



## OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

### SPECIAL SESSION MINUTES

**Wednesday, May 11, 2022**

**8:30 a.m. – Special Session**  
*(Budget Discussions)*

**Present:** Chair Patrice Horstman, Supervisor Judy Begay and Vice Chair Jeronimo Vasquez were in person for the meeting. Supervisor Lena Fowler was present virtually via Zoom technology. Supervisor Matt Ryan was present virtually via Zoom for the morning portion of the meeting and then arrived in person at 11:30 a.m.

**Also Present:** County Manager Steve Peru, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Sue Brown, Finance Director Siri Mullaney, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present.

Chair Patrice Horstman called the Special Session meeting to order at 8:39 a.m.

1. Reserved for Discussion regarding FY23 Budget - 8:30 a.m. – 9:00 a.m.

County Manager Steve Peru explained that staff has been capturing the Board's thoughts on the various information that has been presented to them. He explained that staff is also looking for input and feedback from the Board on the budget process. He spoke about the list of follow-up items that need to be addressed as a result of the department presentations and Board's desires up to this point. County Manager Peru also spoke about needing to bring the Library District back for a discussion item.

Chair Patrice Horstman explained that she would like to discuss budget limits and overrides.

Supervisor Judy Begay stated that she would like to have an executive session on the budget.

2. Community Development Department Budget Presentation & Discussion – 9:00 a.m. – 10:00 a.m.

Community Development Director Jay Christelman presented information regarding the Community Development Department. He spoke about the department's revenue and permit volumes, factors and trends. Director Christelman explained their funding requests for Community Development, including a position for a term-limited building inspector, term-limited Plans Examiner, Sustainability Program Position reclassification, additional vehicles and operating costs, third party Engineering Review, abatement funding, sustainability building program term-limited technician, planning and zoning long-range projects, professional development for sustainability staff, professional development for the building division and field laptops and vehicle mounts.

Business Manager Rachel Davis spoke in more detail about the requests for vehicles, vehicle costs from the past fiscal year as well as fuel costs.

Director Christelman answered questions related to the vacancies in his department and stated that if positions are not funded then it would have an impact on their customer service. He also stated that they do not have an issue with retention in their department. He also answered questions related to the priority of his requests.

Deputy County Manager Lucinda Andreani spoke about the costs for vehicles and historical issues with funding maintenance and replacement of vehicles.

The Supervisors all spoke about Director Christelman's requests and the desire to bring the vehicle discussion to the parking lot list.

Director Christelman spoke about the Military installation Sustainability grant and that it should be done in fall with a match of 10%. He also spoke about the waiting on the City of Flagstaff's Lighting Code to move forward.

Director Christelman spoke about the Sustainable Building Program updates and fund requests, county sustainability updates, FY23 goals, county sustainability plan and process flow chart. He spoke about the two to five-year department vision for their various divisions.

The Supervisors expressed their appreciation for the work done by the Community Development department.

Chair Horstman called for a break at 9:48 a.m. and the Board meeting then resumed at 10:04 a.m.

3. Parks & Recreation Department Budget Presentation & Discussion – 10:00 a.m. – 11:00 a.m.

County Manager Steve Peru introduced Parks and Recreation Director Cynthia Nemeth.

Director Cynthia Nemeth spoke about the community benefits that the Parks and Recreation Department provides, including the economic, environmental, social and health benefits. She also provided a department overview and went over the amount of employees the department has

and divisions within the department. She spoke about the trends that have an impact on the department and shared where the parks and natural areas are in the county, including trails and overlooks. Director Nemeth spoke about the Parks and Recreation department's FY22 accomplishments and went over the two to five-year department vision for the various divisions within the department. She explained the department's FY23 Plan for various projects and efforts they will be focusing on. Director Nemeth spoke about seven funding requests that the department submitted to the Finance Department as well as what is and is not being recommended by the County Manager's Office. Director Nemeth spoke about the carryover funds the department has, legislative issues that impact her department, future funding opportunities the department has and the annual plan reflecting what is in the Parks and Recreation Master Plan and also the funding of \$1.1 million for improvements for the lot repairs and sewer lines.

