

OFFICE OF BOARD OF SUPERVISORS
YAVAPAI COUNTY, ARIZONA

Prescott, Arizona April 12, 13, 14 and 16, 1999

The Board of Supervisors met in special sessions on April 12, 13, 14 and 16, 1999, for the purpose of reviewing proposed departmental budgets for the 1999-2000 fiscal year. All sessions were study sessions for discussion only.

Present: Chip Davis, Chairman; Gheral Brownlow, Vice Chairman; Bill Feldmeier, Member; Bev Staddon, Clerk.

Also present: Jim Holst, County Administrator.

Monday, April 12, 1999

Treasurer – Treasurer Ross Jacobs, Chief Deputy Treasurer Chuck Messing, and Office Manager Sarah Von Urban participated in discussion. Mr. Jacobs provided a very brief review of his department's budget over the past ten years, saying it evident that his department was keeping costs in line. There was also brief discussion regarding the conversion of the Treasurer's computer system, during which Mr. Messing said that for the Treasurer's Office the year 2000 would actually begin on July 1, 1999. During discussion of property transactions and the effect they may have on the Treasurer's Office, Supervisor Feldmeier asked if it would be possible to implement a fee to cover the costs incurred by the Assessor's Office and Cartography in processing those transactions. Mr. Holst said he would look into it. Supervisor Brownlow complimented Mr. Jacobs and his staff on their budget, saying the Treasurer's Office had not added new positions for nearly 18 years.

School Superintendent – County School Superintendent Paul Street and Chief Deputy School Superintendent Beverly Neverline participated in discussion. Dr. Street said his budget had barely changed from past years, but that services to the small schools had increased during his absence and that he was also concerned about what impact charter schools would have on his office should they begin asking for services. He said was currently looking into whether or not it would be possible to charge charter schools a fee for services, saying it was just a matter of time before those schools start requesting assistance. Dr. Street said that in the coming year he would have to find a way to replace Ms. Neverline, as she is planning to retire in December. He said he would be looking at his entire operation, including the Small School Programs division, to see if there is a way to deliver more services in a more efficient manner.

County Attorney – County Attorney Chick Hastings and Legal Office Manager Carol Landis participated in discussion. Mr. Hastings briefly reviewed his budget, saying that nearly 100 new misdemeanor cases were being filed each month and that the increase was probably tied to population growth. He said that last year his office had collected nearly \$250,000 on forfeited bonds and had collected about \$30,000 so far this year. Mr. Hastings told the Board that whenever a sexual assault occurs the County is responsible for the cost of medical exams and that this is included in his budget, but that there have been problems with hospitals charging the County not only for the medical exam but also for follow-up care. He said he was working to resolve that situation. He said he also had tried to convince the justices of the peace to work out some kind of schedule so that an attorney is not required to be in four justices courts on the same day,

but that he had had little luck. Supervisor Feldmeier asked Mr. Hastings if he would object to having all of the justice courts in one location. Mr. Hastings said he would not object. There was brief discussion regarding a request for a half-time Investigator to handle land fraud and illegal subdividing, the value of video conferencing, and the Victim Witness Program. Supervisor Brownlow said he would support a position to deal with problems related to parcel splitting. Mr. Hastings noted that the Victim Witness Program had been instrumental in his department's ability to prosecute cases that might otherwise not have been prosecutable. Chairman Davis asked to have the costs for the Victim Witness Program broken out for the Board's review. Supervisor Brownlow said he believed the Victim Witness Program was a very important program.

