

OFFICE OF BOARD OF SUPERVISORS

YAVAPAI COUNTY, ARIZONA

Prescott, Arizona
2001

April 30-May 3,

The Board of Supervisors met in special session April 30 through May 3, 2001, for the purpose of discussing proposed departmental budgets for the 2001-2002 fiscal year. Budget meetings were held as study sessions. The agenda for each day allowed for a wrap-up discussion of the departmental budgets discussed on that day.

Present: Gheral Brownlow, Chairman; Lorna Street, Vice Chairman; Chip Davis, Member; Bev Staddon, Clerk.
Also present: Jim Holst, County Administrator.

Monday, April 30, 2001

County Attorney Sheila Polk, Chief Deputy Dennis McGrane, and Legal Office Manager Carol Landis presented the proposed budget for the County Attorney's Office. KYCA Reporter John Rust participated in discussion. Prior to beginning discussion of this budget, Mr. Holst provided a brief overview of the proposed 2001-2002 County budget based on departmental budget requests and anticipated revenues, saying that budget requests that would affect the General Fund were approximately \$3 million more than anticipated revenues for the next fiscal year. Ms. Polk briefly reviewed her budget, focusing on requested program changes that would provide for two new Legal Secretary positions, one for the Prescott office and one for the Verde office, a Legal Clerk/Receptionist position for Prescott, and an Investigator position to deal with elder abuse cases. Ms. Polk said she was not requesting any new Attorney positions and that she believed providing additional clerical help would free up existing Attorneys' time. She also requested \$30,000 for salaries for grant employees in the Victim Witness Program.

County School Superintendent Paul Street and Chief Deputy Rita Silva presented the proposed budget for the School Superintendent's Office. Dr. Street said his budget was basically the same as last year, with an increase of only \$113 over the prior year. He said he was requesting one new position for a School Nurse and a vehicle for that position, which he said was needed to keep up with growth in the County's small school districts and because of the new school being built in Congress.

County Assessor Tony Martinez and Chief Deputy Diana Minette presented the proposed budget for the Assessor's Office. Mr. Martinez said his proposed budget represented an approximately 3% increase overall. He said he was asking for two new Appraiser positions for the Cottonwood office and a new GIS/CAD Technician position. There was brief discussion regarding increases in the Training/Travel line item, during which Mr. Martinez said there was a great deal of staff training that needed to be done. During discussion of the line item for Dues and Subscriptions, Mr. Martinez said that membership in the International Association of Assessing Officers would provide training and materials at discounts.

Human Resources Director Julie Ayers reviewed her department's accomplishments over the last year and presented her proposed budget. She said she was asking for \$56,000 for training supplies, guest facilitators, certifications and a training library. There was brief discussion regarding training, during which Supervisor Street said she felt the number of times any employee can take training should be limited. There was also brief discussion regarding the Merit Award Board and the Annual Awards Program.

The Board resolved into the Board of Directors of the Yavapai County Free Library District for the purpose of discussing the proposed Library District budget. Upon completion of the discussion, it reconvened as the Board of Supervisors. See Yavapai County Free Library District minutes for details.

Public Defender Dan DiRienzo presented to the Board his proposed budget for the 2001-2002 fiscal year, saying that he was asking to replace a contract attorney with a Public Defender. He said he was also asking for a Legal Assistant who could act in a paralegal capacity for all of the attorneys in his department.

The Board resolved into the Board of Directors of the Yavapai County Flood Control District for an action item. Upon completion of the Flood Control District business, it reconvened as the Board of Supervisors.

Upon a motion by Supervisor Davis, seconded by Supervisor Street, the Board voted unanimously to approve a lease agreement with the Yavapai Family Advocacy Center for office space in Prescott Valley for the Special Programs Division of the County School Superintendent's Office.

Tuesday, May 1, 2001

Public Fiduciary Patricia Ian presented to the Board her proposed budget for the 2001-2002 fiscal year. She briefly reviewed her program change requests, which included a request to increase an Account Clerk II from 50 hours per pay period to 80 hours per pay period and a request for a digital camera. There was brief discussion regarding a transfer of \$93,000 from Medical Assistance to the Public Fiduciary related to a transfer of responsibilities.

