

BOARD OF SUPERVISORS MINUTES WITH SUPPLEMENTAL TRANSCRIPT  
(Where a supplemental transcript is available, it is printed in bold type)

OFFICE OF BOARD OF SUPERVISORS  
YAVAPAI COUNTY, ARIZONA

Prescott, Arizona  
2003

April 28, 29, 30; May 6 and 7,

The Board of Supervisors met in special study session for discussion only on April 28, 29 and 30, and on May 6 and 7, 2003, for the purpose of discussing with County elected officials and department heads proposed departmental budgets for the 2003-2004 fiscal year.

Present: Chip Davis, Chairman; Gheral Brownlow, Vice Chairman; Lorna Street, Member; Bev Staddon, Clerk.

Also present: Jim Holst, County Administrator; Brenda Peterson, Administrative Aide; Carolyn Dicus, Administrative Aide.

In each case, the elected official or department head discussed with the Board various line items in their proposed budgets. In each case there was also brief discussion regarding challenges and goals for the various departments.

Clerk's note: A copy of these minutes with a supplemental transcript is available in the Office of the Clerk of the board of Supervisors and is also available on the County website.

Monday – April 28, 2003 – Finance Director Mike Danowski and Skull Valley resident Bob Burges were present on this day and participated in discussion. Sedona Red-Rock News reporter David Mitchell and Daily Courier reporter Briana Lonas were also present.

9:00 a.m. Overview of budget by County Administrator Jim Holst.

Mr. Holst provided information about the budget as a whole throughout the day, whenever there was time to do so. There was brief discussion regarding the County's current tax rate of \$1.61, the state levy limit for the County of \$2.13 and the local tax rate limit imposed by the Board of \$1.83. Supervisor Brownlow pointed out that the local tax rate limit was voluntary and could be changed if necessary. There was brief discussion about sagging revenues for the Jail District and about justice of the peace precincts and whether, since it appeared the County would have to pick up the state's share of salary costs for justices of the peace, it would be possible to consolidate justice precincts in order to save costs. Mr. Holst told the Board that in the past there had not been transfers from HURF to the General Fund but that it would be necessary to make such transfers in the future. He said he was looking at a \$1.3 million transfer from HURF to the General Fund for the 2003-04 fiscal year and that \$133,000 would also be transferred from the Assessor's Storage & Retrieval Fund to the General Fund in order to help pay for the ADOR data processing contract.

9:30 a.m. County Attorney. County Attorney Sheila Polk and Deputy County Attorney Dennis McGrane presented the budget for this department.

Ms. Polk explained that she had increased her Temporary Salaries line item in order to retain the services of former County Attorney Chick Hastings and former Deputy County Attorney Steve Jaynes. There was brief discussion regarding an increase in the Outside Services line item that Ms. Polk said was the result of needing to hire experts to help defend against a racial profiling lawsuit filed by the Public Defender on behalf of 13 individuals who were caught with drugs and charged with drug trafficking. There was brief discussion regarding this issue. Ms. Polk told the Board that she would also need more money in her Contributions line item as a result of the state passing on to the County another \$21,000 in costs for the Victim Witness program. She told the Board she was also requesting an additional Secretary position to help keep up with the workload in the office. Chairman Davis said he would like to see better coordination between the County Attorney's Office, the Public Defender's Office, the Sheriff's Office and the courts. Ms. Polk responded that her office was trying to move simple drug possession cases through the process a little faster. Ms. Polk provided the Board with a brief review of the

caseload in her office for the period 1999 through the present.

10:15 a.m. County School Superintendent. County School Superintendent Dr. Paul Street, Director of Planning and Development Dr. Donna Michaels, and Chief Deputy Rita Silva presented the budget for this department.

Dr. Michaels presented an overview of the department's efforts to changed from a County School Superintendent's Office to the Yavapai County Education Services Agency. Dr. Street said there was not much change in his budget over the previous year, adding that while his proposed budget for 2003-2004 was \$508,000 his department had provided \$1.7 million in services to schools over the past year. He briefly explained the various funding sources for his department, and added that over the last year his office had served more than 1,000 young people incarcerated in the County's juvenile detention facility. There was brief discussion regarding education services for juveniles, during which Dr. Street said that with the completion of the new jail juveniles adjudicated as adults would be kept in the County jail and that his department would have to provide educational services for them. Skull Valley resident Bob Burges spoke briefly about the possibility of consolidating some school districts in order to save money.

11:00 a.m. County Assessor. County Assessor Tony Martinez and Chief Deputy Diana Minette presented the budget for this department.

Mr. Martinez told the Board his proposed budget represented essentially a zero percent change over the 2002-2003 budget. There was brief discussion regarding what kinds of costs the state might pass on to the counties, during which Mr. Martinez said he had heard anywhere between \$60 million and \$120 million, but that he believed Maricopa and Pima counties would be hit with the lion's share of the costs. There was brief discussion regarding Appraisers and how they are classified for compensation purposes, during which Mr. Martinez and Ms. Minette said they could no longer send Appraisers into some areas alone. There was brief discussion regarding the consortium project to move the County off the ADOR computer system and onto its own system. There was also brief discussion regarding the Board of Equalization process.