Recorder/Elections/Voter Registration – County Recorder Patsy Jenney-Colon, Elections Director Sharon Keene-Wright, Chief Deputy Recorder Ana Wayman-Trujillo, and Voter Registration Supervisor Judy Allen-Wise participated in discussion. Ms. Jenney-Colon said she was requesting a part time position for microfilming, and that this position would also help in Elections when needed and with a proposed map scanning project. She said there currently is a part-time position that is being paid out of the Storage & Retrieval Fund but that she could not continue to pay the person from that fund. There was brief discussion regarding the Storage & Retrieval Fund, equipment that Ms. Jenney-Colon would like to purchase using that fund, including equipment for Voter Registration, and whether the current recording fee of \$4 should be lowered due to the amount of money that is being generated for the fund. Ms. Keene-Wright said her budget anticipated the possibility of a special election because of petitions being circulated to put to the voters the question of whether or not the Board of Supervisors should be comprised of five individuals. There was also brief discussion regarding the referendum on the Black Canyon City radio towers issue, and the possibility of holding that referendum in conjunction with a County-wide election regarding the five member Board, if enough petitions were submitted to cause that election. Supervisor Feldmeier said he was pleased with job the Elections Department had been doing.

Assessor – County Assessor Lorna Street, Chief Deputy Assessor Victor Hambrick, Administrative Assistant Sharlett Smith, and CAMA Coordinator Judy Bender participated in discussion. It was noted that Ms. Street had received new positions earlier in the year and as a result was not requesting any additional positions as part of the budget process. Ms. Street briefly reviewed her department's accomplishments, specifically land value updates, canvassing all mobile homes, and bringing residential values current. She said that territories had also been established for appraisers so they would become familiar with the properties in their areas. Ms. Street said she needed two trucks for appraisers, a projector that could be used for in-house training as well as for community presentations, and digital cameras so that pictures of properties could be made part of the electronic records in her office.

Tuesday, April 13, 1999

Public Fiduciary – Public Fiduciary Patricia Ian participated in discussion. There was brief discussion about the number of clients Ms. Ian's department is currently providing services to, during which Supervisor Feldmeier asked if the County should begin looking at the possibility of contracting out all of its public fiduciary services. Mr. Holst said he believed it would be important to look at what this service costs the County as compared to what it would cost to contract out for it. He said that even if the County did contract for the service, it would still be necessary to monitor contracts and provide quality control. Ms. Ian asked the Board if she should be actively marketing the services of the Public Fiduciary. Supervisor Feldmeier said he did not believe she should do that and that he was satisfied with the level of services currently being provided. There was brief discussion regarding an office in the Verde Valley, during which Ms. Ian said that simply having a desk available in another department would be helpful, but that she did not foresee a full fledged office at this time because of the low number of clients in the Verde Valley.

Library District – The Board resolved into the Board of Directors of the Yavapai County Free Library District. Reference: Library District minutes.

Human Resources – Human Resources Director Gail Perry participated in discussion. She reviewed her major budget requests, including a new Human Resources Manager position, a request for \$3,800 to reconfigure her office, funding for new files and a temporary part-time position to help put personnel files in order, and a request for \$25,000 for a consultant. Mr. Holst said if the Board had no problem with Ms. Perry's request for \$3,800 to reconfigure her office that request could be put on an upcoming agenda. Chairman Davis and Supervisor Brownlow said they had no problem with that request. Chairman Davis said he had problems with the requests for a Human Resources Manager and funding for a consultant. Mr. Holst said the request for a consultant could probably be eliminated, but that there is a problem with regard to reclassification requests and the adversarial relationship that sometimes results between the Human Resources Department and department heads because of those requests. Chairman Davis said it appeared to him that with the request for a new Human Resources Manager position the Human Resources Department would be top-heavy with managers. Ms. Perry said the trend in the human resources field is to hire more experts than clerical people. There was brief discussion about classified and non-classified employees, with Supervisor Feldmeier saying he would like to see everyone under the same classification and that he felt the County should mirror the private sector.

