b>1,211,532</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **156 SANITATION**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	286,884	360,210	316,909	361,079
OPERATIONAL EXP	727,729	756,733	735,579	791,363
INTERNAL SERVICES	24,250	50,319	50,316	53,090
CAPITAL	1,974	10,000	8,024	6,000
	<b>1,040,836</b>	<b>1,177,262</b>	<b>1,110,827</b>	<b>1,211,532</b>

**BUDGET VARIANCES**

<b>869</b>	PERSONNEL	Variance is due to an increase in retirement costs, employer insurance and base pay adjustment as presented by HR.
<b>34,630</b>	OPERATIONAL EXP	Increase due to higher rents on new replacement equipment.
<b>2,771</b>	INTERNAL SERVICES	Increase is mainly due to addition of radios to this division.
<b>(4,000)</b>	CAPITAL	different projects

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **156 SANITATION**

### NOTES AND OTHER INFO

#### 5 FTE POSITIONS

SOLID WASTE COLLECTION SUPERVI  
 LEAD SOLID WASTE COLLECTOR  
 4-SOLID WASTE COLLECTOR

#### FLEET

2007 FORD 150 (SANITATION)  
 2006 CHEVROLET SANITATION  
 2004 CHEVROLET C45 DUMP SANTI  
 2008 INTL HEIL REAR LOADER  
 2009 EZ PACK HERCULES F/L  
 2011 SCORPION SIDE LOADER  
 2011 SCORPION SIDE LOADER  
 2013 MACK SCORPION SL  
 TRACTOR/LOADER/MOWER (SANTI)

<b>Capital</b>	6,000
Cat Walk at Wash Bay	<b>6,000</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **31 HIGHWAY USER FUND**  
 DIVISION: **031 STREETS**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	328,749	395,910	385,399	411,078
PERSONNEL	61120 PER.SVC. - OVERTIME	15,493	14,900	17,160	18,500
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	165,524	205,240	193,831	217,539
PERSONNEL	61400 RETIREMENT INS SUB	6,927	5,200	5,200	5,300
<b>PERSONNEL Total</b>		<b>516,694</b>	<b>621,250</b>	<b>601,591</b>	<b>652,417</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	5,292	10,000	4,596	10,000
OPERATIONAL EXP	63100 UTILITIES EXPENSE	6,526	7,000	6,267	7,000
OPERATIONAL EXP	65100 RENTAL / LEASE EXPENSE	850	1,200	-	1,200
OPERATIONAL EXP	65200 MOTOR POOL RENTALS	220,471	231,320	231,320	279,264
OPERATIONAL EXP	66100 INSURANCE EXPENSE	55,844	60,000	60,000	60,000
OPERATIONAL EXP	66200 COMMUNICATIONS	2,693	3,200	3,200	3,200
OPERATIONAL EXP	66500 TRAVEL	939	3,500	3,190	3,500
OPERATIONAL EXP	66700 PRISONER LABOR	4,739	4,500	3,582	4,500
OPERATIONAL EXP	67000 SUPPLIES	122,203	175,000	138,768	145,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	47,498	60,000	49,770	60,000
OPERATIONAL EXP	69100 OTHER EXPENSE	15	500	1,500	500
OPERATIONAL EXP	69140 DEBT SERVICE	-	764,836	764,836	772,200
OPERATIONAL EXP	69140 DEBT SERVICE TO GEN GOVERN	-	230,000	230,000	-
<b>OPERATIONAL EXP Total</b>		<b>467,070</b>	<b>1,551,056</b>	<b>1,497,029</b>	<b>1,346,364</b>
INTERNAL SERVICES	68133 I.T./COMM	8,963	8,373	8,376	9,814
INTERNAL SERVICES	68195 ENGINEERING	158,465	168,358	168,360	148,085
<b>INTERNAL SERVICES Total</b>		<b>167,428</b>	<b>176,731</b>	<b>176,736</b>	<b>157,899</b>
CAPITAL	70000 CAPITAL OUTLAY	285,735	384,255	304,724	438,195
<b>CAPITAL Total</b>		<b>285,735</b>	<b>384,255</b>	<b>304,724</b>	<b>438,195</b>
<b>Grand Total</b>		<b>1,436,927</b>	<b>2,733,292</b>	<b>2,580,080</b>	<b>2,594,875</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **31 HIGHWAY USER FUND**  
 DIVISION: **031 STREETS**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	516,694	621,250	601,591	652,417
OPERATIONAL EXP	467,070	1,551,056	1,497,029	1,346,364
INTERNAL SERVICES	167,428	176,731	176,736	157,899
CAPITAL	285,735	384,255	304,724	438,195
	<b>1,436,927</b>	<b>2,733,292</b>	<b>2,580,080</b>	<b>2,594,875</b>