12:45 p.m. Human Resources. Human Resources Director Julie Ayers presented the budget for this department.

Ms. Ayers said she estimated being able to return about 2.2% of her current budget, and that her proposed 2003-2004 budget was 1% less than the current budget. She briefly reviewed costs associated with employee tuition reimbursement program, saying that most of the courses taken by employees were Spanish language courses or computer courses and that at some point she hoped to be able to offer them in-house. Ms. Ayers reviewed her accomplishments over the past year, saying that the greatest accomplishment was the implementation of the PTO (Paid Time Off) program, and that as a result of the program the County would save approximately \$1.7 million per year. She told the Board that her department had processed almost 7,200 employment applications during the last year, and that turnover for the County was about 16% as compared to about 13% in 2001. During discussion of the County's in-house training program, Ms. Ayers said her department had been able to provide 760 COJET hours to the courts this year. There was brief discussion regarding the annual awards program and insurance costs, during which Ms. Ayers said the County had the second lowest insurance premium in the state but that costs for dependent coverage would increase about \$30 per month for the next fiscal year. Ms. Ayers wrapped up her presentation by briefly reviewing her goals for the next year, saying that one of them was to address the issue of temporary employees, particularly since the County had some temporary employees who had been in that status for many years, and also to reorganize the County personnel policy. Chairman Davis suggested that Ms. Ayers look into the possibility of having an independent group assist her in going through the policies and procedures document.

1:45 p.m. Resolve into the Board of Directors of the Yavapai County Free Library District to consider

proposed Library District budget. Reference: Special District minutes.

2:45 p.m. Resolve into Board of Supervisors. Public Defender. Public Defender Dan DeRienzo presented the budget for this department.

Mr. DeRienzo told the Board that his department served the public through his office and through contract attorneys, and the cost of providing services through the public defenders in his office was about \$543,000 per year including indirect costs. He said that cases had continued to increase each year and that he anticipated about 2,700 cases next year, with the attorneys in his office handling about 1,200 of that number. There was brief discussion regarding costs that could be saved if contract attorneys could be eliminated, during which Mr. DeRienzo said there was a space problem and that there would always be conflict of interest problems. Mr. Holst said he could work with Mr. DeRienzo to try to resolve some of the space problems. During discussion of Mr. DeRienzo's request for an additional attorney and additional legal secretary position, Mr. Holst said he did not consider these to be new positions because a contract attorney, which included secretarial support, would be eliminated in favor of the County positions. Mr. DeRienzo said he had also anticipated providing the contract attorneys with a 2% to 2.5% increase, and that the grant money he had received last year to help offset such costs had been substantially reduced. Discussion turned to the racial profiling lawsuit. Mr. DeRienzo said the suit had actually started in Coconino County and had resulted in 24 cases being dropped, even though the defendants were guilty. Chairman Davis asked if this type of lawsuit was a high point in an attorney's career, saying he had not heard any public outcry about racial profiling in Yavapai County. Mr. DeRienzo said he believed that public defenders were sometimes more the defenders of the Constitution than the County Attorney, and that it was more important to defend the Constitution than to defend a state's marijuana laws. He added that he did not see it as a major cost to his budget. Supervisor Street said she also was very annoyed that the Public Defender's Office had chosen to take on this issue. Chairman Davis said that on the flip side he believed that Mr. DeRienzo had been doing a good job, but he told him that he did not think the Public Defender's Office, the County Attorney's Office and the Sheriff were working together. There was brief discussion regarding processing sentencing more quickly, during which Supervisor Brownlow said perhaps the County Attorney's Office needed more prosecutors. Supervisor Street said that was fine with her. Chairman Davis said he believed the answer was not to hire more people but for everyone to work together. Mr. DeRienzo said he would like to see people who can afford to pay for attorney assessed for attorney's fees and that he was working with Prescott Justice of the Peace Arthur Markham regarding that issue.

Tuesday - April 29, 2003 -

12:00 p.m. County Treasurer. County Treasurer Ross Jacobs, Chief Deputy Treasurer Chuck Messing and Office Manager Sara Von Urban presented the budget for this department.

Mr. Jacobs said that he was very happy that the County was putting their resources into computerization as they had been able to reduce positions and were also looking at the possibility of being able to eventually email out tax bills to property owners. He said this would save a great deal on postage and copying costs. Mr. Ross explained with the new computer system, the tax sale could be accomplished in one day instead of tying up two or three days. He spoke briefly about his travel budget saying he would be traveling more as he was on the board of directors for the State Treasurer's Investment Board, which was an oversight committee for local government investment pools (LGIP), investments of the state.

12:30 p.m. Finance. Finance Director Mike Danowski presented the budget for this department.

Mr. Danowski spoke about the new software in his department and said how it had improved the output of work. He spoke of the outside services account saying the bills being paid from this account are required by the courts and that next year, the County would be audited by the State

Auditor General as the company that had been auditing the County contract had run out. He said also a new development was that they will have to value the infrastructure of all the roads located in the County. Chairman Davis asked if the infrastructure could be shown as liabilities. Mr. Danowski said he would have to look into that possibility. He spoke briefly regarding the electronic equipment such as copiers, fax machines and typewriters that would be reviewed through his department for the various County departments requesting such items.

