



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS**

**BUDGET WORK SESSIONS MINUTES**

**Week 1**

**May 2, 2019**

**8:30 a.m.**

**First-Floor Meeting Room  
219 E. Cherry, Flagstaff, Arizona**

**Present:** Chairman Art Babbott, Supervisor Elizabeth C. Archuleta, Supervisor Matt Ryan and Supervisor Jim Parks.

**Absent/Excused:** Vice Chairwoman Lena Fowler and Supervisor Jim Parks.

**Also Present:** County Manager James Jayne, Deputy County Manager Mike Townsend, Deputy County Manager Lucinda Andreani, Deputy County Manager Marie Peoples, Director of Special Initiatives Kim Musselman, Assistant Finance Director Megan Cunningham, Public Affairs Director Eric Peterson, Budget Analyst John Comer, Finance Business Manager Megan Coons, Clerk of the Board of Supervisors Lindsay Daley.

Chairman Babbott called the meeting to order at 9:10 a.m.

1. Reserved for Discussion: 8:30 – 9:00 a.m.

*The Board did not discuss during this time.*

2. Facilities: 9:00 – 10:00 a.m.

County Manager Jayne introduced Facilities Director Sue Brown. He explained that they had three Service Improvement Requests (SIR) last year and staff is recommending a \$20,000 one-time cost for operations this year.

Director Brown introduced the Facilities staff present. She talked about the construction of the new medical examiner facility. Director Brown went over the various projects the Facilities Department accomplished this year. This included: the High Country Humane Association facility, hanging heaters in the truck barns, library district remodel project in Tuba City, Administrative Center remodel, County Attorney's office remodel, 57 acre project with Greater Flagstaff Forest Partnership, King Street flood remediation, court reassignments and move, training and promotion of departmental staff, expansion of different facilities, partnership with the Career Center, saving the Senior Center funds by fixing a shed, as well as smaller projects. Director Brown answered questions from the Supervisors related to various facilities and the projects.

Director Brown spoke about the service improvement requests and answered questions regarding them. Chairman Babbott requested an end of project audit to get true costs of projects completed. She answered questions related to the previous medical examiner facility and stated they are using it as storage space. Supervisor Ryan asked a question about fleet and County Manger Jayne and Deputy County Manager Lucinda Andreani provided information about the fleet and the impact those costs have on departments.

Director Brown spoke about the FY20 plan to do capital repair and replacement. She stated there are a lot of carryovers. The carryovers are for finishing up the medical examiner facility, the chiller at the 110 building, Center of Arts lighting, refresh of Page probation facility, Division III historic doors, old jail roof replacement and other projects. She answered questions from the Supervisors regarding the old jail building. Director Brown answered questions from the Supervisors regarding the carryover requests. Deputy County Manager Mike Townsend and Director Brown answered questions related to other funds.

Chairman Babbott thanked Director Brown and her staff.

3. Finance: 10:00 – 10:30 a.m.

County Manager Jayne introduced Mike Townsend the Chief Financial Officer and the discussion about the Finance Department.

Deputy Manager Townsend introduced the Finance Department staff present. He acknowledged the work that staff has been doing with the Munis software in addition to their normal jobs. He also talked about the turnover in Finance of long-term employees, the new payroll system and the challenges they are working through. He also talked about the internal audit function and working on the internal procedures with departments. Deputy County Manager Townsend answered questions from the Supervisor. The Finance Department did not have any carryover requests or SIRS. The Supervisors expressed their thanks and appreciation for the work of the Department. Chairman Babbott suggested a wrap up after budget with the Board to get feedback about how the budget process went.

4. Information Technology: 10:45 – 11:45 a.m.

County Manager Jayne introduced Information Technology Director Matt Fowler. He stated the Board did approve two SIRs last year and this year there is an SIR for \$503,000.

Director Fowler introduced the staff present. He highlighted some of the challenges they are trying to overcome such as the ongoing threat to the County system, broadband in Tuba City, Enterprise Content Management, integrating applications and enhancing existing investments, needs of the various departments and extreme backlog.