### BUDGET VARIANCES

<p><b>31,167</b> PERSONNEL</p> <p><b>(204,692)</b> OPERATIONAL EXP</p> <p><b>(18,832)</b> INTERNAL SERVICES</p> <p><b>53,940</b> CAPITAL</p>	<p>Variance is due to an increase in retirement costs, employer insurance and base pay adjustment as presented by HR.</p> <p>Reduction is due to removal of debt repayment to Gen Fund and reduction in supplies.</p> <p>Reduced Engineering costs</p> <p>Different Capital Projects</p>
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## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **31 HIGHWAY USER FUND**  
 DIVISION: **031 STREETS**

### NOTES AND OTHER INFO

#### 10 FTE POSITIONS

STREET MAINTENANCE SUPERVISOR  
 LEAD STREET MAINTENANCE WORKER  
 7 -STREET MAINTENANCE WORKER II  
 1 -STREET MAINTENANCE WORKER I  
 1 Retirement Subsidy

#### FLEET

2001 CHEVY PU STREET  
 2006 CHEVROLET CREWCAB (PARKS)  
 2006 CHEVROLET 3/4 (STREET)  
 2008 CHEVROLET EXCAB (STREET)  
 2008 CHEVROLET 3/4T PU PW STR  
 2008 FORD CREWCAB (STREET)  
 2009 CHEVROLET COLORADO (STR)  
 2008 FORD CREW CAB STREET  
 2013 MACK DUMP TRUCK (STREET)  
 1992 TMT STRIPER (STREET)  
 2014 SCHWARZE STREET SWEEPER  
 2007 SCHWARZE STREET SWEEPER  
 1994 BOOT TRUCK (STREETS)  
 2013 MACK DUMPTRUCK  
 1996 PETERBUILT  
 6 TRAILERS

#### Capital

Street Preservation	75,000
Police Parking Lot Paving	20,000
Legion Parking Lot Paving	28,000
City Hall Parking Lot Paving	55,000
Thatcher Fog (reimburse by Thatcher)	58,000
Construct Mixing/Eyewash Station Yard 2	6,000
2) Quads (weeds)	17,000
Dump Trailer	7,500
Rebuild 7th St and Central Ave-Eng & Geot	12,000
Chipseal Dry Lake Road/Parking Lots	39,695
Replace undersized box and culvert from 1	40,000
Reconstruct Sidewalk on Central from Mai	15,000
Handicamp Ramps	50,000
50/50 sidewalk prgm	15,000
	<b>438,195</b>

#### FLEET

COMPRESSOR PW  
 2005 CAT 420D BACKHOE STREETS  
 2005 CAT 420D BACKHOE  
 1998 JOHNDEERE LOADER STREET  
 2008 CAT 140H (STREET)  
 2013 CRAFTCO SUPER SHOT 125D  
 1994 CAT S/W ROLLER (STREET)  
 2005 CAT 9 WHEEL ROLLER

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **159 GOLF COURSE**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
OPERATIONAL EXP	61400 RETIREMENT INS SUB	5,200	5,300	5,300	5,300
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	199,992	200,000	200,000	200,000
		<b>205,192</b>	<b>205,300</b>	<b>205,300</b>	<b>205,300</b>