1:00 p.m. Clerk of Court; Superior Court; Adult/Juvenile Probation; Justice Courts.

1:00 p.m. Clerk of Court Jeanne Hicks presented the budget for this department.

Ms. Hicks told the Board that she had some positions that she was requesting, which included a position for the Juvenile Drug Court which operates out of both Prescott and the Verde Valley. She said this position needed to be funded if the drug court was going to remain in operation. Ms. Hicks explained she also had a records clerk who will be retiring who works with passports and marriage licenses and that she would like to move the records clerk position down to her office and hire a Court Clerk I for the passports and marriage certificates. The other position she requested would be to increase her Court Clerk II position from part-time to full-time because the workload had increased a great deal for the questionnaires and juries. She said currently, they are processing over 234,000 minute entries per year and would like to be able to do the job electronically, which would save postage and copying charges. Ms. Hicks spoke briefly regarding an increase in the postage costs saying that filings have increased considerably; an increase for her travel budget for training of the jury commissioner and three probate registrars and an increase for publication costs. She spoke of the Valley Collection Services and the collection of fees and the possible use of credit cards for paying fees. She said that the credit card companies would charge the County 3% of the billings. Chairman Davis said a 3% loss is better than a total loss of revenue. Mr. Danowski said he would look into this issue and get some numbers together and as far as the collection service, everyone was on board and it was working well.

1:00 p.m. Presiding Judge of Superior Court Judge Raymond Weaver, Court Administrator Debi Schaefer and Court Services Coordinator Devin Anderson presented this departmental budget.

Judge Weaver said he didn't have any presentation to make except to say that all of the case filings are up and trying to keep up with them had been difficult and that he didn't see an end to it. He said one program that was really helping them was the mediation program, which was helping free up the judge's time. Ms. Schaefer spoke of the charges that the County would have to be picking up because of the state cuts. She spoke briefly of the Family Law Division, the restoration of competency, which the County had seen a recent drop in the number of cases filed and the law library of which budget is now consistent with the revenue. Chairman Davis said he would like to see all of the court system and other departments working together and keeping the lines of communication open.

1:00 p.m. Adult Probation Director Bill Fitzgerald presented the budget for this department.

Mr. Fitzgerald pointed out the highlights of his budget and spoke of the move out to the new Fain offices, saying it would be working out great and save the County approximately \$58,000 from the rent of the Marina Street building. He spoke briefly of the increase of new inmates saying they had a net gain of 72 inmates per month through February. Mr. Fitzgerald spoke of the positions being eliminated because of the state's budget cuts and said the proposals are looking pretty bad at this time. He spoke of the arming of his officers saying it will be on a voluntary basis. He said he hoped the Board would let him decide where the cuts should be made, where it will do the least amount of damage, if and when it comes down to further cuts in the budget.

1:00 p.m. Juvenile Probation Director Gordon Glau presented the budget for this department.

Mr. Glau spoke of the impact of the state cuts and the losing of the drug courts grants. He said the Verde Drug Court had one more year before its funding would sunset and that it was a declining grant. He briefly spoke of the detention center and the staffing of the center saying they needed to decide whether to bring in hourly people or hire two new officers which would be the most safe and effective method. Mr. Glau spoke on probation fees saying the revenues had not come in as anticipated, and that he had lost a probation officer position and did not have enough revenues to sustain other positions. He said if it were possible, he would like the County to help to sustain fees for his department. Mr. Glau spoke of the training he and several others had attended in Colorado saying that there were some really good ideas with designs of facilities, operating costs and that he would like to get together with the Board at a study session and tell them about it.

1:00 p.m. Justice Courts – Bagdad/Yarnell Justice of the Peace Anna Mary Glaab, Verde Valley Justice of the Peace Bill Lundy, Prescott Justice of the Peace Arthur Markham, Seligman Justice of the Peace Kathy Blaylock, Mayer Justice of the Peace John Kennedy and Consolidated Court Administrator for the Prescott Justice Precinct Charlotte Holmes presented their departmental budgets.

Judge Glaab briefly presented her budget saying there was an increase in her travel/training budget because of the training required for her office. She spoke of the Valley Collection Services saying that they had done a great job with the collection of fines. Judge Glaab said that she also appreciated the remodeling job that had been done at her court making it more secure for the personnel in her offices. Chairman Davis asked about in-house training and if that was a possibility. Judge Glaab replied that they can use some of the in-house training but some training is state mandated, and they have to be trained through their programs. Judge Lindy spoke regarding his traveling/training account saying he travels to the jail each morning instead of having the inmates brought to him. There was brief discussion on the use of the video conferencing by the judges and the problems they were encountering with information being faxed to them and not being readable. Judge Lindy spoke of the lack of security and the costs that would be involved to rectify the situation with the help of the Facilities Department. Judge Markham presented his budget saying they were cutting out one set of the state statute law books as a cost saving measure and spoke of Valley Collection Services saying they had collected approximately \$200,000 of the fines imposed by the court. He briefly spoke of training and the use of video tapes, and of the upgrades to their computer system making it possible to maintain with the current staff. Judge Blaylock said basically everything was the same as last year. She said one of their biggest costs was for interpreters and that she was seeing an increase every year for that service. Judge Kennedy spoke of his office's computer system saying there have been improvements to his system and that he was looking forward to it getting even better and that his court was also getting a big hit on the interpreter problem. He said he was going to try to get a volunteer base established for the non-critical cases that can be handled by non-professional individuals.