Public Defender – Public Defender Dan DiRienzo and Administrative Aide Char Smith participated in discussion. Supervisor Brownlow noted that Mr. DiRienzo's proposed budget was \$1.7 million and the County Attorney's proposed budget was \$2.4 million, saying that the County Attorney's Office handles civil matters as well as criminal matters. Mr. Holst said he believed it would be important at some point to break out information regarding the two budgets. Mr. DiRienzo said one of the differences was that his department had to pay for expert witnesses while the County Attorney is able to use law enforcement agencies for witnesses. He said it would be hard to compare his expenses with the County Attorney's expenses. There was brief discussion regarding plans to eliminate a contract attorney in favor of an in-house attorney for the Verde Valley, and of the need for office space in the Verde Valley. Mr. DiRienzo said he was also recommending increasing the contract attorneys' salaries by 2.5%. Mr. Holst suggested that if the Board did not have a problem with Mr. DiRienzo's plan to drop one contract attorney and replace that person with a new in-house attorney that authorization for the new position could be placed on an upcoming agenda. He said he had also heard Mr. DiRienzo say that as contract attorneys are phased out he would like to replace them with in-house attorneys, but that he did not know if that was what the Board wanted and that at some point the Board should discuss that issue. There was also brief discussion about the need for more space for the Public Defender's Office in the Gurley Street building.

Planning & Building – Planning & Building Director Mike Rozycki, Assistant Planning & Building Director Enalo Lockard, and Administrative Aide Peggy Mackey participated in discussion. Mr. Rozycki reviewed his budget requests, saying that staff increase requests were related to growth, that he had been working with MIS and GIS to make his department's computer systems more useful and that he had also been working on the electronic permitting system. He told the Board that training costs had increased as a result of moving away from using paper maps in favor of electronic maps. He said that a great deal had been accomplished in the past year in terms of providing services in the Verde Valley, and that addressing for Enhanced 911 was about 65% to 70% complete. Mr. Rozycki told the Board it would be necessary to complete a comprehensive plan for the County but that he did not know for sure what that would cost. He said he also had a goal to make his department's contacts with the general public more positive, and that as part of that effort he would like to have computers available for public use. There was brief discussion regarding Building Safety and the possibility of extending building inspections into other areas of the County. Supervisor Feldmeier said he did not believe Black Canyon City was ready for inspections yet, but that the Walker, Potato Patch and Wilhoit areas should begin receiving inspections. Supervisor Brownlow noted that there has also been significant building activity in the Seligman area. Chairman Davis expressed concern about the lack of coordination between departments with regard to lot splitting, saying he would like to see coordination between Planning & Building, the Assessor's Office and the Recorder's Office. There was also brief discussion about fees and whether consideration should be given to raising fees.

Fleet Management – Fleet Management Director Dave Burnside and Administrative Aide Pat Putz participated in discussion. There was brief discussion about where Fleet Management obtains its auto parts, with Mr. Burnside saying that he had taken advantage of a free program through NAPA Auto Parts and as a result may be ordering more parts from NAPA but that NAPA was not exclusively receiving the County's business. There was also brief discussion regarding equipment purchases, during which Mr. Burnside said he would like to see heavy equipment on the same type of replacement schedule as cars because it would develop reliability, reduce the need for parts, and would give the County a better return on its investment. Supervisor Feldmeier said he was concerned that if the County begins buying more equipment then it would end up in the position of needing to do more construction, and that he wanted to be sure that the Board was staying with its past policy of maintaining but not constructing. There was also brief discussion about a proposed intergovernmental agreement with the Department of Public Safety and the Town of Camp Verde for maintenance on law enforcement vehicles, during which Supervisor Feldmeier said he had a problem with it. Mr. Burnside said the subject had come up because those jurisdictions were unable to find the quality of work they were seeking in the private sector. At this point, Supervisor Feldmeier left the meeting due to a previously scheduled appointment, and was absent for the remainder of the meeting. Chairman Davis asked how the transition between the Road Department and Fleet Management was working out. Mr. Burnside said he tries not to make issues and instead just tries to get things done. In response to a question from Supervisor Brownlow, Mr. Burnside said it is increasingly difficult to hire mechanics for what the County pays them, and that difficulties in finding mechanics is a nationwide problem.