## City of Safford Budget FY 2014-2015

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **FLEET MANAGEMENT SERVICES FUND**  
 DIVISION: **120 FLEET MANAGEMENT**

CLASS	OBJECT	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
PERSONNEL	61100 PER. SVC. - SALARIES	173,762	196,640	179,210	195,735
PERSONNEL	61120 PER.SVC. - OVERTIME	6,411	7,000	3,635	3,800
PERSONNEL	61200 PER. SVC. - EMPL. BNFTS.	77,744	89,730	75,773	86,680
<b>PERSONNEL Total</b>		<b>257,917</b>	<b>293,370</b>	<b>258,618</b>	<b>286,215</b>
OPERATIONAL EXP	62100 PROFESSIONAL & OUTSIDE SERV	62,038	65,000	47,952	65,000
OPERATIONAL EXP	63100 UTILITIES EXPENSE	17,579	20,000	18,104	20,000
OPERATIONAL EXP	65100 RENTAL / LEASE EXPENSE	204,411	201,629	283,140	145,787
OPERATIONAL EXP	66100 INSURANCE EXPENSE	64,318	71,500	64,141	71,500
OPERATIONAL EXP	66200 COMMUNICATIONS	1,923	2,200	2,200	2,200
OPERATIONAL EXP	66500 TRAVEL-TRAINING	3,950	10,000	4,909	10,000
OPERATIONAL EXP	66700 PRISONER LABOR	2,715	3,500	2,100	3,500
OPERATIONAL EXP	66900 DUES & SUBS	3,024	6,000	5,165	6,000
OPERATIONAL EXP	67000 SUPPLIES	418,133	300,000	304,338	300,000
OPERATIONAL EXP	67510 FUEL SUPPLIES	5,657	8,000	6,247	8,000
OPERATIONAL EXP	69100 OTHER EXPENSE	4,231	1,500	14,510	1,500
<b>OPERATIONAL EXP Total</b>		<b>787,979</b>	<b>689,329</b>	<b>752,806</b>	<b>633,487</b>
INTERNAL SERVICES	68132 BUSINESS SERVICES	19,296	9,890	9,890	9,135
INTERNAL SERVICES	68133 I.T./COMM	19,791	19,969	19,969	22,486
<b>INTERNAL SERVICES Total</b>		<b>39,088</b>	<b>29,859</b>	<b>29,859</b>	<b>31,621</b>
CAPITAL	70000 CAPITAL OUTLAY	1,009,536	659,000	553,606	1,326,558
<b>CAPITAL Total</b>		<b>1,009,536</b>	<b>659,000</b>	<b>553,606</b>	<b>1,326,558</b>
<b>Grand Total</b>		<b>2,094,520</b>	<b>1,671,558</b>	<b>1,594,889</b>	<b>2,277,881</b>

**City of Safford Budget FY 2014-2015**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **FLEET MANAGEMENT SERVICES FUND**  
 DIVISION: **120 FLEET MANAGEMENT**

	FY 12-13 ACTUAL	FY 13-14 BUDGET	ESTIMATE FY 13-14	FY 14-15 BUDGET
<b>SUMMARY APPROPRIATION:</b>				
PERSONNEL	257,917	293,370	258,618	286,215
OPERATIONAL EXP	787,979	689,329	752,806	633,487
INTERNAL SERVICES	39,088	29,859	29,859	31,621
CAPITAL	1,009,536	659,000	553,606	1,326,558
	<b>2,094,520</b>	<b>1,671,558</b>	<b>1,594,889</b>	<b>2,277,881</b>

**BUDGET VARIANCES**

<b>(7,155)</b> PERSONNEL	reduction in OT and replacement of a long term employee
<b>(55,842)</b> OPERATIONAL EXP	LEASE paid off
<b>1,762</b> INTERNAL SERVICES	Increase in IT due to addition of computers for diagnostics.
<b>667,558</b> CAPITAL	Increase in Capital Vehicle Purchases.