Director Fowler talked about the accomplishments of the Information Technology Department (IT). This included: investing in staff with promotions and professional certifications, Velucity asset management implementation, updated internet King Street and working to improve wireless, IT security efforts, continuous scanning of threats, security awareness campaign, engaged in other community agencies to gain knowledge and supporting other departments in their efforts. Director Fowler went through the action plan related to the SIR for \$503,000. He explained that this expense will be every single year as a one-time cost.

Chairman Babbott and the Supervisors discussed the need to balance competing needs. Director Fowler talked about previously funding operations with employee salary savings. Deputy County Manager Townsend talked about the need for \$500,000 for Director Fowler to address the issues he has uncovered. Director Fowler answered questions from the Supervisors related to the SIR. Assistant Director John Finley introduced himself. Business Analyst Richard Eaton stated his appreciation and that it is a big road ahead. Lee Root also spoke about the support that they have received and expressed his thanks. Helen Costello also expressed her thanks. The Supervisors thanked the staff and expressed their appreciation.

At 11:25 a.m. Chairman Babbott decided to discuss Item #8 on the agenda. See Item #8 for the summary.

Chairman Babbott called for a break for lunch at 11:38 p.m. He reconvened the meeting at 1:06 p.m.

**Present:** Chairman Art Babbott, Supervisor Elizabeth C. Archuleta, Supervisor Matt Ryan and Supervisor Jim Parks.

**Absent/Excused:** Vice Chairwoman Lena Fowler and Supervisor Jim Parks.

5. Sheriff/Jail: 2:00 p.m.

County Manager Jayne introduced Sheriff Jim Driscoll. He went over the SIRs from last year that were approved. He stated that for FY20 staff is recommending all of the Jail SIRs, two additional deputies and a \$250,000 bucket for IT enhancements, flexibility language and other items.

Sheriff Driscoll highlighted FY19 achievements, stated that he agreed with the Manager's recommendation for FY20. In reviewing the Department's FY20 SIRs and proposed budget, he detailed some of the day-to-day challenges the Sheriff's Office has faced. He answered

questions asked by individual Board members. The Supervisors thanked Sheriff Driscoll and his staff for their work.

6. Recorder: 2:00 – 2:45 p.m.

County Manager Jimmy Jayne introduced Recorder Patty Hansen. He talked about the SIRS approved last year. He stated that there is an SIR for FY20 that is a full-time employee position for an Administrative Supervisor in the recording office.

Recorder Hansen went over their accomplishments in FY19 this included two successful elections and the move to a hybrid voting system. She talked about their new temporary location at the mall. She went over the upcoming trends that will impact the Recorder's office. She highlighted their work plan for FY20 which included: work on the new state voter registration, implement the new voting equipment, updating training programs, work on Americans with Disabilities Act (ADA) compliance for polling places, working with Homeland Security on security issues and evaluating their folding/stuffing mail equipment.

Recorder Hansen went over her SIRs. SIR funds would go towards: doing the 2020 voter guide mailer and 90-day notice mailer, having a satellite office (Flagstaff mall) again, and also for an Administrative Manager position. She stated that there is a lot of legislation being passed that makes it harder for people to vote. Recorder Hansen went over some of the challenges her Office faces. Recorder Hansen answered questions from the Supervisors related to legislation, and positions that have been vacant. The Supervisors thanked Recorder Hansen.

7. Non-Departmental/County Partners: 2:45 – 4:00 p.m.

County Manager Jimmy Jayne introduced the staff present. Deputy County Manager Mike Townsend went over the Strategic Investment Plan and answered questions from the Supervisors. Chairman Babbott stated he may need to go over the framework. Deputy Manager Lucinda Andreani introduced the topic of organizational renewal and the investment for that. Director Erika Philpot talked about continuing to work with the Diversity Consultant and \$80,000 put towards that effort.

