



**CITY OF SAFFORD • CITY COUNCIL MEETING/WORK SESSION • MONDAY, JANUARY 25, 2021 at 6:00 p.m.**  
**MEETING LOCATION: SAFFORD LIBRARY PROGRAM ROOM • 808 S. 7<sup>TH</sup> AVE SAFFORD, ARIZONA**  
**“The mission of the City of Safford is to make Safford a great place to live, work, and visit”**

- 1. WELCOME AND CALL TO ORDER:** Mayor Kouts called the meeting to order at 6:00 pm.
- 2. ROLL CALL:** A quorum of the Council was present (6)

**COUNCIL PRESENT:** Jason Kouts, Mayor; Richard Ortega, Vice Mayor; Councilmembers Steve McGaughey; Arnold Lopez; Michael Andazola; and Brad Hemphill

**COUNCIL ABSENT:** Councilmembers Gene Seale

**STAFF PRESENT:** John Cassella, City Manager; Glen Orr, Police Chief; Brian Avila, Police Captain; Lance Henrie, Public Works Director/City Engineer; Susan Anderson, Planning and Community Development Director; Alma Valles, Finance Officer; Victoria Silva, Library Director; Sam Napier, IT Director; Tamara Webster, City Clerk; Lydia Newkirk, Human Resources Officer; Matthew Hoshal, Executive Assistant to the City Manager; Morgan Seale, Water Division Supervisor; Dan Braatz, Electric Division Supervisor; and Matt Platt, IT Specialist.

**OTHERS PRESENT:** Paul Daivd, John Howard, Danny Smith, and others that did not sign in.

- 3. PLEDGE OF ALLEGIANCE:** Vice Mayor Ortega led the Pledge of Allegiance.
- 4. OPENING PRAYER:** Councilman Andazola offered the opening prayer.
- 5. CITIZEN COMMENTS ON AGENDA ITEMS: None**
- 6. CITIZEN COMMENTS ON NON-AGENDA ITEMS:** Danny Smith addressed council regarding Parklets.
- 7. PRESENTATIONS:**
  - 1. UNITED WAY DONATION:** Present United Way of Graham & Greenlee County a check in the amount of \$9,246.00 from monies raised through a series of events put on by the City of Safford Employee United Way Committee. **TABLED**
- 8. CLOSE REGULAR MEETING AND RECONVENE INTO A COUNCIL WORK SESSION:**
- 9. DISCUSSION ON THE FOLLOWING ITEMS: INFORMATION/DISCUSSION**
  - 1. RECREATIONAL ADULT USE MARIJUANA:** John Cassella, City Manager, stated based on earlier conversation with council that the city wants to do retail only, and prohibit manufacturing, cultivating, and testing. The plan is to add the recreational use ordinance to the existing Medical Marijuana Dispensaries/Cultivation Ordinance.

Mayor Kouts stated he has some concerns with the use of cartoon characters displayed in windows and checked with the City Attorney, Bill Sims. Mr. Sims looked into it and stated the city could put something in place but could definitely be challenged in court. City staff could write something in the code stating it doesn't look appealing and leave it at their discretion. Mr. Cassella stated staff could put language in the code that strongly discourages cartoon characters for window display advertising.

Susan Anderson, Planning and Community Development Director, stated she will take a look at the new state statutes for marijuana use and see if there is anything that regulates signage. The City of Safford does not currently regulate window signs.

Vice Mayor Ortega agreed with Mayor Kouts and stated that the cartoon advertising attracts the attention of youth and that is not the targeted consumer.

Ms. Anderson state she will do some research on signage and bring it back to council for discussion.

Councilman Lopez inquired on the separation of cultivating, manufacturing, and the sale of recreational marijuana. City Manager Cassella, informed the council that the initial law dealing with the medical marijuana dispensary stated that cultivation has to be associated with the dispensaries and the two can't be separated. Now adding the recreational ordinance which is written differently in that regard which allows council the option to prohibit any of those activities and do retail only.