**City of Safford Budget FY 2014-2015**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **FLEET MANAGEMENT SERVICES FUND**  
 DIVISION: **120 FLEET MANAGEMENT**

**NOTES AND OTHER INFO**

**4 FTE POSITIONS**

FLEET MANAGEMENT SUPERVISOR  
 LEAD MECHANIC  
 2 -MECHANICS

Capital	
Concrete Pad on south side of shop (30'x50')	4,000
New bed for 14-120 (Service Truck) with 10,0	22,000
Connex Storage Container	4,000
	<b>30,000</b>

**FLEET**

2013 CHEVROLET 1 TON (FLEET)  
 2006 1 Ton Chevrolet  
 2008 Colorado  
 2005 ½ Ton Chevrolet  
 2002 ½ Ton 4X4 Dodge  
 TRAILERS FLEET (UTIL BACKHOE)

Capital Fleet Replacement		
Bldg. Maint.	2006 CHEVROLET B/M	21,000
Bldg. Maint.	2008 CHEVROLET EXCAB (BM)	38,050
Electric	2006 CHEVROLET COLORADO I	25,000
Engineering	2004 JEEP 4D 4X4 GIS	25,000
Gas	2008 FORD UTILITY 1 TON GAS	24,600
Landfill	2004 FORD PU 4X4	8,000
Landfill	2008 FORD F250 4X4	33,000
Landfill	2009 CAT 816F2 COMPACTOR	460,000
Parks	2006 CHEVROLET EXT 4X4 (PAI	26,000
Patrol	5 -2007 CHEVROLET TAHOES	225,000
PW Admin	2006 FORD ESCAPE	23,808
Streets	1994 CAT S/W ROLLER (STREET	35,000
Streets	2001 CHEVY PU STREET	20,000
Streets	2006 CHEVROLET 3/4 (STREET	23,100
Streets	1998 JOHNDEERE LOADER STR	126,000
Streets	2008 FORD CREW CAB STREET	43,000
Warehouse	WH FORKLIFT GRADALL	45,000
Wastewater	2008 CHEVROLET UTILITIES W/	47,500
Water	2008 CHEVROLET UTILITY (WA	47,500
	<b>Capital Fleet Replacement</b>	<b>1,296,558</b>



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**CITY COUNCIL COMMUNICATION**

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**TO: Mayor and Council**  
**FROM: Horatio Skeete, City Manager**  
**SUBJECT: Inter-fund loans**  
**DATE: May 27, 2014**

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**Purpose and Recommended Action:**

Forgive Inter-fund loans between the General Fund, Highway User Revenue Fund (HURF), Utility Funds and Warehouse Fund.

**Background:**

In 2001 a decision was made to reallocate \$1 million from the Warehouse Fund to the General Fund. Between FY 2001 and FY 2008 the demand for higher levels of inventory due to a number of large Capital Projects required the General Fund to loan the Warehouse Fund \$706,167, since that time the Warehouse has repaid the general fund \$206,784 leaving a balance of \$499,383. No payment has been made since 2012.

Between FY2007 and FY2010 the HURF Street fund borrowed a total of \$3.8 million dollars from the General Fund. During this same time frame it was necessary for the General Fund to borrow \$1,920,866 from Utility Funds.

Beginning in FY2012 an effort was made to stabilize the HURF Street fund by earmarking the State Shared Vehicle License Tax as dedicated revenue to the fund. This has been somewhat successful in that the Street fund's (HURF and the half cent sales tax) resources have been able to cover the fund's expenditures and have allowed the fund to stand on its own without General Fund subsidies and pay back a portion of the initial debt.

Currently the HURF Fund and the Warehouse Fund owe the General Fund \$4,049,183. Additionally the General Fund's loan from the Utilities totals \$1,920,866. These inter-fund loans have been audited and are addressed in the City's June 30, 2013 Comprehensive Annual Financial Report. Specifically the City's auditors have noted a material weakness with the

Highway User Special Revenue Fund's deficit fund balance and its borrowing from other funds. The auditors' recommendation is to consider ways to eliminate the inter-fund payables and if there is no intention to repay these loans, transfers should be made to eliminate them.