Wednesday – April 30, 2003

9:30 a.m. Health Department. Health Department Director Marcia Jacobson presented the budget for this department.

Ms. Jacobson reminded the Board that what they would be looking at was the Health Fund, which she said constituted about \$2 million out of a total \$8 million budget. She reviewed the current year's activities, many of which she had presented to the Board at its April 21 meeting in Cottonwood. She told the Board that the biggest change was receiving Federally Qualified Health Center status for the wellness clinic in Prescott Valley, but that other things were also happening that she believed resulted in excellence for her department. Ms. Jacobson said that the Health Fund had increased 81%, with most of the increases coming from special revenues. She said she had also increased the amount of money coming out of grants to pay the County for indirect costs, and that she anticipated a transfer to the General Fund of about 10% of her special revenues for this purpose. She said she was seeing changes in the way that

money comes to the Health Department, and that it was coming with more strings attached and more reporting requirements. Ms. Jacobson told the Board that the number of programs administered by her department had increased, that approximately \$50 worth of Health Department services was being provided for every person in the County, and that the number of employees in her department continued to increase with the current count being 141 employees. There was brief discussion regarding outbreaks of infectious diseases and the inability to either predict or budget for such occurrences, during which Ms. Jacobson said she relied on funding in the Temporary Salaries line item in order to be able to hire temporary help in the event of an outbreak. There was brief discussion regarding the mobile clinic, during which Ms. Jacobson said the vehicle was old and difficult to drive and was not the best way to provide health services. She said staff was currently looking at the possibility of retrofitting it for an alternate purpose. Ms. Jacobson told the Board there were really no significant changes to her budget, other than a request for \$2,500 for mosquito abatement in anticipation of West Nile Virus appearing in the state during 2003. She added that if funding was cut for the tuberculosis prevention program that she would ask the County to pick up that cost, pointing out that her department had to treat tuberculosis cases and might as well remain involved in trying to prevent the disease. She told the Board that in the current fiscal year her department had lost \$262,073 in state funding but had received more than \$1 million in federal funding. Ms. Jacobson said that if additional state funding was lost it would force her to close the Verde Valley Wellness Clinic. Mr. Holst said he would try to include money in the Contingency account to cover the cost of the tuberculosis program in the event funding for that program was lost. There was brief discussion regarding the Environmental Health budget, during which Ms. Jacobson said there were no significant changes and that while the budget showed an overall 5% increase, because of the special revenues the County contribution to the Environmental Health budget was actually down by 2%. Ms. Jacobson said she looked at the Health Department as a business and did her best to run it like a business.

10:30 a.m.      **Records Management.** Records Management Director Carole Miller presented the budget for this department.

Discussion of this budget centered around postage costs, which Ms. Miller estimated would run about \$399,000 for the current fiscal year, and a proposal to purchase new mailing equipment. Ms. Miller told the Board that the equipment she wished to purchase would cost about \$28,000 but that it would pay for itself the first year plus give back to the County \$22,000. She said that the new equipment would save 10 cents on each piece of outgoing mail, and that it would also save staff time because it would be much faster than the existing equipment. She said the new equipment would also result in substantial savings with regard to certified mail costs. Mr. Holst said that because of this proposal, he planned to remove the postage line item from General Fund department budgets, and to charge indirect costs to non-General Fund departments. There was general agreement that Ms. Miller should proceed with purchasing the new equipment this year, to be paid from Contingency.

11:00 a.m.      **Board of Supervisors/Special Districts.** Clerk of the Board/Special Districts Coordinator Bev Staddon presented the budget for this department.

Ms. Staddon told the Board that due to a resignation earlier this week, the Permanent Salaries line item in the Board's budget would be reduced by approximately \$6,000. She said that with regard to the Office Supplies line item, the most expensive items were toner cartridges for the various printers, copiers and fax machines, and that while she had hoped to be able to purchase some of those items in advance out of this year's budget and reduce this line item for 2003-04, she believed that this would no longer be possible and asked that the Office Supplies line item be increased to \$12,000. There was brief discussion regarding the potential for dramatically increased costs from the state for Board of Equalization hearing services, during which Ms. Staddon said if the costs did increase dramatically she anticipated her office no longer contracting with the state but instead doing all of the work in-house. Supervisor Street said she was concerned about the line item for Printing being so low. Ms. Staddon said she had reduced that line item

from \$1,000 in 2002-03 to \$200 in 2003-04 because letterhead, envelopes and business cards could all be done in-house with computers. Supervisor Street requested that the line item be increased, and there was general agreement to increase it to \$500. Ms. Staddon said her office was trying to fully utilize the County's website by providing a page for the Clerk of the Board and also for Special Districts and that the information available on those pages had substantially reduced the number of phone calls coming into the office. Discussion turned briefly to the special district budgets, during which Ms. Staddon said she would like to eliminate user fees in Seligman Sanitary District and instead levy a property tax for maintenance and operation. She also pointed out that engineering costs for Sun-Up Ranch Road Improvement District would soon be paid off, thereby allowing for a transfer back to the Regional Road Fund of approximately \$84,000.