Wednesday, April 14, 1999

Management Information Systems – MIS Director Mark Ruddeforth participated in discussion. He gave a brief overview of his department's responsibilities, saying that, among other things, his department is currently providing network services to 14 County buildings and that the Help Desk serves more than 850 computer users. There was brief discussion regarding the use of computers for video services, during which Mr. Ruddeforth said that soon this service would be available in any County building connected to the network. He said that in the past year approximately 300 personal computers had been connected to the network. Mr. Ruddeforth said the transition to more computer use is not so much a hardware issue as it is an issue of rethinking how business is done and how information is shared. In response to a question from Chairman Davis, Mr. Ruddeforth said that training tends to be on-going because once an individual learns to use certain programs, it leads to questions like "what else can we do." There was brief discussion about training, and whether it might be possible to work with Yavapai College to provide training or to provide training after regular business hours with MIS personnel. Mr. Ruddeforth told the Board that the industry standard for Help Desk support is one support person to 52 users, and that the County ratio is currently one support person to 212 users. He said his budget proposed reducing that to one support person for every 77 users. He told the Board that since 1990 the number of employees in MIS had held steady at about 1.8% of the County's total workforce, and that if all of his requests for new personnel were granted his department would represent only about 3% of the workforce and would support the 68% of the County's workforce that uses computers. There was also brief discussion about shifting responsibility for some telephone work from Facilities to MIS, and about space needs should Mr. Ruddeforth's requests for new personnel be granted. There was also brief discussion regarding the increased level of services being provided to the public as a result of technology and what savings the County might be realizing as a result of technological advances.

Medical Assistance/LTC – Medical Assistance Director Mona Berkowitz participated in discussion. She provided the Board with statistical information regarding AHCCCS programs, saying that approximately 9% of the population in Arizona is on AHCCCS, and that the number of individuals in the County's long term care program had increased by 11% over the last year. Mr. Holst pointed out that Yavapai County has the fastest growing population in the state of people over the age of 50. There was brief discussion regarding the County's contribution for medically indigent/medically needy residents, during which Ms. Berkowitz said the number of people in that system had been steadily declining since 1994 but the contribution had not decreased. There was also brief discussion regarding the ALTCS program, during which Ms. Berkowitz

explained that next year she would go out to bid for providing these services for both Yavapai and Coconino Counties and that she would be competing with the private sector. She also told the Board that she had been advised by West Yavapai Guidance Center that it wants a 4% increase per year in its contract to provide psychiatric exams, which she indicated was a two-year contract.

Health – Health Department Director Marcia Jacobson and Public Health Nurse Sandra Halldorson participated in discussion. Ms. Jacobson presented the Board with a chart showing that of her department's \$5,325,084 budget for the current fiscal year, only \$434,286 was funded from County revenues with the remainder coming from the state and federal governments, cities, and fees. She said that funding for basic health services had gone down in the last five years, but that more funding was available for new programs. Ms. Jacobson briefly reviewed her goals for the next fiscal year and how those goals related to budget requests, spending time especially on the need for two new Office Supervisor positions, one each for Cottonwood and Prescott Valley, and on her plans to reorganize her department. Supervisor Feldmeier, who is a member of the Board of Health, said the Board of Health had reviewed Ms. Jacobson's budget and had approved it. He said if her budget was the only one the Board had to contend with there would be no problem approving everything in it, but that it had to be considered in the context of all other department budgets.

Environmental Services – Environmental Services Director Alex Price and Assistant Environmental Services Director Bill Frank participated in discussion. There was brief discussion about a fee study that Mr. Frank had done, during which Mr. Price said the proposed changes in fees were very defensible. Mr. Holst noted that Environmental Services was costing less to operate now than it had four years ago. Mr. Price said that most of his budget requests were related to computers and the Y2K problem. The Board members thanked Mr. Price and Mr. Frank, saying they were doing a great job.