**Analysis:**

The net impact of forgiving the debt will be an increase of \$1,421,483 to the General Fund and Highway User Fund's (Streets Fund) spendable fund balance. A decrease of the same amount will be recognized by the Proprietary funds (Utility and Warehouse funds).

# Impact to Individual Funds after Adjustment for Inter-fund Loans

Fund:	Fund balance as of 6/30/13 (audited):	Impact of Loan forgiveness Increase (Decrease) to fund balance:	Balance after / adjustment:
<b>General Fund</b>	3,632,604	(2,128,317)	1,504,287
<b>Highway User Revenue Fund</b>	(3,597,476)	3,549,800	(47,676)
<b>Total of Governmental Funds:</b>	35,128	1,421,483	1,456,611
<b>Water Fund</b>	2,493,954	(347,086)	2,146,868
<b>Gas Fund</b>	1,357,799	(226,451)	1,131,348
<b>Electric Fund</b>	9,147,613	(1,347,330)	7,800,283
<b>Warehouse Fund</b>	617,517	499,383	1,116,900
<b>Total of Proprietary Funds:</b>	13,616,883	(1,421,484)	12,195,399

# Projected FY15 Ending Fund Balance for Governmental Funds after Adjustments made for Inter-Fund Loans

Fund:	Balance after / adjustment:	Projected Fund balance FY14 Increase (Decrease):	Projected Fund balance FY15 Increase (Decrease)	Ending Fund balance FY15
General Fund	1,504,287	1,345,009	31,179	2,880,475
Highway User Revenue Fund	(47,676)	137,064	38,441	127,829
<b>Total of Governmental Funds:</b>	<b>1,456,611</b>	<b>1,482,073</b>	<b>69,620</b>	<b>3,008,304</b>

# Projected FY15 Ending Fund Balance For Proprietary Utility Funds after Adjustments made for Inter-Fund Loans

Fund:	Balance after / adjustment:	Projected Fund balance FY14 increase (decrease):	Projected Fund balance FY15 increase (decrease)	Ending Fund balance FY15
Water Fund	2,146,868	(476,520)	43,379	1,713,727
Gas Fund	1,131,348	(125,488)	(165,095)	840,765
Electric Fund	7,800,283	1,505,786	840,041	10,146,110
Landfill Fund	(2,651,648)	299,257	188,608	(2,163,783)
Wastewater Fund	2,358,630	148,439	635,230	3,142,299
<b>Total Proprietary Utility Funds:</b>	<b>10,785,481</b>	<b>1,351,474</b>	<b>1,542,163</b>	<b>13,679,118</b>



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## CITY COUNCIL COMMUNICATION

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**TO:** Mayor and Council  
**FROM:** Horatio Skeete, City Manager  
**SUBJECT:** Duties and Responsibilities of the City Manager  
**DATE:** Tuesday, May 27, 2014 at 6:00 p.m.

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### **Purpose and Recommended Action:**

The purpose of this agenda item is to provide the opportunity to the City Council to discuss and provide guidance to staff on any desired changes to the City Code to regarding the duties and responsibilities of the City Council as it relates to the hiring of the City's Police Chief.

### **Background:**

The current language in the City Code provides for the police chief to be hired by the City Manager (Section 2.36.020 Appointment of Officers) with the approval of the City Council. As can be seen by the attached research document (attached) provided by the Arizona League of Cities and Towns the hiring and reporting structure of the police chief falls into three distinct categories. The majority of the jurisdictions (50) provides for the City Manager to be the hiring authority; in 27 jurisdictions the City Council is the hiring authority while seven jurisdictions the city council approves the recommendation from the city manager

**Analysis:** Should the Council provide direction to make changes to the hiring and reporting structure of the Police Chief, a code amendment would be required.