12:00 p.m. Public Works. Public Works Director Richard Straub, Assistant to the Public Works Director Cathy Heath, and Emergency Management Coordinator Nick Angiolillo presented the budgets for this department.

Mr. Straub told the Board he was requesting an increase in the Emergency Management budget for next year, but that Mr. Angiolillo was also bringing in outside money that would be returned to the General Fund. He said that a couple of temporary people would be needed to help write emergency grants and policies, and that the County would also be receiving some money back for the brush crew. Mr. Angiolillo said the federal government did not approve its budget until March, and that it appeared now that the County might receive more funding for emergency services than previously believed, and that it was possible he could end up with a \$90,000 contribution to the General Fund. He said if he did in fact receive those funds he would like to be able to add a position for his department. Mr. Holst said this was new information and that he would need to sit down with Mr. Straub and Mr. Angiolillo and discuss what this potential funding actually meant. He said he did not put into the budget anything that he was not certain would become reality. Chairman Davis said the Board had talked about not allowing any program changes this year, and that he would prefer to proceed with what was known to be solid and then look at possible changes after the beginning of the new fiscal year. Mr. Straub said he would like to purchase more slash related equipment, if grant money could be found for that purpose. Mr. Angiolillo told the Board that Yavapai County was the only county in the state that would receive the National Fire Plan Grant this year. Following brief discussion regarding what types of equipment might be purchased, as well the potential for a declaration of emergency by the state, there was general agreement that Mr. Angiolillo should provide a review of emergency procedures for the Board and appropriate department heads and elected officials.

Discussion turned to the HURF budget, with the Board reviewing requests for both light and heavy vehicles, which included both replacement requests and requests for new equipment. Mr. Straub said he needed to be able to make the call with regard to what size vehicles his department needed. He also said that certain equipment was needed in the Verde Valley, even if it was not often used, because it was impractical to move that type of equipment between Prescott and the Verde. Mr. Straub told the Board that a new screening plant was needed to prepare materials for placement on rural dirt roads. He said he also needed to replace backhoes, but was asking for only one grader because the increase in the number of paved roads in the County had reduced the need for graders. Mr. Straub told the Board that he was increasing the double chip seals in all three Supervisors' districts and that he needed to have the necessary equipment in all three districts in order to take advantage of weather conditions allowing for chip sealing. Mr. Holst said that new equipment requests totaled approximately \$373,000 and that the replacement equipment was about \$1.3 million, with most of the replacement equipment being acquired through lease-purchase and the new equipment through outright purchase. Mr. Straub and Ms. Heath briefly reviewed the budget by line item, pointing out the need for sufficient funding in Temporary Salaries in order to hire seasonal workers as needed for road work. There was brief discussion regarding paying temporary employees associated with the slash disposal program out of this line item, during which Mr. Holst said he would prefer to see those employees paid from Solid Waste. There was brief

discussion regarding rubberized chip seals, during which Mr. Straub said that while this process was more expensive it would last longer and reduce the need for crack sealing. Supervisor Brownlow said he believed there needed to be more signs up to indicate which roads are not maintained by the County. Mr. Straub said he was recommending an increase in special project money for each Supervisor's district to \$700,000. He told the Board he believed he would need to use more operated equipment next year in order to keep up with the various district projects. Mr. Holst said it was not necessary to push things in order to get them done before the end of June, and that funds could be carried over to the next fiscal year. He mentioned that because of the influx of vehicle license tax money into the HURF account, there would be a transfer from HURF to the General Fund. Supervisor Street said she would like to see some of the existing HURF money go into operated equipment, temporary or contract help in order to get blacktop problems taken care of. She said she did not want money from the HURF Temporary Salaries used to pay tree trimmers but that instead it should be used just for labor related to road projects. Chairman Davis suggested having a study session to discuss the differences in cost between doing projects in-house and contracting out for them. Mr. Straub said that many roads were falling apart.

Discussion turned to the Regional Roads Program budget. Mr. Straub said he had spoken with each Board member individually regarding this budget. He said that projects were currently being finished in all three districts and that for the future he anticipated a pretty good distribution of funds by district. He said he had budgeted for many reconstruction projects, and would be looking at major reconstruction on Iron Springs Road, the Kirkland and Bagdad highways, Wagoner Bridge, Williamson Valley Road, Beaver Creek Road, Jacks Canyon Road, and Cornville Road.

Ms. Heath presented information regarding the Solid Waste budget, saying that since the County took over operation of the transfer stations in January 2003, revenues had increased dramatically and that the County would save about \$100,000 per year. She said that more help would be needed at the Camp Verde transfer station and that she would like to be able to increase the help there by 12 hours per week. There was brief discussion regarding the very low salaries for Trash Laborers and the good job that these employees do, as well as discussion regarding community clean-ups and what they cost. There seemed to be general agreement that in spite of the cost, the community clean-ups were a worthwhile service that should be continued.

Tuesday – May 6, 2003

9:30 a.m. Sheriff (General Fund budget, and resolve into the Board of Directors of the Yavapai County Jail District to consider Jail District budget). Sheriff Buck Buchanan, Major John O'Hagan, Captain Dennis Price, Captain Ron Klein, Captain Scott Mascher and Account Clerk III Jennifer Gray presented the budgets for the Sheriff's Office and the Jail District.