2. **MANUFACTURED HOMES PERMITTED USES/AGE:** City Manager Cassella stated at the last council meeting there were questions on how the 1985 age/date was picked. After some research Mr. Cassella suggests the city would be better to leave the date as it is currently at 1976. If it is the aesthetics that the council is concerned about then there are other ways to go about it than the date manufactured.

Mayor Kouts stated that he would like to see an age limit put on manufactured homes. Councilman Hemphill verified that the Planning and Zoning Commission recommended thirty five years of age not specifically 1985 and questioned if this is going to be the answer for what council is trying to achieve.

Councilman McGaughey agreed that he likes the moving target of 35 years rather than a set year. If a manufactured home is already in place and is fifty years old, it is allowed to stay but it is the moving of homes into neighborhoods that is going to bring the value down because they do depreciate rather than appreciate. Councilman McGaughey would prefer thirty years rather than thirty five and maybe the older ones can come to council with an appeal on an individual basis.

Vice Mayor Ortega asked if when an individual is going to move a manufactured home to a different site if the neighbors contacted at all. Ms. Anderson stated that property owners within three hundred feet are contacted when the property is rezoned for a manufactured home.

Councilman Hemphill and McGaughey expressed concerns about the thirty year age limit not covering the aesthetics issues of manufactured homes. Councilman McGaughey stated that the city still needs to rules into the code to address aesthetics issues. Ms. Anderson stated there is a property maintenance code that was not adopted by council when the 2015 building codes were adopted. Those property maintenance codes go a little further in

requiring property owners to maintain their buildings in a certain manner. Right now, the most the city can do is require the homeowner to board up or fix a vacant property with broken windows or doors to secure the home aside from yard maintenance.

Councilman McGaughey stated that the city can not put an age limit because of safety, it has to reflect property values and that is the difference of what will get kicked out of court. If it does because of aesthetics and property values that is a null and void argument. Addressing the property values is the first step the city has to take, and aesthetics goes along with it.

Mayor Kouts would like to see the manufactured age year come down, also the verbiage of the aesthetics on the outside and how to address this and see staff move forward with it. A discussion followed on the requirements of how the ordinance is adopted.

Mayor and Council directed Susan Anderson to change the age of manufactured homes to twenty five years and to strengthen the content of the ordinance.

- 3. MOBILE FOOD COURTYARD:** Mayor Kouts stated that Jeff Wiley contacted him in regard to his mobile food trucks. Mr. Wiley would like to hook up to the city power grid, leave the trailers on site, hook up to the city water and sewer supply. The site he is wanting to hook up to is the Hatch property on Highway 70 and design a courtyard style area. By hooking up to the utilities, Mayor Kouts feels he is a brick and mortar business. Vice Mayor Ortega stated he would like to see this happen as well.

Susan Anderson stated that Mr. Wiley was given options. Mobile food trucks are required to get a temporary use permit and do have strict restrictions. The trucks can not stay on the site for more than forty eight hours, be on a given piece of property for no more than ten times a year and have the owner's permission to be on the property. Mr. Wiley's trucks would still be considered mobile and fall within the current requirements.

Mayor Kouts directed Ms. Anderson to revisit the temporary use requirements and the zoning to bring it up to date and ease up on the ones that want to hook up to the city utilities.

- 4. BUDGET GUIDANCE:** Alma Valles, Finance Officer, stated tonight the city is kicking off the Fiscal Year 2021/2022 Budget a budget guidance presentation. Mrs. Valles and City Manager Cassella presented council with the Budget Guidance. (see presentation)  
Mayor Kouts stated he would like to meet with the council to discuss the budget. Mr. Cassella stated that staff should be involved since they are the ones that put the budget together. Vice Mayor Ortega asked when will the council see the budget as a whole. Mr. Cassella stated the budget process will continue as it always has with the same meetings. The budget guidance is designed to make sure that the council is focusing on the things as a council would like to focus on and if there are things the council does not want to focus on then they come out and add what the council would like to focus on. The budget guidance is more of a blueprint.

Councilman Lopez asked that the city would have a staff member that will be paying attention to what the cities and towns are watching legislatively. Mr. Cassella replied that yes, a staff member will be watching the legislative matters. Councilman Lopez also inquired on the bid process for the employee health insurance and why bidders that turned in a late bid were not brought to council. City Manager Cassella replied that late bids are not allowed to be included in the bid process. It is an automatic rejection of bid for being late.