## Chapter 2.36 POLICE DEPARTMENT

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### **Section:**

[2.36.020 Appointment of officers.](#)

### **2.36.020 Appointment of officers.**

The chief of police shall be appointed by the city manager with the approval of the city council. The chief of police with the approval of the city manager shall appoint as many police officers as may from time to time be deemed necessary for the safety and good order of the city. *(Prior code § 4-1-2)*

NAME	CITY/ TOWN	INCORPORATED	CHARTER ADOPTED	2010	COUNCIL SIZE	Manager	Attorney	Clerk	Finance Director	Magistrate	Engineer	Police Chief	Fire Chief
				CENSUS FIGURES *					OR			OR	
CAREFREE	TOWN	1984	NO	3,363	7	Council	Council	Council	Manager	Council	Council	Council	Manager
COLORADO CITY	TOWN	1985	NO	4,821	7	Council	Council	Council*	*	Council	Council	Council	
FREDONIA	TOWN	1956	NO	1,314	5		Council	Council*	*	Council	Council	Council	
GLOBE	CITY	1907	NO	7,532	7	Council	Council	Council*	*	Council	Manager	Council	Council
GUADALUPE	TOWN	1975	NO	5,523	7	Council	Council	Council		Council	Council	Council	
HAYDEN	TOWN	1956	NO	662	7	Council	Council	Council	Manager	Council	Council	Council	Manager
HUACHUCA CITY	TOWN	1958	NO	1,853	7		Council	Council*	*	Council	Council	Council	Council
JEROME	TOWN	1899	NO	444	5	Council	Council	Council*	*	Council	Council	Council	Council
KEARNY	TOWN	1959	NO	1,950	7	Council		Council*	*	Council	Council	Council	Council
LITCHFIELD PARK	CITY	1987	NO	5,476	7	Council	Council	Council	Manager	Council	Council	Council	
MAMMOTH	TOWN	1958	NO	1,426	7		Council	Council	Council	Council	Council	Council	Council
MIAMI	TOWN	1918	NO	1,837	7	Council	Council	Council*	*	Council	Council	Council	
ORO VALLEY	TOWN	1974	NO	41,011	7	Council	Council	Manager	Manager	Council	Manager	Council	
PARKER	TOWN	1948	NO	3,083	7	Council	Council	Council	Manager	Council	Council	Council	
PATAGONIA	TOWN	1948	NO	913	5	Council	Council			Council	Council	Council	
PIMA	TOWN	1916	NO	2,387	5	Council	Council	Council*	*	Council		Council	
SAHUARITA	TOWN	1994	NO	25,259	7	Council	Council	Manager	Manager	Council	Manager	Council	
SAN LUIS	CITY	1979	NO	25,505	7	Council	Council	Manager	Manager	Council	Manager	Council	Manager
SEDONA	CITY	1988	NO	10,031	7	Council	Council	Council	Council	Council	Council	Council	Council
SOMERTON	CITY	1918	NO	14,287	7	Council	Council	Council*	*	Council	Council	Council	
SPRINGERVILLE	TOWN	1948	NO	1,961	5	Council	Council	Council	Manager		Council	Council	Council
SUPERIOR	TOWN	1976	NO	2,837	7	Council	Council	Council*	*	Council		Council	Council
TAYLOR	TOWN	1966	NO	4,112	7	Council	Council	Council*	*	Council	Manager	Council	Council