Chairman Davis said he wanted to spend a half hour on the Sheriff's budget and a half hour on the Jail District. Sheriff Buchanan said it was not his intent nor his desire that the meeting on this day become adversarial, and that he wanted to work with the Board regarding how to approach the next fiscal year. He told the Board that the principal issue he had identified last fall at his command retreat was the salary plan currently in place for the County, and that the County had fallen behind the marketplace with regard to salaries. The Sheriff said his pleas regarding salaries had not been heard except for a minor change to the Lieutenant's range. He said that when he took over as Sheriff in 1989, Yavapai County was 27<sup>th</sup> out of 29 agencies in terms of salaries, and that the Board had subsequently implemented changes but that then nothing was done for another ten years. He reiterated his belief that the County had fallen behind the market on Deputy salaries, saying that it was now \$3,000 short at the beginning of the pay scale and about \$8,000 short at the end of the pay scale. Sheriff Buchanan said that if an officer was certified to work in Yavapai County, the officer could take that certification anywhere in the state of Arizona, and that if the County intended to compete with cities and towns it would have to do something about salaries. He told the Board that the average length of tenure for a Yavapai County Deputy was 4.06 years, adding that



because of his concerns he had submitted a salary plan to Human Resources Director Julie Ayers. There was brief discussion regarding the impact of state cuts, during which Sheriff Buchanan said the impact to his department was not as great as it was to other services, such as Adult Probation. Sheriff Buchanan reviewed his list of requested program changes, pointing out that he was requesting a total of eight new positions for Operations and saying he hoped the Board would give consideration to his request. He told the Board that he and his staff had ranked the requests listed on his program change list, and that the number one priority was the salary plan, with funding for holiday pay and merit increases being ranked equally at second place. He added that if the salary plan he proposed was adopted, approximately 90% of the merit increases would no longer be needed because there were no provisions in his plan for such increases. He continued to talk about salary issues, saying that he was losing experienced people who had been with the County for a long time and that the hiring pool was shrinking. Sheriff Buchanan said that higher salaries did not affect just an employee's current life, but also how that employee would be treated upon retirement, and that higher salaries were needed in order to maintain a good workforce. Major O'Hagan said that only 30 people had applied for the last Deputies list, whereas in the past the department had received up to 200 applications. Discussion turned to the line item for Overtime, with Sheriff Buchanan saying he did not have enough money in the current budget to cover overtime expenses and that he was requesting \$316,486 in overtime for the 2003-2004 fiscal year. He said he had never paid \$4,765 in overtime to each certified person in his office, and that the average overtime for employees in his department was \$3,000. Supervisor Street asked the Sheriff if he anticipated as much overtime if he was given more staff. Sheriff Buchanan responded that if his salary plan was adopted he would expect to see the same overtime levels for about six months. He referred to his Special Crimes Unit, saying that the unit was very successful in the first six months of the current fiscal year but had been far less productive following the December 2, 2002, Board meeting, after which he had to cut overtime. Sheriff Buchanan wrapped up his presentation by saying he believed that his budget proposal represented a needs list and not a wants list.

The Board resolved into the Board of Directors of the Yavapai County Jail District in order to discuss the proposed budget for 2003-2004. Reference: Jail District minutes.

11:00 a.m.        Resolve into Board of Supervisors. Recorder; Voter Registration; Elections. County Recorder Patsy Jenney-Colon, Chief Deputy Recorder Ana Wayman-Trujillo, Registrar of Voters Judy Allen-Wise, and Elections Director Sharon Keene-Wright presented these budgets.

Ms. Jenney-Colon said she had tried to hold the line on the Recorder's budget, but that she had submitted plans for remodeling of her office space, including Voter Registration, and that she was also requesting remodeling of the basement of the Mackin Building in order to move her Microfilm department there. She said she was not asking for new positions. Discussion turned to a review of equipment requests to be funded from the Recorder's Storage & Retrieval Fund, which included a fire-lock vault for the basement of the Mackin Building where important permanent records, including Board of Supervisors' minute books, could be kept. Ms. Jenney-Colon said that recordings continued to increase, and that she had not been as successful as she had hoped with regard to convincing title companies, banks and mortgage companies to use electronic recording. There was brief discussion about electronic recording, during which Ms. Wayman-Trujillo said she believed it was going to take time for title companies to embrace the idea of electronic recording. Ms. Jenney-Colon said that if the title companies would try it, they would see the value of it and that she believed attorneys were more likely to use it before the title companies did. There was brief discussion regarding salaries for clerical personnel, during which Ms. Wayman-Trujillo said that persons being hired into the Recorder's office needed to have a certain amount of experience and that the current salary levels were not sufficient. There was brief discussion about increasing postage costs resulting from increased recordings, and about efforts to increase the charge for filing an Affidavit of Value. Discussion turned to the Voter Registration budget, with Ms. Allen-Wise saying that both printing and postage costs had been reduced for 2003-2004, but that because nearly all jurisdictional

elections were now being conducted by mail ballot the workload for her staff had increased. There was brief discussion about the upcoming Presidential Preference Election and about voting by mail, during which the statement was made that nearly 50% of those individuals who vote in elections do so early and by mail. Discussion turned to the budget for Elections, and included discussion of salary levels for employees in that department. Ms. Keene-Wright said her budget for 2003-2004 was basically the same as the current year's budget, but that she wanted the Board to be aware that the County would have to eventually have a touch screen voting device in each precinct in the County and that in addition to the cost of purchasing the devices, a great deal more training of poll workers would also be required. Ms. Keene-Wright told the Board that she planned to retire sometime next year, but that she would stay on to help train her replacement. Ms. Wayman-Trujillo pointed out that 2004 was a major election year, and that it would be wise to allow ample training time for Ms. Keene-Wright's replacement.