Finance Director Mike Danowski presented his proposed budget, noting that there was a large increase in his line item for Outside Services because of the need to pay outside auditors. There was brief discussion regarding the County's cost plan, which allocates indirect costs to each department.

Treasurer Ross Jacobs and Chief Deputy Chuck Messing presented the budget for the Treasurer's Office, noting that there was little change from the previous year except for the Outside Services line item. Mr. Jacobs said he was requesting more money in that line item in order to take care of processing properties that are deeded to the state because of delinquent taxes.

Bagdad/Yarnell Justice of the Peace Anna Mary Glaab, Mayer Justice of the Peace John Kennedy, Seligman Justice of the Peace Kathy Blaylock, Verde Valley Justice of the Peace Joe Butner and Consolidated Court Administrator for the Prescott Justice Precinct Lavon McGlinn presented their proposed budgets. Judge Glaab said her budget was not much different from last year except for increases in the Training and Travel line item because of mandatory training. She said she also had to pay for justices of the peace pro tem and for interpreters. She requested that a part-time permanent position be increased to full time. Judge Kennedy briefly reviewed activity in his precinct and said he was asking for a new copy machine as well as an increased amount for Training and Travel. Ms. McGlinn said the Prescott Justice Precinct was not asking for any new positions or equipment, but was requesting an increase in line items for supplies and training. Judge Blaylock said that the amount allocated for Training and Travel was always a problem and that she needed \$3,500 in that line item in order to meet requirements for mandatory travel. Judge Butner, who appeared later in the day, said his budget was basically the same as the prior year except for a requested increase in the amount for Training and Travel.

Clerk of Superior Court Norb Wedepohl and Chief Deputy Brenda Parson presented the proposed 2001-2002 fiscal year budget for the Clerk of the Court's office. There was brief discussion regarding COJET training, during which Ms. Parson said that some of the training being offered by the County Human Resources Department qualified for COJET credit. The Board reviewed program change requests which included a transcription system, a new Records Clerk position for the Verde Valley, and a transfer of an existing Court Clerk position from the Document Storage Fund to the General Fund.

Presiding Judge of Superior Court Raymond W. Weaver, Jr., and Superior Court Administrator Debi Schaefer presented the Court's budget for the 2001-2002 fiscal year. Judge Weaver told the Board the bottom line was that business continues to increase. There was brief discussion regarding notices of judges and the extra work and delay that process causes, as well as discussion about the need for probate accounting. There was brief discussion regarding program change requests which included continuation of 50% County funding for the Judge Pro Tem Division of the Superior Court, a part-time Custodian for hard floor care at the Courthouse, funding supplements for the Family Law Division and for the Alternate Dispute Resolution Coordinator, additional training for Court Reporters, and a new position for an MIS Manager for the Court. Chairman Brownlow said he would not be in favor of a new position for an MIS Manager for the Court because it would open the floodgates to other departments asking for the same thing. He said the Board would see what it could do to ensure that the Court receives assistance from the MIS Department. Judge Weaver spoke briefly about a request for additional compensation in order to appoint one of the Court Reporters as a Managing Court Reporter.

Chief Juvenile Probation Officer Gordon Glau and Division 2 Superior Court Judge Bob Brutinel presented the proposed budget for the Juvenile Probation Department. There was brief discussion regarding a facility for remanded juveniles as well as the possibility of a new, large facility for juvenile detention as opposed to building a second juvenile facility. There was general agreement that Mr. Holst, Judge Brutinel and Mr. Glau would meet and discuss options regarding facilities. Mr. Glau briefly reviewed his program change requests, which included two Detention Officer positions and medical services for detainees.

Chief Adult Probation Officer Bill Fitzgerald presented an overview of his department's activities, focusing on involvement in pro-active programs that help prevent offenders from reoffending. He briefly reviewed his program change request, which was for a Surveillance Officer position for the Drug Court Program.