Facilities/Parks – Facilities/Parks Director Pat Kirshman and Administrative Aide Kathy Hernandez participated in discussion. There was brief discussion regarding Risk Management and the effect that Risk Management activities have on the Facilities/Parks Department. Mr. Holst said he would look into the issue. Mr. Kirshman said he would also like to have some sort of tool to be able to reward top employees, such as the ability to request special merit increases. He told the Board that work orders not related to construction or parks had increased from 3,100 in the previous fiscal year to 5,800 in the current fiscal year, that he was requesting the elimination of one position but that he needed a new Carpenter position, and that he was also requesting Custodians in order to provide in-house hard-floor care instead of contracting out for it. There was brief discussion regarding a proposed Parks Coordinator position and whether that position should be under Mr. Kirshman's control and utilize existing support staff.

Finance – Finance Director Mike Danowski participated in discussion, telling the Board his main goal was to ensure that his computer changes for compliance with the Y2K problem were up and running. There was brief discussion regarding the new computer system and the ability to cut down on paperwork by doing purchase orders and the like on computer and by putting monthly expenditure reports on-line. Mr. Danowski noted that there was 40% increase in employees over the last five years. Chairman Davis said he believed the Board should consider that when looking at all of the proposed departmental budgets.

Records Management – Records Management Director Carole Miller participate in discussion, saying her main goals for the next year were to educate and train people in records management, and then to work on reducing paperwork. There was brief discussion about the possibility of moving some MIS employees to the Warehouse. Ms. Miller noted that she needed tables and chairs because she and her employees were currently using items that would otherwise have gone to auction, that she needed a pallet jack and would also like to upgrade the bar code system to allow for more users.

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Friday, April 16, 1999

Superior & Justice Courts – Supervisors Brownlow and Feldmeier were absent on this day, due to previously scheduled activities. Participating in discussion were Presiding Judge of Superior Court Raymond W. Weaver, Jr., Court Administrator Debi Schaefer, Mayer Justice of the Peace John Kennedy, Prescott Justice of the Peace Robert Kuebler, and Consolidated Court Administrator LaVon McGlinn. Ms. Schaefer said that part of the reason the Courts' budget had increased was because a line item for computer maintenance had been eliminated from the justices of the peace and Clerk of Court's budgets and moved to the Superior Courts' budget. There was discussion regarding the cost of a Judge Pro Tem as compared to a new sixth division of Superior Court, during which Mr. Holst pointed out that there was only about \$6,000 difference between the two options. Judge Weaver said that with the state legislature going to a two-year budget cycle, he would like to ask for a new division now rather than having to wait until 2002 and that it would be very helpful if the Board would at least approve a resolution in support of a new division of Superior Court for sometime in the future. Ms. Schaefer noted that the money for the Judge Pro Tem was down to 25% for the 1999-2000 fiscal year and would be gone the year after that. There was brief discussion regarding caseloads, during which Ms. Schaefer said that most of the increase in caseloads is due to juvenile filings, which she said had increased 118% in the last five years while criminal case filings had increased 114%. She said that the Courts' felony case processing project had reduced the number of days that people have to spend in jail before they get to court, but that the Courts were also seeing more people who either can't afford their own attorney or don't want an attorney at all and that the Courts had tried to put more services in place for those people, such as the self-service center. Ms. Schaefer said she had tried to obtain as much grant funding as possible for new programs or to expand existing programs, and that she had tried to conserve resources for those matters where only a judge can resolve an issue. There was brief discussion regarding the Alternate Dispute Resolution Coordinator, the benefits of that program, and the need for a new Secretary Journey position to assist the ADR Coordinator. There was also brief discussion regarding the need for a half-time Administrative Aide to work on arbitration cases, during which Ms. Schaefer said the Courts would like to see more cases go to arbitration as opposed to ending up in court. Discussion returned to the subject of a sixth division of Superior Court. Judge Weaver said that the addition of a sixth division would not add resources as far as caseloads are concerned, but would mean the County would have another division of Superior Court instead of a Judge Pro Tem. He said that a new division judge would not be limited to hearing certain types of cases, whereas with a Judge Pro Tem at least one-quarter of the cases must be criminal cases due to the terms of the grant that funds that position. Judge Weaver said that most of the Superior Court judges are working 50 to 60 hours per week and that he could not continue asking them to work those kinds of hours. He said it was possible that even with a sixth division the Courts would still need more help. Chairman Davis asked if it would be possible to create a sixth division and then request a full time Judge Pro Tem. Ms. Schaefer said it would be possible to try that, but that the Courts would like to try to make do without having a Judge Pro Tem and not have to add one unless it is absolutely necessary. There was brief discussion regarding a request for a Probate Accountant/Investigator position, which Judge Weaver said would monitor the private handling of conservatorships and which should pay for itself after the first year because a fee would be charged to each estate for this service. He said that this position, like the ADR Coordinator, would help to free judges' time to deal with cases that only judges can resolve. There was brief discussion regarding caseloads among the judges and the problems that arise when an attorney files a notice of change on a judge. Chairman Davis said he had heard that Judge Anderson was overloaded and that he would appreciate anything Judge Weaver could do to help alleviate this situation. Chairman Davis said that looking at the ten-year budget information, it was clear that the Superior Courts had done a good job of keeping costs under control. Judge Kennedy said he felt there had been a decline in his caseload by the end of 1998, but that it had gone back up since January of this year. He said he had expected felonies being cited into his court to drop, but that they had not dropped much and that it might be due to the fact that the Arizona Department of Public Safety now has three new officers at Cordes Junction which is resulting in more drug cases coming off of I-17 and SR 169. He said there had also been 41 DUI cases cited into his court in March, whereas he was used to seeing only 12 to 15 such cases a month. Judge Kennedy said he would like to begin a mentoring program using volunteers to assist people ages 25 to 30 who have been coming through the court system. It was noted that Judge Kennedy was not requesting any program changes. Ms. McGlinn talked about the Prescott Justice Court's mediation program, which she said had been in place since 1991 and which needs an infusion of \$2,500 to train new volunteer mediators due to a dwindling volunteer pool. She said there was also a need for an