Chairman Babbott stated that he was not impressed with the survey tool used for the assessment of the organization. Deputy Manager Andreani explained that the survey was a starting point and there will be another survey for all employees of the organization. She states that the organizational renewal effort will also include succession planning and mentoring. Special Initiatives Director Kim Musselman talked about the funds that would be used for the Health and Human Services transition. Deputy Manager Andreani went over the proposal for managing transitions. This included: training to train the trainers, countywide meeting and presentation with Gary Ridge, and a leadership summit. She also discussed having a ground-up strategic planning process that would include input from constituents as part of the planning process and a survey with all employees.

Chairman Babbott stated he feels this really warrants a work session. He stated this is the first breakdown of the dollars for priorities that he has seen. Supervisor Archuleta talked about her

understanding of the organizational renewal effort and the need for investment in it. Chairman Babbott stated he is not sure employees of the organization are clear what the monetary roadmap is. Supervisor Ryan stated he is generally supportive but looking forward to future discussions.

Director Fowler went over why his SIR was pulled and put into the strategic plan effort. Digital transformation is also under this effort. He explained the Enterprise Content Management program. Public Affairs Director Eric Peterson went over the proposed funds for a database management system. Facilities Director Sue Brown talked about the King Street addition of the fourth floor as part of the strategic plan. Deputy County Manager Marie Peoples talked about the Stronger as One and CJCC effort and getting guidance on that for the future to create a plan.

Staff answered questions related to the proposed strategic plan. Supervisor Archuleta stated that she feels the Collective Impact effort should be separated out.

Deputy County Manager Mike Townsend went over a handout to the Board titled County Partner Funding History & FY20 Requests. He also went over a handout titled District Budgets Update as well as the handout titled Coconino County FY20 Non-Departmental Appropriations. He answered questions from the Supervisors regarding this. Chairman Babbott stated it would be good to have conversations regarding what is guiding the Strategic Plan.

8. Roundtable: To be discussed. Pursuant to A.R.S. 38-431.02(H), these matters will not be acted upon.
  - Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:
    - District 4- Supervisor Jim Parks
    - District 2- Supervisor Elizabeth Archuleta
    - District 3- Supervisor Matt Ryan
    - District 5- Supervisor Lena Fowler
    - District 1- Supervisor Art Babbott
  - County Manager's Report
    - update on Planning and Zoning Schedule
  - Board Planning Calendar
  - Events Calendar
  - Chair's Report
  - Update, discussion, and possible direction to staff regarding County Communications
  - Update, discussion, and possible direction to staff regarding Local, State and Federal Issues

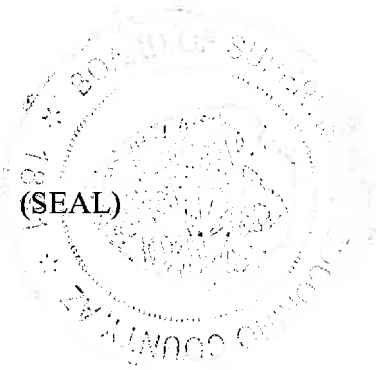
Chairman Babbott discussed this item immediately following Item #4 and before they broke for lunch at 11:38 a.m. The Parks and Recreation Director Cynthia Nemeth was called and put on speaker to discuss the Miller property event that she is planning for May 28. The board discussed the scale of the event and whether this was the appropriate day to have it. The Board also discussed the Board meeting planned for June 11 that will take place at Ft. Tuthill. Clerk Lindsay Daley answered questions in relation to the future June 11 Board meeting.

As there was no further discussion, Chair Babbott adjourned the meeting at 4:20 p.m.

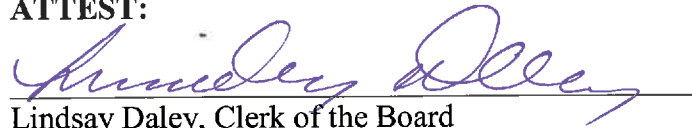
**COCONINO COUNTY BOARD OF SUPERVISORS**



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Art Babbott, Chair



**ATTEST:**



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Lindsay Daley, Clerk of the Board