



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

**CITY OF SAFFORD - COUNCIL WORK SESSION MINUTES  
MONDAY, NOVEMBER 28, 2011 @ 6:00 PM  
PHELPS DODGE ROOM - LIBRARY**

**PRESENT:** Wyn “Chris” Gibbs, Mayor; Jason Kouts, Vice Mayor Council Member’s Danny Smith, Ken Malloque, Mary Bingham, and Gene Seale

**ABSENT:** Jacque Attaway.

**STAFF PRESENT:** David Kincaid, City Manager; Sandra Findley, Executive Secretary; Christine Fisher, Personnel Director; Rob Chesley, Public Works Director; John Griffin, Police Chief; Jan Elliott, Library Director; Georgia Luster, City Clerk; Derek Kruger, Information Technology Supervisor; Tom James. I.T. Specialist assisted with the audio/video recording of the meeting.

**OTHERS PRESENT:** Chad Crockett and Steve McGaughey.

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs welcomed everyone and called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** A quorum of the Council was present (6-1 absent).
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor Bob Holiday offered the Opening Prayer.
5. **WEBSITE PRESENTATION:** Presentation and update of new website.

Derek Kruger, Information Technology Supervisor, provided a brief update of the development of the new website. He pointed out that CivicPlus specialize only in government websites. He reviewed the schedule of key dates developed by CivicPlus (copy attached). The first design meeting will be held in December. A team of staff members from every department have provided the content of the website. For example, changes in trash days, road closures, etc. He briefly reviewed several sample websites. The intent is to make the website user friendly, yet make it as interactive as possible with the public. Each department

will be responsible to keep their portion of the website updated. The new website should go live on April 12, 2012.

6. **REVIEW PROPOSED LIBRARY POLICIES:** Review proposed library policies. The library advisory board and staff have submitted the following library policies for review: Circulation 4: Holds and Requests; and Management 8: Emergencies and Disasters/Evacuation Plan.

The Council reviewed the proposed library policies that are being recommended by the Library Advisory Board and staff. The Council concurred to bring the policies before the Council for adoption in a future meeting.

7. **PROPOSED LIBRARY DISTRICT:** Discussion on proposed library district and what direction the Council wants to go with funding of the library.

City Manager Kincaid provided a financial history of the Library General Fund Budget and Actual Comparison between the periods of 6/30/2005 through 10/31/2011 to the Council.

Jan Elliott, Library Director, provided a brief update regarding the process and next steps of introducing a proposed library district. A **citizen's** study committee determined that a library district is feasible and desirable. She understands that in mid-December the Graham County Board of **Supervisor's** will dissolve the study committee. It is expected that another citizens committee will attempt to place the library district on the ballot. At this point a committee does not exist. There are a lot of questions still out there that need some kind of answer/guidelines before the public becomes comfortable with a library district. Questions that library supporters are asking include: How will the tax money be spent? How much might each library get? What factors will go into dividing the money? What is the best use of the money and who makes those decisions? **What's** the relationship going to be between the county librarian and their county advisory library board? There is a lot to do in order to get a library district on the ballot.

City Manager Kincaid pointed out that City resources cannot be used to promote a library district. For example, City resources cannot be used to compile the pamphlet, advertise, provide materials, etc.

The Graham County Board of **Supervisor's** has the ability to form a library district and institute a tax but have chosen to ask the voters to make the decision by placing the item on the ballot. Secondly, it appeared that the Board was going to form a feasibility committee and introduce a library district on the ballot. However, the Board elected to form an exploratory committee that would

determine if a district is feasible. Once a library district was determined feasible, the Board is now recommending a citizen committee determine if the public really wants a library district.

Mayor Gibbs commented that he believes the feasibility committee went way beyond determining feasibility. This committee set up guidelines as if they were setting up a district even without an initiative being written. He pointed out that the citizens committee does not have to abide by the guidelines the feasibility committee drafted and presented.

Jan Elliott distributed a draft Minimum Standards for a Library to Receive Graham County Library District (GCLD) Funds to the Council. She provided a PowerPoint presentation on a Library District, by providing the Process Update and Next Steps. (PowerPoint Attached). She stated the language of the Minimum Standards would not go into the ballot language but would inform voters of what a district would look like, how it might operate or what the preferred way is to operate a district. Then the district board would form the policies and procedures after the fact. She believes the committee went beyond and above; for example, the draft of the By-laws for the Advisory Board. Many felt this committee would answer structural as well as suggestive questions for the public to really understand what a library district is and what it will provide. Being as open ended as it currently is, she believes it has very little chance of passing because many questions are still unanswered. There are so many unanswered questions. She stated there are many tasks yet to complete: Form committee; Collect 2000 legal signatures to place the issue on the ballot; Word the referendum properly; Get access to legal counsel; Produce publicity; wording and statements for voter information pamphlet; and to complete within approximately six months.

City Manager Kincaid pointed out that the concern is that no one is stepping up as a committee to support the ballot initiative.

Jan Elliott commented that there are so many unanswered questions from those who are interested in supporting the initiative. She pointed out factors working for the District: FMI is on board; proposed tax rate is low and most library users will support. However, factors working against the District include: public resistance to taxation; economic climate; lack of definition about how the dollars will be spent; lack of definition about the structure of District operations; and lack of public awareness of the issues. Biggest Roadblock: General expectation that things will be “**business as usual**” if the District measure **doesn’t** pass. Otherwise, if the District **doesn’t** pass, the City will continue the majority of the funding of the Library. She believes the citizens need to know upfront before the election that

there are some consequences if the District **isn't** voted in. They need to have all the facts.

Councilman Seale stated the Council needs to have the facts and know if the Council supports or **doesn't** support a library district because rules and regulations will be binding.

There was discussion among the Council concerning the process and the tasks yet to complete in order to get a Library District on the ballot.

City Manager Kincaid noted that the library budget will be discussed thoroughly through the 2012-2013 budget work sessions which will help the Council determine its commitment to continue or not continue funding the Library at its current levels. The budget will be adopted before the initiative goes before the voters.

Jan Elliott stated that she cannot see any pitfalls for Pima or Safford to have a district. What a district would do is, supplement existing budgets of those libraries as well as provide the ability to serve county residents. She does not see too many ways that a Library District would be a negative thing for this Council or the City. She believes a Library District will benefit the Council and the City. However, she does not believe a Library District will pass if there is no support.

Councilman Seale pointed out that if the voters approve a Library District anyone living in the County would have free access to the Library.

The Council unanimously support having Library District. The Library Budget will be discussed during the FY 2012-2013 budget work sessions.

City Manager Kincaid reminded the Council that December 12<sup>th</sup> will be the only Council Meeting held in December. Secondly, the January work session will focus on a philosophical discussion in respect to developing necessary City facilities (police and fire). Finally, the February work session will focus on setting Council priorities for the following budget year, 2012-2013.

8. **ADJOURN:** It was moved by Councilman Smith, seconded by Councilman Malloque, and carried 6-0 to adjourn the meeting at 6:55:31 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 council work session of the City of Safford, Graham County, Arizona held Monday, November 28, 2011, and approved at a Regular Council Meeting on December 12, 2011. I further certify the meeting was duly called, held and that a quorum was present.

Dated: December 12, 2011

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Georgia Luster, MMC  
City Clerk