additional Consolidated Court Clerk as a result of the change in precinct boundaries between the Mayer and Prescott Justice Precincts.

Adult & Juvenile Probation – Chief Adult Probation Office Bill Fitzgerald and Chief Juvenile Probation Officer Gordon Glau participated in discussion. Mr. Fitzgerald said his IPS numbers had tripled and that the number of people on standard probation had doubled. He provided a chart showing that the County funded portion of his department's total budget in 1998-99 was only 22%. Mr. Fitzgerald said that probation is working, and that he needed half-time funding for a work crew monitor in the Verde Valley. He said that offenders are more complex and have more issues with which to deal, but that it is important to treat the victim, the offender and the community equally. He said he also needed another supervisory position. Mr. Glau said that juvenile crime is down for the third straight year, but that those juveniles who are coming through the system are charged with more serious crimes. He said he believed the County Attorney was also being more aggressive about filing charges on juveniles. Mr. Glau said that drug offenses had leveled off, but there was an increase in sex crimes. He said that in 1997 he had seen only six sex offenders in a six-month period, but the system had seen 50 such offenders in the last six months and that his department had used the drug court model to begin a sex offender court. Mr. Glau said he was asking for two new positions, one a Legal Secretary and that he was also asking the state to fund a Detention Officer position.

Clerk of Superior Court – Clerk of Superior Court Norb Wedepohl and Office Supervisor Sharon Calkins participated in discussion. Mr. Wedepohl said filings had increased but had held pretty steady for the past three years, but that there had been a marked increase in appeals. There was brief discussion about the number of people on probation and the number of filings of probation modifications. Mr. Wedepohl said the workload in the Verde Valley office had increased and that he was requesting a new half-time position for that office and that he would still need part-time people in the Prescott office. There was brief discussion regarding collections on restitutions, during which Ms. Calkins said there was a tax intercept program available to assist in these types of collections.

There being no further business to discuss, the meeting was adjourned.

ATTEST:

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