THATCHER	TOWN	1899	NO	4,865	7	Council	Council	Council	Manager	Council	Manager	Council	Council
TOMBSTONE	CITY	1881	1881	1,380	5		Council	Council				Council	Council
TUSAYAN	TOWN	2010	NO	558	5	Council	Council	Manager	Council	Council	Council	Council	Council
WILLIAMS	CITY	1901	NO	3,023	7	Council	Council	Council	Council	Council	Manager	Council	Council
<b>Council Count</b>												<b>27</b>	
APACHE JUNCTION	CITY	1978	NO	35,840	7	Council	Council	Manager	Manager	Council	Manager	Manager	
AVONDALE	CITY	1946	1959	76,238	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
BENSON	CITY	1924	NO	5,105	7	Council	Council	Manager	Manager	Manager	Manager	Manager	Manager
BISBEE	CITY	1902	1988	5,575	7	Council	Council	Manager w/Council	Manager w/Council	Council	Manager	Manager	Manager
BUCKEYE	TOWN	1929	NO	50,876	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
BULLHEAD CITY	CITY	1984	NO	39,540	7	Council	Council	Council	Manager	Council	Manager	Manager	
CAMP VERDE	TOWN	1986	NO	10,873	7	Council	Council	Manager	Manager	Manager	Manager	Manager	
CASA GRANDE	CITY	1915	1975	48,571	7	Council	Council	Manager w/Council	Manager w/Council	Council	Manager	Manager	Manager
CAVE CREEK	TOWN	1986	NO	5,015	7	Council	Council	Manager	Manager	Council	Manager	Manager	
CHANDLER	CITY	1920	1965	236,123	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
CHINO VALLEY	TOWN	1970	NO	10,817	7	Council	Council	Manager	Manager	Council	Manager	Manager	
CLARKDALE	TOWN	1957	NO	4,097	5	Council	Council	Manager*	*	Council	Council	Manager	
CLIFTON	TOWN	1909	NO	3,311	7	Council	Manager	Manager	Manager	Manager	Manager	Manager	Manager
COOLIDGE	CITY	1945	NO	11,825	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
COTTONWOOD	CITY	1960	NO	11,265	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
DOUGLAS	CITY	1905	1982	17,378	7	Council	Mayor w/Council	Mayor w/Council	Manager	Mayor w/Council	Manager	Manager	Manager
EAGAR	TOWN	1948	NO	4,885	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
EL MIRAGE	CITY	1951	NO	31,797	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
ELOY	CITY	1949	NO	16,631	7	Council	Council	Council	Manager	Council	Manager	Manager	
FLAGSTAFF	CITY	1894	1958	65,870	7	Council	Council	Manager w/Council	Manager w/Council	Council	Manager	Manager	Manager
FLORENCE	TOWN	1900	NO	25,536	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
FOUNTAIN HILLS	TOWN	1989	NO	22,489	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
GILA BEND	TOWN	1962	NO	1,922	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
GILBERT	TOWN	1920	NO	208,453	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager

NAME	CITY/ TOWN	INCORPORATED	CHARTER ADOPTED	2010	COUNCIL SIZE	Manager	Attorney	Clerk	Finance Director	Magistrate	Engineer	Police Chief	Fire Chief
				CENSUS FIGURES *					OR			OR	
GLENDAL	CITY	1910	1957	226,721	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
GOODYEAR	CITY	1946	1988	65,275	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
HOLBROOK	CITY	1917	1994	5,053	7	Council	Manager	Manager*	*	Manager	Manager	Manager	Manager
KINGMAN	CITY	1952	NO	28,068	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
LAKE HAVASU CITY	CITY	1978	NO	52,527	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
MARANA	TOWN	1977	NO	34,961	7	Council	Manager	Manager	Manager	Council	Manager	Manager	
MARICOPA	CITY	2003	NO	43,482	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
NOGALES	CITY	1893	1926	20,837	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
PAGE	CITY	1975	NO	7,247	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
PARADISE VALLEY	TOWN	1961	NO	12,820	7	Council	Council	Manager	Manager	Council	Manager	Manager	
PAYSON	TOWN	1973	NO	15,301	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
PHOENIX	CITY	1881	1913	1,445,632	9	Council	Manager	Manager	Manager	Council	Manager	Manager	Manager
PRESCOTT	CITY	1883	1958	39,843	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
PRESCOTT VALLEY	TOWN	1978	NO	38,822	7	Council	Council	Council	Manager	Council	Manager	Manager	
SCOTTSDALE	CITY	1951	1961	217,385	7	Council	Council	Council	Council	Council	Manager	Manager	Manager
SHOW LOW	CITY	1953	NO	10,660	7	Council	Council	Manager	Manager	Council	Manager	Manager	
SIERRA VISTA	CITY	1956	NO	43,888	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
SNOWFLAKE	TOWN	1948	NO	5,590	7	Council	Council	Council	Manager	Council	Council	Manager	Manager
SOUTH TUCSON	CITY	1940	NO	5,652	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
SURPRISE	CITY	1960	NO	117,517	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
TEMPE	CITY	1894	1964	161,719	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
TOLLESON	CITY	1929	NO	6,545	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
WICKENBURG	TOWN	1909	NO	6,363	7	Council	Council	Manager	Manager	Council	Council	Manager	Manager
WINSLOW	CITY	1900	1957	9,655	7	Council	Council	Council	Manager	Council	Manager	Manager	Manager
YOUNGTOWN	TOWN	1960	NO	6,156	7	Council	Council	Manager	Manager	Council	Manager	Manager	Manager
YUMA	CITY	1914	1914	93,064	7	Council	Manager w/Council	Manager w/Council	Manager w/Council	Council	Manager	Manager	Manager
<b>Manager Count</b>												<b>50</b>	
MESA	CITY	1883	1967	439,041	7	Council	Council	Council (Mgr recommendation)	Manager	Council	Manager	Manager w/Council	Manager w/Council
PEORIA	CITY	1954	1983	154,065	7	Council	Council	Manager w/Council	Manager w/Council	Council	Manager w/Council	Manager w/Council	Manager w/Council
PINETOP-LAKESIDE	TOWN	1984	NO	4,282	7	Council	Council	Manager w/Council	Manager w/Council	Council	Manager w/Council	Manager w/Council	
QUARTZSITE	TOWN	1989	NO	3,677	7	Council	Manager w/Council	Manager*	*	Council	Council	Manager w/Council	
SAFFORD	CITY	1901	NO	9,566	7	Council	Council	Manager w/Council	Manager w/Council	Managerw/Council	Managerw/Council	Manager w/Council	Council
ST. JOHNS	CITY	1946	NO	3,480	7	Council	Council	Manager w/Council*	*			Manager w/Council	Manager w/Council
TUCSON	CITY	1877	1929	520,116	7	Council	Council	Council	Council	Council	Manager	Manager w/Council	Manager w/Council
<b>Manager w/Council Count</b>												<b>7</b>	
DEWEY-HUMBOLDT	TOWN	2004	NO	3,894	7	Council	Manager w/Council	Manager	Manager	Council			
DUNCAN	TOWN	1938	NO	696	5	Council	Council	Council*	*	Concil	Council		
QUEEN CREEK	TOWN	1989	NO	26,361	7	Council	Council	Council	Manager		Manager		Manager
STAR VALLEY	TOWN	2005	NO	2,310	7	Council	Council	Manager	Manager	Council			
WELLTON	TOWN	1970	NO	2,882	5								
WILLCOX	CITY	1915	NO	3,757	7	Council	Council	Manager w/Council*	*	Council			
WINKELMAN	TOWN	1949	NO	353	5								
<b>Grand Count</b>												<b>84</b>	

\* Clerk is also appointed to be treasurer

Manager w/Council = Manager appoints with Council approval

Mayor w/Council = Mayor with Council approval



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**CITY COUNCIL COMMUNICATION**

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**TO:** Mayor and Council

**FROM:** Horatio Skeete, City Manager

**SUBJECT:** Appointment of Police Chief and Interim Police Chief

**DATE:** Tuesday, May 27, 2014 at 6:00 p.m.

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**Purpose and Recommended Action:**

- 1) The City Council may enter Executive Session to consider appointing a candidate for the position of Police Chief for the City of Safford pursuant to *Arizona Revised Statutes 38-431.03(A)(3)(5)*. The City Council may return to open session to take action.
- 2). The City Council may enter Executive Session to consider appointing an Interim Police Chief for the City of Safford pursuant to *Arizona Revised Statutes 38-431.03(A)(3)(5)*. The City Council may return to open session to take action.

**Background:**

Chief John Griffin is retiring at the end of May with thirty plus years of service for the City of Safford.

**Analysis:**