Director Nemeth answered questions regarding the vacancies within her department and the challenge she is facing in recruiting seasonal staff due to the grade of the positions and cost of housing in the area.

Supervisor Matt Ryan requested that the bathrooms be made family friendly or gender- neutral bathrooms at Ft. Tuthill Park. He spoke about the importance of keeping track of the legislative issues, exploring other revenue possibilities, and assisting with snow-play issues.

Supervisor Judy Begay spoke about the need for activities and recreational sites in the rural communities such as putting up basketball courts.

Director Nemeth spoke about recreation on wheels concept to reach rural communities.

Chair Patrice Horstman spoke about Ft. Tuthill Park being an asset and economic benefit and how parks and recreation can be a driver of that.

Supervisor Fowler spoke about wanting to do more of a county vision throughout the whole county regarding parks and recreation.

County Manager Peru spoke about the need for more funds toward parks and recreation if there is a desire to do more and provide more. He also spoke about working with Chris Pasterz regarding the economic development piece around Ft. Tuthill and parks and recreation.

#### 4. American Rescue Plan Act (ARPA) update and discussion - 11:00 a.m. – 12:00 p.m.

County Manager Steve Peru explained that they will discuss ARPA funding and introduced Finance Director Siri Mullaney. Finance Director Siri Mullaney explained that Kristin Curtis was hired to work on the ARPA process, timeline and effort and introduced Kristin.

Siri Mullaney provided information on the ARPA FY22-FY25 budget process and provided a timeline of the ARPA funds to show where the County currently is in that timeline.

ARPA Program Manager Kristen Curtis spoke about the ARPA effort/project overview including the criminal justice backlog project and status update on county initiatives, and the amount of the ARPA budget spent to date. She spoke about the expenditure report timeline, community funding timeline and working towards developing and issuing Request for Proposals (RFPs).

Finance Director Siri Mullaney spoke about the guidance that is provided by the federal government keeps changing and evolving and that Kristen has been keeping up to date with everything.

County Manager Peru and Finance Director Siri Mullaney answered questions from the Supervisors regarding positions filled to date with ARPA funds.

Human Resources Director Erika Philpot answered a question explaining that the compensation plan will help to fill the ARPA funded positions.

The Board took a break from 11:31 a.m. to 1:09 p.m.

5. Health & Human Services Department Budget Presentation & Discussion – 1:00 p.m. – 2:30 p.m.

County Manager Steve Peru explained the two funding requests from the Health and Human Services Department (HHS). He introduced HHS Director Kim Musselman.

HHS Director Kim Musselman introduced staff that were present in the meeting in person and virtually. She thanked various departments that provided the HHS Department support over the year as they worked through the pandemic. She read the mission of the HHD Department and went over the social determinants of health.

Director Musselman played a video that provided information of examples of cases and information on the various services the HHS department provides. She also went over the programs in the department, location of office and number of employees.

Director Musselman spoke about the highlights and accomplishments of the department for FY22. She also spoke about the department's vision related to key priorities including housing, mental health, economic security, childcare, transportation, food security and income/jobs. Director Musselman also spoke about department opportunities, partnerships and challenges which included lack of affordable housing for staff.

Director Musselman stated that she is supportive of the proposed compensation plan as employees are the number one asset. She also spoke about their department request for two funding requests as well as the legislative advocacy needed.

Director Musselman answered questions related to the number of vacancies in her department and the reason for vacancies due to positions being grant funded, the services they provide versus

other departments, supporting work life balance and encouraging employees to take time off, and having county staff available for interpretation needs.

Supervisor Matt Ryan spoke about the HHS department working on COVID and now using ARPA to fund positions and work and the challenge of not being able to hang onto employees that will be hired under ARPA.