Wednesday, May 2, 2001

Health Department Director Marcia Jacobson and Accounting Supervisor Cindy Weese presented to the Board the proposed 2001-2002 fiscal year budget for the Health Department. Ms. Jacobson began her presentation with an overview of the department's activities during the last year, saying that the Health Department had provided services to 51,000 people during that time and that revenues were more than \$7 million. She said that many of the Health Department's programs are self-supporting and that the Primary Care Program impacts all of the other clinics in the department. There was brief discussion regarding Proposition 204 and the effect it would have on health programs, during which Ms. Jacobsen said that because more people would be eligible for AHCCCS as a result of Proposition 204, the Health Department would receive the same amount of money as in the past but would be serving a smaller population. She said there also would be fewer providers and that she would like to take

advantage of that by having the Health Department become an AHCCCS provider. Ms. Jacobson briefly reviewed her proposed budget, saying that even with program change requests which included two new positions, increasing a part-time Records Clerk to full time, a vehicle and funding for the Domestic Violence Prevention Program Coordinator, her budget would increase only 1% over last year.

Medical Assistance Director Mona Berkowitz provided an overview of her department and presented her proposed budget for the 2001-2002 fiscal year. Laura Young from West Yavapai Guidance Clinic briefly participated in discussion. Ms. Berkowitz said that because of Proposition 204 the responsibility for eligibility for AHCCCS would be shifted to the Department of Economic Security. There was brief discussion regarding the structure of AHCCCS, during which Mr. Holst pointed out that the County is the program contractor for the long term care portion of AHCCCS and that it might be possible for the County to also be the program contractor for the acute care portion. Ms. Berkowitz said that because Proposition 204 would put more people into the AHCCCS system, it was her hope that fewer people would end up under Title 36 because they would receive the mental health care they need from AHCCCS. Ms. Berkowitz said her proposed budget for Long Term Care anticipated a 26% increase because of higher caseloads, and that many of the line items under the Medical Assistance budget were being transferred to other departments because she expected the Medical Assistance budget to be eliminated as a result of Proposition 204. There was brief review of Ms. Berkowitz's program change requests, which included two new Case Manager positions, computers, a vehicle and palm pilots.

Facilities Director Pat Kirshman, Assistant Facilities Director Kathy Hernandez and Parks Coordinator Eric Triplett presented the proposed budget for the Facilities Department. Mr. Kirshman said his budget was very similar to last year and had very few increases. There was brief discussion regarding parks, during which Chairman Brownlow said he would provide money from his District's parks allocation to jump start a park in Castle Canyon Mesa in District 2. Supervisor Street said she would like to have a study session on parks and that she felt the Board should develop a parks policy that would apply County-wide rather than continuing to deal with parks on a supervisorial district basis. Supervisor Davis said he was interested in the possibility of directing parks money to cities and towns for recreation programs rather than having exposure for County parks. Chairman Brownlow said he did not see the Parks Department getting much bigger because there was so much forest land available in the County for recreational use. The Board indicated that it would like to know the indirect costs for maintaining each of the County's parks. There was brief review of the program change requests, which included three new positions, radios and high mileage vehicles.

County Recorder Patsy Jenney-Colon, Chief Deputy Ana Wayman-Trujillo, Elections Director Sharon Keene-Wright, and Registrar of Voters Judy Allen-Wise presented the proposed budgets for the Recorder's Office, the Elections Department and Voter Registration. Ms. Jenney-Colon said that revenues had been fluctuating but that if interest rates continued to go down revenues would likely increase because of refinances. She told the Board that she would like to open a branch office in Prescott Valley. Ms. Wayman-Trujillo said that approximately 11,000 new homes would be built in the Prescott Valley area over the next several years and that a branch office in that area was important. Chairman Brownlow said he was not in favor of that because other departments would then request the same thing. Supervisor Davis said he also had a problem with providing a branch office within 15 miles of the main office. There was brief discussion regarding the AccuVote – TS Electronic Ballot Station which Ms. Jenney-Colon and Ms. Keene-Wright said they would like to purchase for early voting in the September 2001 election. Ms. Keene-Wright said having the system would likely save on having to mail out early ballots. Ms. Jenney-Colon said they were not asking for the new equipment right now, but wanted the Board to be aware of it and to think about it. There was brief discussion regarding the amount being requested for Training and Travel, during which Ms. Wayman-Trujillo said some of the important conferences were held out of state and that they were for certification.