12:45 p.m. Medical Assistance/Long Term Care. Medical Assistance Director Mona Berkowitz presented the budget for this department.

Ms. Berkowitz presented information about the proposed monthly capitation saying the money comes through October 1 of each year for each member and that they were estimating a 6% increase in members for this next year. Supervisor Brownlow asked how much it costed for an individual to be in a nursing home. Ms. Berkowitz replied that the cost was running at approximately \$3,000 per month. She said the charges could be possibly offset by charging per members capital or by leaving the individuals in their own homes for a longer period of time, with services to help them such as Meals on Wheels and nursing services. Ms. Berkowitz told the Board she was requesting two positions and spoke of the move to the Jerome location and the work stations that would be needed. She said the Cottonwood lease was about to expire and did not know if the landlord would extend the lease until a move could be made. She explained to the Board that she was also requesting two 4-wheel drive vehicles and in exchange, her department would give up four County vehicles. She said the 4-wheel drive vehicles were necessary to reach the outlying areas where the terrain may be in poor condition. Ms. Berkowitz briefly covered the need for computer replacements and spoke of the funds that they are suppose to get from the state. She said as of December, 2002, her department had transferred 7 million dollars to the general fund and they were figuring on between a 1.6% to 1.8% transfer next year. She spoke of the enrollment of the long-term care and said that it had stabilized and that the County had a contract with the state that protects the County from loss of funding through 2006. Ms. Berkowitz spoke of the AHCCCS program saying that state wide it had grown 63%. Mr. Holst explained that when the program had started, the counties paid for the whole bill and then the state had picked up the bill and had started a \$.01 sales tax to pay for the program. Ms. Berkowitz spoke briefly about the Title 36 Services saying they were out to bid at this time and they were hopeful of a good bid coming in for these services. The Board spoke briefly about the possibility of combining the Cottonwood and Prescott Medical Assistance Offices and opening one office in the Prescott Valley area.

1:30 p.m. Management Information Systems. Management Information Director Stephen Welsh presented the budget for this department.

Mr. Welsh spoke of the upgrades to the computer systems and said they had managed to get rid of the SP2 Frame saving the County approximately \$60,000. This included the Oracle program, the Road Management Inventory, which they have moved to a different server, and the Board of Equalization program. He spoke briefly about the telephone system and said the County should start seeing more savings and that the jail's phones had already been budgeted in this year's budget. Mr. Welsh spoke of upcoming projects which included Medical Assistance and the new Health Department building. Mr. Holst spoke of the Fain site and he said he was looking at the Butler building and moving the survey crew to that building and Adult Probation into the whole front building. Mr. Welsh told the Board his proposed budget had been reduced overall and that his department was working on expanding for structured items and that they would be getting more production out. He briefly spoke of the new flat screens saying these new screens do

not have to be replaced when the computers go out and that they are great power savers therefore money savers. Mr. Welsh said the most requested item were printers and that they were trying to get individuals to group up in departments for printing needs. He spoke of the transferring of a position from the Facilities Department to his department and of the difficulty he was having with the GIS Department and the filling of the position there with a qualified person.

2:45 p.m. General Services. County Administrator Jim Holst presented the budget for this department.

Mr. Holst presented an overview of the proposed General Services budget and spoke of issues of both permanent and temporary personnel. He briefly covered merit increases, insurance coverage and workers compensation. Chairman Davis asked about privatizing the workers compensation program. Mr. Holst spoke of the rising cost of the eligibility program including mental examinations and treatment. Supervisor Street asked why this cost was not paid out of the courts budget. Mr. Holst said this item had moved to several different budgets through the years. He then gave the Board a brief overview of the Contingency Fund saying at this time, the budget for this item was going up and down until he knew what was going to happen with funding. U of A Cooperative Extension Director Jeff Schalau was present at this point and provided information to the Board regarding his budget including salaries and an operations increase. He said that ADEQ was going to fund part of his water person position and spoke of the reduction of his food safety position to three quarter time instead of full-time. He briefly covered the department's training programs and spoke of how the state cuts would be affecting their operations. The Board spoke briefly regarding contributions to various organizations. Chairman Davis said the Cottonwood Area Transit would have to be funded by another County source as his LTAF were no longer available. Mr. Holst spoke of the Jerome intergovernmental agreement for the space saying that lease would not be happening at this time.

#### Wednesday – May 7, 2003

1:00 p.m. Public Fiduciary. Public Fiduciary Patricia Ian presented the budget for this department.