Council addressed Mr. Cassella regarding items that were included in the budget guidance presentation that would affect the budget. Mr. Cassella responded that if there is anything included in the budget guidance they can be removed and again add in anything that council would like to see. Staff brings the recommendation for the budget and council can approve and/or make changes as they feel needed. Mayor Kouts stated he would like to see a recreation area within the City of Safford.

**10. CLOSED COUNCIL WORK SESSION AND RECONVENED REGULAR MEETING**

**11. ORDINANCES:**

1. **ORDINANCE O21-002:** Request for the Mayor and City Council to approve and adopt Ordinance Number O21-002, an Ordinance of the City of Safford, Graham County, Arizona, amending Title 17, Zoning, Chapter 17.24 Zoning Districts Designated, Sections 17.40.020 Agricultural Residential District Use Requirements – Permitted Uses and 17.44.030 C-MH Conventional Manufactured Home District Use Requirements relating to the age of manufactured homes. **TABLED**
2. **ORDINANCE O21-004: Request for the Mayor and City Council to approve and adopt Ordinance Number O21-004, an Ordinance of the City of Safford, Graham County, Arizona, amending Title 17, Zoning, Chapter 17.08 Definitions, Chapter 17.40 A-R Agricultural Residential District and Chapter 17.52 C-2 Highway Commercial District, relating to hospitals and clinics for animals, kennels, and stables.**

Ordinance O21-004 was read into the minutes by Tamara Webster, City Clerk.

It was moved by Vice Mayor Ortega, seconded by Councilman Andazola and carried unanimously to approve and adopt Ordinance Number O21-004, an Ordinance of the City of Safford, Graham County, Arizona, amending Title 17, Zoning, Chapter 17.08 Definitions, Chapter 17.40 A-R Agricultural Residential District and Chapter 17.52 C-2 Highway Commercial District, relating to hospitals and clinics for animals, kennels, and stables.  
**MOTION ADOPTED**

**12. NEW/OLD BUSINESS:**

1. **MINUTES: Request for Mayor and City Council to review and approve January 11, 2021 City Council Meeting Minutes.** Tamara Webster, City Clerk, presented the January 11, 2021 minutes for approval.

It was moved by Councilman Andazola, seconded by Councilman Hemphill, and carried unanimously to approve January 11, 2021 City Council Meeting Minutes. **MOTION ADOPTED**

**13. REPORTS:**

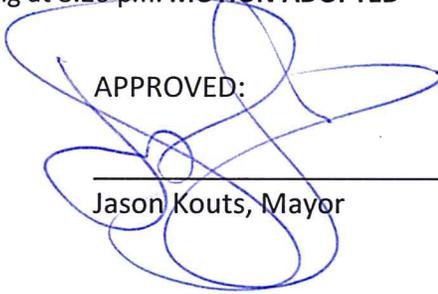
- 1. **P-CARD REPORT:** Councilman Lopez inquired on a few of the p-card transactions.
- 2. **EXPENSES OVER \$5,000 REPORT**
- 3. **REVENUES OVER \$5,000 REPORT**
- 4. **PROSECUTION REPORT**

**14. ANNOUNCEMENT OF CURRENT EVENTS:** The Mayor or any member of Council may at this time present a brief summary of current events and provide future agenda items. However, no discussion shall take place on such items except for clarifying comments related to substance, time and location. **None**

**15. REPORT ON OPERATIONAL ITEMS:** The city manager, members of city staff or those individuals designated by the manager may present information pertinent to items under consideration or information related to the operation of the City. There shall however be no discussion at this time except for clarification inquiries. (If not listed below) **None**

**16. ADJOURN:** It was moved by Vice Mayor Ortega, seconded by Councilman Andazola and carried unanimously to adjourn City Council Meeting at 8:20 pm. **MOTION ADOPTED**

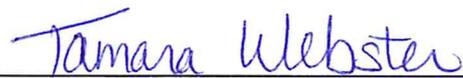
APPROVED:




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Jason Kouts, Mayor

ATTEST:

  
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 Tamara Webster, CMC, City Clerk

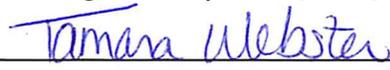
STATE OF ARIZONA )

) ss

COUNTY OF GRAHAM )

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the City Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, January 25, 2021, and approved at a Regular Council Meeting held on Monday, February 8, 2021. I further certify the meeting was duly called, held, and that a quorum was present.