Thursday, May 3, 2001

Sheriff Buck Buchanan, Major John O'Hagan, Capt. Dennis Price, Capt. Scott Mascher, Capt. Ron Klein, Account Clerk III Jennifer Gray and Secretary Journey Sue Fredericks presented the proposed 2001-2002 budget for the Sheriff's Office. Sheriff Buchanan began by explaining how he develops his budget, which he said involves asking rank and file employees to determine what they need to do their jobs. There was brief discussion regarding a request for a Patrol Sergeant for Bagdad, during which Chairman Brownlow said he was supportive of that request because he had similar problems in Ash Fork and Seligman. Sheriff Buchanan briefly reviewed his program change requests, which included continued funding for COPS MORE positions, two Sheriff Investigators, a Deputy for Forest Patrol, an Investigator for the PANT program, two Animal Control Officers, a Dispatch Communications Supervisor and Dispatch clerical help. Sheriff Buchanan said he would also like 75 sets of stop sticks so that each patrol vehicle would be equipped with them. Supervisor Davis asked what it would take for Yavapai County to establish a centralized dispatch system that would cover the entire County. There was brief discussion regarding this issue, during which Supervisor Davis said the cities and towns in the Verde Valley would be interested in paying the County for this service rather than each of them investing in their own system. Sheriff Buchanan said it would be difficult to provide this type of service because of differences in philosophy between cities and towns.

The Board resolved into the Board of Directors of the Yavapai County Jail District for the purpose of discussing the proposed 2001-2002 budget for the Jail District. See Jail District minutes for detail.

The Board reconvened as the Board of Supervisors and discussed the proposed budget for the Board of Supervisors' office. Ms. Staddon provided a brief overview of activities related to the office of the Clerk of the Board and special districts.

Records Management Director Carole Miller presented her proposed budget for the 2001-2002 fiscal year, saying that she would like an additional permanent half-time position to help cover when employees are out sick or on vacation. There was brief discussion regarding the

number of records being kept in the records center and efforts by county officials statewide to convince the legislature to move toward digitized records and away from paper.

County Administrator Jim Holst presented the proposed General Services budget. He explained that the Temporary Salaries line item was to pay for the services of Special Projects Coordinator Angelo Manera. There was brief discussion regarding contributions to various organizations, such as Cottonwood Area Transit and the Children’s Council. There was also brief discussion regarding possible improvements to Fair Street, the use of the old Fairgrounds and County parking in downtown Prescott.

MIS Director Stephen Welsh presented to the Board his proposed budget for the 2001-2002 fiscal year. Mr. Holst noted that the MIS Department is an internal service department. There was brief discussion regarding requests by some departments for their own MIS employees, during which there appeared to be general agreement that because of the amount of time and money invested in the MIS Department and in trying to maintain consistency among all departments with regard to computers, it did not make sense to allow individual departments to have their own MIS employees but instead that MIS employees should be under the control of Mr. Welsh. There was brief discussion regarding vacancies in the MIS Department, during which Mr. Holst suggested that the Deputy Director position be eliminated with the understanding that Mr. Welsh would likely return to the Board with a reclassification request in the future. There was brief discussion regarding departmental computer needs and efforts to make the MIS Department the clearinghouse for departments, during which Mr. Welsh said the system was working well. He told the Board there are now 834 computers on the County network which are maintained by his department. There was also brief discussion about the use of palm pilots, which Mr. Welsh said would allow departments such as Medical Assistance to increase efficiency.

ATTEST:

_____ Clerk _____ Chairman