Ms. Ian briefly presented information regarding burial costs saying she did not know how many burials the County was going to be responsible for this year. She said that they try to get the families to take responsibility, but there were fewer willing to do so. Supervisor Street said she was surprised about the grave markers paid for by the County in which Ms. Ian replied that because of a new law, the County was now responsible for the markers. Ms. Ian then spoke briefly regarding her positions saying she would be underfilling her Clerk II position and making it part-time and would be putting the person from that position into the Clerk III position full-time.

1:20 p.m. Development Services (General Fund budget, and resolve into the Board of Directors of the Yavapai County Flood Control District to consider Flood Control District budget). Flood Control minutes. Development Services Director Ken Spedding and Administrative Assistant Gaby Stelmach presented the budget for this department.

Mr. Spedding briefly highlighted his budget saying they had a 5% reduction from the last year's budget. He said part of the reduction was because of the move of the Flood Plains Units back into the Flood Control District and budget. Mr. Spedding said he would be looking at revising the fee schedule for his department next year. He spoke of the new building inspector and of the current rules and regulations and said his department was getting up to speed on the codes for the whole County instead of the sets used in the different communities. Mr. Spedding spoke briefly of his training budget saying he really would like for his people to be able to attend these particular training sessions that had been requested. Supervisor Brownlow asked Mr. Spedding to re-evaluate what would really be necessary for training. Mr. Spedding said that a lot of his people have to be certified and re-certified and that was the reason behind the travel requests and the large jump in dues and membership.

2:20 p.m.        Resolve into Board of Supervisors. Facilities/Parks. Facilities/Parks Director Pat Kirshman and Office Manager Kathy Hernandez presented the budget for this department.

Mr. Kirshman provided information to the Board regarding the cost savings on projects and the high number of work orders they were processing. Mr. Holst said the work orders needed to be broken out to show actual projects from the light miscellaneous projects such as Board Room setup and changing out light bulbs. Mr. Kirshman spoke of his new project list which included the Fain project for Adult Probation, the Butler Building for Public Works, and the Verde Superior Court remodel of the entryway. Chairman Davis asked why some of the smaller projects could not go first just to remove them from the list. Mr. Kirshman replied that the larger projects needed to get started in order for them to be completed and that they did fit in the smaller projects in-between to balance out all of the projects. Supervisor Street asked about the timeline on the Courthouse Plaza and what would be happening with that project. Mr. Kirshman said they were having a difficult time finding any individuals willing to take on the project. He said at one time, Sharlett Hall Museum was going to take it over but they could not find a volunteer to help with the project either. He said that it takes a lot of effort to maintain it.

Discussion then turned to the Parks Division budget. Mr. Kirshman said they needed \$17,000 worth of equipment to take care of the outlying parks playing fields and that the equipment could also be used at the Courthouse Plaza. He said he would be putting in a proposal for this item. Mr. Holst said the funds could come from each Supervisor's Park funds. Mr. Kirshman spoke of the rising costs of utilities because of the new buildings being added on and spoke briefly of his staff and the running of his department.

3:00 p.m.        Fleet Management (General Fund and HURF). Fleet Management Director Dave Burnside and Office Manager Patricia Putz presented the budget for this department.

Mr. Burnside said the fleet was in good shape and the heavy duty equipment was running well. He spoke of the increased utilization by the departments sharing the County vehicles and of the restructuring of his department. Mr. Burnside spoke of the computerization of the vehicles saying he needed employees that could work on these newer vehicles. The Board spoke briefly of positions and the restructuring of departments. Mr. Burnside said he was getting requests for different sizes of vehicles and used as an example, the impala which the County was purchasing instead of the Crown Victoria. He said the impalas were better in price and on fuel, therefore a great cost savings for the County. Mr. Burnside spoke of the misuses of the County vehicles. Chairman Davis said he would like to see the mileage pushed back before replacement from the current mileage. Mr. Burnside spoke briefly regarding HURF funds and said they were over on the funds because of the price of fuel and if the fuel costs did not regulate soon, they would be over next year also. He said for the most part, they have held the line and that training would have to been maintained for the new vehicles coming up.

4:00 p.m.        Capital Improvements. County Administrator Jim Holst presented the budget for this department.

Mr. Holst spoke briefly regarding the current year's budget and revisions to what would be expended for this year. He told the Board that 100% of the architectural services had been paid for on the new administration building, and the downtown parking garage had again been moved back another year. Mr. Holst presented information regarding the Prescott Valley Clinic, the new Health building, and the Cottonwood land trade. He said the County would be starting out next year with a \$6.3 million fund balance and showed the current money flows. There was brief discussion on the current use of the Gurley Street Facility and possible other uses that could be made of the building. Supervisor Street asked if there was a possibility of using the jail as a juvenile detention center which Mr. Holst said that may be a possibility. Mr. Holst spoke briefly of the Gurley Street parking deck and different space needs they were going to have to look at. He said the remodeling of the Fair Street building could start happening at any time and the

move of the Board Room to the Mackin Building which would also have to be remodeled. The Board discussed the use of the Mackin Building for Board meetings and they were in general agreement for this use. There was general discussion of the new jail and its authorities and remanded juveniles.

ATTEST:

\_\_\_\_\_ Clerk \_\_\_\_\_ Chairman