



City of Maricopa

Meeting Minutes - Draft City Council Work Session

City Hall
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Mayor Christian Price
Vice-Mayor Peggy J. Chapados
Councilmember Marvin L. Brown
Councilwoman Julia R. Gusse
Councilmember Vincent Manfredi
Councilmember Nancy Smith
Councilmember Henry M. Wade Jr.

Tuesday, September 18, 2018

6:00 PM

Council Chambers

1. Call to Order

The City Council Work Session was called to order at 6:03 p.m.

2. Roll Call

Councilmembers Manfredi and Wade were present telephonically.

Present: 7 - Vice Mayor Peggy J. Chapados, Councilmember Vincent Manfredi, Councilmember Henry Wade, Mayor Christian Price, Councilmember Marvin L. Brown, Councilmember Nancy Smith, and Councilwoman Julia R. Gusse

3. Agenda Items

3.1 [WS 18-01](#)

The Mayor and City Council shall review items on the Regular City Council meeting agenda.

Councilwoman Gusse requested that Agenda Item 9.5 be pulled from Consent for additional discussion.

3.2 [WS 18-02](#)

The Mayor and City Council shall hear reports on meeting and/or conferences attended by Council.

Councilmember Smith reported on the quarterly real estate roundtable held at the City and elaborated on the topics of discussion.

Councilmember Brown reported on his attendance to the Central Arizona Project (CAP) 50th Anniversary commemoration. He commended the event and the facility.

Councilwoman Gusse reported that the Hispanic Heritage Month celebration kicked off on Saturday, September 15, 2018 with the Chihuahua Festival and Car Show at UltraStar.

Councilmember Wade reported attending a Canada Arizona Business Council (CABC) meeting and elaborated on the topics of discussion. Next, he reported attending the last Coffee with the Chief and the September 11th Memorial Service at the Copper Sky Police Substation. Next, he reported attending the Maricopa Unified School District (MUSD) Strategic Planning meeting on September 12. He added there would be a joint

meeting between MUSD and the City Council on October 16, 2018. He stated he attended the homecoming bon-fire. He stated he had the opportunity to speak to a Boy Scout troop. Lastly, he reported attending Maricopa Kids Day and the Chihuahua Festival and Car Show at UltraStar.

Councilwoman Gusse added that the Central Arizona College (CAC) held their monthly board meeting in Maricopa earlier in the day and encouraged participation.

3.3 [WSPRES 18-27](#)

The Mayor and Council shall hear a presentation on proposed changes to City Code, Chapter 3 - Administration. Discussion and Direction.

Senior Financial Analyst, Brenda Hasler gave a PowerPoint Presentation on the proposed changes to the City Code, Chapter 3. She stated that a committee was formed with members from all departments to review the purchasing code. She stated a decentralized purchasing program would allow each department to purchase supplies based on demand and noted that department directors had the best position to understand the needs of their departments. She detailed the following proposed changes: 1.) Section 3-20, Acting City Manager; City Manager shall appoint an Acting City Manager. If unable to appoint, until Council can appoint an interim City Manager the Administrative Services Director and/or City Clerk shall perform the duties of City Manager. 2.) Section 3-24, The City Manager may delegate contracting authority to Department Directors to execute contracts in amounts of \$25,000 or less, provided costs are authorized in current budget and authorizes applications and all necessary paperwork to apply for grants. She noted it excluded the acceptance of the grant, should the grant be awarded. Next, she discussed Chapter 3, Administration, Article IV and explained why rules were necessary for purchases. She stated the proposal was to move the City to a decentralized purchasing structure that would allow designated personnel/operating departments the delegated authority to decide on sources of supply and to contract directly with vendors. She detailed Purchasing Code, Section 3-211 on Council Approval and explained that Council approval must be obtained prior to a purchase being made or contract being signed a) where prior approval is required by code and b) where the purchase of the item and/or the funds was not provided in the budget as adopted, and is in excess of \$50,000. Next, she discussed the proposed changes to Section 3-213 including 1) Items under \$10,000 can be ordered as needed without further formality. 2) Items \$10,000 to \$50,000 would require three (3) quotes and 3) Items in excess of \$50,000 would require formal solicitations in accordance with Section 3-215. She noted that the Cumulative Annual Purchases section was deleted. She provided a Purchasing Process Chart and detailed various scenarios. She detailed the various purchasing methods including: Purchase Requisition/Purchase Order, Credit Card, Check Request and employee reimbursement. She detailed changes to Section 3-214 on Exclusive Service including single providers with unique characteristics and elaborated. She stated Section 3-218 on Emergency Purchases was updated to clarify when an emergency shall be deemed to exist. She explained the changes to Section 3-221 on Local Preference including removing the requirement that a business be located within City limits for 6 months. She recommended also removing that vendors shall be given a credit of 5% for purchases under \$5,000 because quotes would not be required for items under that amount if the proposed changes were approved. She discussed the changes to Section 3-251 on Surplus Supplies and Equipment, sub-section (c). She stated that policies and procedures would be written to facilitate the implementation of the decentralized purchasing function and institute the new purchasing limits once they were approved. She stated that ethics and purchasing guidelines would be included as part of the policies and procedures. She stated the Ordinance and Resolution adopting the proposed changes would be brought before Council for approval on October 2, 2018. She opened the floor for questions.

Councilmember Smith asked for clarification of the flow chart. City Manager Horst clarified that the City Manager did not have the authority to spend outside of the budget, but could transfer funds within budgets. Discussion ensued. Councilmember Smith requested that Section 3.20 be amended to make "his" gender neutral.

Mayor Price asked City Manager Horst to elaborate on the benefits of the proposed changes. City Manager Horst further elaborated.

Councilmember Wade asked for clarification on Section 3-20 on Acting Manager and asked if there was a timeframe. City Manager Horst stated the intent was to allow him the authority to appoint an interim city manager in the event that he went on vacation or if he was sick. City Attorney Denis Fitzgibbons discussed the current language and stated there was flexibility as presented. Consensus was to keep the flexibility and move forward with the proposed changes.

The Presentation was heard.

4. Executive Session

5. Adjournment

A motion was made by Councilmember Marvin L. Brown, seconded by Vice Mayor Peggy J. Chapados, to Adjourn at 6:36 p.m. The motion carried unanimously.

Certification of Minutes

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session of the City Council of Maricopa, Arizona, held on the 18th day of September, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 2nd day of October, 2018.

Vanessa Bueras
City Clerk