  
 \_\_\_\_\_  
 Tamara Webster, CMC, City Clerk

February 8, 2021  
 \_\_\_\_\_  
 Date



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# FY 2022 BUDGET GUIDANCE PRESENTATION

City Council Work Session- January 25, 2021

# Budget Guidance

## Arizona Revised Statute 42-17101- Local Government Budget Process

- Tentative Budget- Once approved, sets the maximum expenditure limit.
- Tax Levy- Increase in Tax Levy requires a public hearing 14 days prior to approval.
- Final Budget- Approved 14 days after Tentative budget, changes prior to approval cannot exceed the maximum expenditure limitation set with the Tentative budget.

# Budget Calendar

- ❑ January 20 – Review of City health insurance plan options with Council
- ❑ January 25 – Introduce Budget Guidance document
- ❑ February 1-4 – Department Budget Meetings with Finance & City Manager
- ❑ February 12 – Council Work Session/ Revenue projections & fund balance
- ❑ February 22 – Council Meeting/ Employee benefit & PSPRS Discussion
- ❑ March 8 – Council Meeting/ FY 2022 CIP Summary
- ❑ March 9-11 – Budget meetings with Council members

# Budget Calendar continued...

- ❑ March 22 – Council Meeting/ Department budget summaries
- ❑ April 12 – Council Meeting/ Department budget summaries
- ❑ April 26 – Council Meeting/ Department budget summaries
- ❑ May 10 – Council Meeting/ Summary of entire FY 2022 budget
- ❑ May 24 – Council Meeting/ Adopt Tentative Budget
- ❑ June 14 – Council Meeting/ Public Hearing for budget and tax levy, and adopt final budget
- ❑ June 28 – Council Meeting/ Adopt tax levy

# Strategic Planning & Goal Setting

- Review and consider adoption of Organizational Expectations Document.
- Consider Creation of City-Wide Strategic Plan.
- Consider annual adoption of Budget Guidance Resolution document.

# Fiscal Management

- Creation of Financial Policies.
- Contingency- Consider higher contingency levels to cover unforeseen eventualities. (Example: PSPRS)
- Maintain fund balance at 50% of expenditures.
- Continue to monitor Revenue and Expenditure activity in order to properly manage resources throughout the fiscal year. (State Shared revenues/ Census impact)
- Continue to develop monthly reporting to convey financial status on a regular basis.
- Continue to maintain ClearGov in order to provide transparency regarding City budget activity.

# Public Interaction/Outreach/Interorganizational

- Working with Arizona League of Cities and Towns to actively monitor Legislative session in order to identify bills that could potentially impact our community.
- Proactively seek out public input regarding new City projects or programs.
- Maintain up to date City website information.
- Utilize traditional/social media resources to keep public informed in a timely manner.
- Work to maintain positive media relations.

# Human Resources Management

- Maintain competitive salary and benefit structure in the marketplace.
- Seek to encourage employee development through training and education.
- Seek to utilize succession planning in order to provide employees with internal promotional opportunities.
- Discuss and consider approach in addressing PSPRS unfunded liability.

# Organizational Management

Assess and manage organizational activity at the appropriate level.

- Operational
- Life Cycle Maintenance- developing vehicle & equipment rotation program
- Capital Projects
- Seek utilization of technology to improve service delivery.
- Continuously review standard operating procedures to ensure they are current, up to date, and relevant for service delivery.
- Provide presence of legal counsel at Council meetings and work sessions.

# Economic Development

- Consider options for enhancements to the entertainment district.
- Seek collaboration with other organizations in order to identify economic development opportunities. (SEAGO)
- Reassess microloan and business support programs.
- Pursue implementation of parklets program.
- Consider formalizing City Council donation program.