Supervisor Fowler spoke about her concern with positions being hired and programs being started with ARPA funds and then the need to end those when ARPA funds end. She also spoke about the services HHS provide for families.

Chair Horstman spoke about HHS being a social safety net and thanked Director Musselman for her communication with nonprofits and proactive work regarding COVID testing and vaccinations.

The Board took a break from 2:27 p.m. – 2:48 p.m.

6. Animal Shelter Services contract Budget Presentation & Discussion – 2:45 p.m. – 3:15 p.m.

HHS Director Kim Musselman introduced staff and board members for the High Country Humane Animal Shelter: Liz Bohlke, Sam Wheeler, Mandy Metzger and Liz Olsen.

Director Musselman spoke about the current contract costs that Coconino County has with High Country Human Animal Shelter for providing animal services. She explained that the contract also involves the City of Flagstaff and the percentage breakdown costs of the City of Flagstaff versus the county. She explained the contract amendment that was made to provide additional funding and to extend the contract. Lastly, she went over the High Country Humane Animal Shelters funding request for an additional \$1.1 million, in which the County's share would be \$590,000. Director Musselman explained staff's recommendation of providing an overall amount of \$900,000 and explained the breakdown per day for that amount. She also explained staff's recommendation for a five year contract extension.

High Country Animal Shelter Board members answered questions and provided information about their meetings with the City of Flagstaff, their fundraising efforts and the need to increase staff.

Chair Horstman provided background information on the facility that was provided to the county and working with the City of Flagstaff to get an animal service agreement and spoke about standards of animal care. She also spoke about the need for the Supervisors to talk to the City of Flagstaff.

Supervisor Ryan spoke about fundraising being needed, expected additional costs, impact from the Navajo Nation and jurisdictional responsibility that need communication.

Board member Mandy Metzger spoke about their desire to have contracts with Hopi and Navajo Nation.

The Supervisors spoke about being supportive.

The Animal Shelter board members answered additional questions related to their communications with the City of Flagstaff.

County Manager Peru spoke about their service being an example of a nonprofit providing an important and needed service in the community.

The Board took a break from 3:40 p.m. to 3:53 p.m.

7. Outside Agencies Budget Presentation & Discussion – 3:15 p.m. – 4:00 p.m.

County Manager Peru provided the Board a list of the outside agencies that have been funded and went over his recommendation to provide their same base funding for FY23 that was provided for FY22.

The Supervisors requested that the outside agencies provide a written report of how their services have changed and what their needs are much like the county departments provided.

8. Reserved for Discussion of FY23 Budget – 4:00 p.m. – 5:00 p.m.

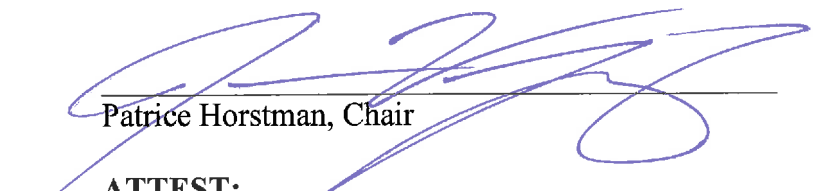
County Manager Peru went over the schedule for tomorrow's budget meeting. He went over the follow-up items for community development and Parks and Recreation. The Supervisors spoke about wanting to re-visit the Public Fiduciary's request for a position, the Superior Court Security Officer, Page Court security, Library District requests.

County Manager Peru went over a list of department requests in which there were no changes in recommendations and a list in which the recommendations have changed for departments. He explained that there are also follow-up items that are not budget related.

There being no further discussion, Chair Horstman adjourned the Special Session meeting at 4:38 p.m.

**COCONINO COUNTY BOARD OF SUPERVISORS**

(SEAL)

  
Patrice Horstman, Chair

ATTEST:

  
Lindsay Daley, Clerk of the Board of Supervisors