



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

**CITY OF SAFFORD
COUNCIL MEETING MINUTES
Monday, September 28, 2015 @ 6:00 PM
Safford Library Program Room, 808 S. 7th Avenue, Safford, Arizona**

PRESENT: Wyn “Chris” Gibbs, Mayor; Mary Bingham, Vice Mayor; Councilmembers, Kenneth Malloque, Gene Seale, Arnold A. Lopez, James D. Howes and Richard Ortega.

STAFF PRESENT: Joe Brugman, Acting City Manager (Police Chief); Leslie Norton, Executive Secretary; Randy Petty, Public Works Director/City Engineer; Alma Flores, Interim Finance Director; Leanne McElroy, Library Director; Cliff Davis, Human Resources Officer; Sam Napier, I.T. Administrator; and Georgia Luster, City Clerk. Dale Clark assisted with the audio recording of the meeting.

OTHERS PRESENT: Steve McGaughey.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 5:56:20 p.m.

2. **ROLL CALL:** A quorum of the Council was present (7).

3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.

4. **OPENING PRAYER:** Mr. Bill Johnson offered the opening prayer.

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

6. **NEW/OLD BUSINESS:**

1. **Provide information to the Mayor and City Council concerning annexation of three parcels located on US Highway 191 just south of the Arizona Department of Transportation’s Maintenance Yard (ADOT), just east of Mesa yard and south of the intersection of Discovery Park Blvd.** Randy Petty provided information to the City Council about a future annexation of three parcels of land. He explained staff has been working with two property owners, three parcels currently in Graham County, located on US 191 located on US Highway 191 just south of the Arizona Department of Transportation’s Maintenance Yard (ADOT), just east of Mesa yard and south of the intersection of Discovery Park Blvd. The property owners have agreed to

be annexed into the City of Safford. Staff will provide the proposed annexation to the Council at a future Council Meeting.

Councilman Lopez inquired about the City being required to provide sewer utility to these properties.

7. MONTHLY/QUARTERLY REPORTS:

Reports are for the Month of August 2015.

1. Police Report
2. Planning and Community Development Report
3. Public Works Report
4. Human Resources Report
5. Clerk's Office Report
6. Library Report
7. Utilities Consumption/Water Production Reports
8. Projects Status Report
9. Prosecution Report
10. Airport Report
11. Expense Report over \$5,000
12. Purchasing Card Report

The City Clerk noted the Electric Report was not included in the packet. She will email the report to the Council in the morning.

Inquired about Sewer Report and delinquent Business License Report.

Electric projects – upgrades to the substation - will these upgrades get the City in the position to take on the new 750 meters? How much more load will the City take on?

8. ORDINANCES:

1. **Second Reading of Ordinance Number 15-004, a proposed annexation of property to the east of Highway 191. The proposed annexation includes 3.5 acres currently under the jurisdiction of Graham County.** Chief Brugman explained the annexation process began back in June on the Curtis property. The City Clerk read the Title and Number of Ordinance Number 15-004 into the record.

It was moved by Councilman Howes and seconded by Vice Mayor Bingham to approve and adopt Ordinance Number 15-004, a proposed annexation of property to the east of Highway 191. The proposed annexation includes 3.5 acres currently under the jurisdiction of Graham County. **MOTION ADOPTED**

7 – Mayor Gibbs, Vice Mayor Bingham, Councilman Seale, Councilman Malloque, Councilman Lopez, Councilman Howes and Councilman Ortega.

9. CONTRACTS, AGREEMENTS, BIDS:

1. **Request for the Mayor and Council to approve a Lease with Empire Southwest for a Wheel Loader for use at the Safford Regional Landfill.** Randy Petty presented a proposed lease purchase agreement for a Wheel Loader to be used at the Landfill. He explained the Landfill currently does not have a Wheel Loader on site. Due to the Vertical Expansion Work Plan to extend the life of the Regional Landfill, the Loader will be needed to transport material and to construct berms. The Loader will be essential to facilitate the movement of material, construction of berms, and complete the drainage facilities at the Landfill.

Councilman Malloque inquired about the process of how the Loader was selected. Because of the cost of the Loader, he believes the bidding process is required by State Statute. Mr. Petty believes Caterpillar is on the State Surplus Procurement List.

Chief Brugman recommended to Table the lease purchase of the Wheel Loader until further information is provided. **TABLED**

10. **Presentation - Departmental Goals.** Clifford Davis, Human Resources Officer, introduced Staff Goals and Objectives Presentation. Key goals will be presented by Finance, City Clerk, Human Resources, Information Technology, Police and Library. Utilities, Public Works and Planning and Community Development will be presented at a later date. He noted that each department has several additional goals that are not being presented tonight. Staff will present their most important goals tonight.

FINANCE DEPARTMENT: Alma Flores, Interim Finance Director, presented some of the Goals for Finance.

- Improve P Card Purchase
- Implement New Software System
- Warehouse Ordering System
- Customer Portal
- Annual Audit (CAFR)

Councilman Malloque inquired about whether or not the City falls under the SOX rules in regards to managing warehouse inventory? He noted that if the City is required to follow SOX rules, each department who orders and keeps supplies may be a violation because it is not in direct control of the Warehouse.

Ms. Flores will investigate SOX rules.

Councilman Lopez stated he is excited to see the customer portal up and going.

CITY CLERK: Georgia Luster, City Clerk, presented the Records Management Phase One/Improve Use of Laserfiche Goal of the Clerk's Office.

- Centralize all City records to Clerk's Office
- Allow all staff access to digitalized records
- Create index within Clerk's Laserfiche for each department
- Create retention/destruction schedule with Laserfiche

HUMAN RESOURCES: Clifford Davis, Human Resource Officer presented some of the Goals for Human Resources.

- New Hire Onboarding
- Succession Plan for Key Positions
- Update Personnel Manual
- Retirement Healthcare Account

INFORMATION TECHNOLOGY: Sam Napier, IT Administrator presented some of the Goals for Information Technology.

- Implemented New Phone System
- Laserfiche Records Management Module
- User Training Office 365, Laserfiche and Civic Plus

POLICE DEPARTMENT: Chief, Joe Brugman presented some of the Goals for the Police Department.

- Crime/Disorder Prevention and Reduction through Proactive Problem Solving Strategies and Community Partnerships.

11. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS: Vice Mayor Bingham requested placing the water efficiency ordinance on the next agenda for discussion.

12. MEETINGS/ACTIVITIES HELD OR TO BE HELD BY COUNCIL OR CITY STAFF: NONE

- October 9 - Graham County Fair Parade
- October 12 – Council Meeting
- October 17 - Harvest Festival
- October 24 - CORE Event
- October 26 – Council Meeting

13. CITIZEN COMMENTS ON NON-AGENDA ITEMS:

14. ADJOURN: It was moved by Councilman Malloque, seconded by Vice Mayor Bingham, and carried unanimously to adjourn at 6:25:48 p.m. **MOTION ADOPTED**

APPROVED:

Wyn "Chris" Gibbs, Mayor
City of Safford

ATTEST:

Georgia Luster, MMC, City Clerk

STATE OF ARIZONA)
) ss
County of Graham)

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, September 28, 2015, and approved at a Regular Council Meeting on Monday, October 26, 2015. I further certify the meeting was duly called, held and that a quorum was present.

October 26, 2015
Date:

Georgia Luster, MMC, City Clerk