

OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS,
THE JAIL DISTRICT BOARD OF DIRECTORS,
THE PUBLIC HEALTH SERVICES DISTRICT BOARD OF DIRECTORS,
AND COCONINO COUNTY, FLAGSTAFF, ARIZONA
TUESDAY, OCTOBER 16, 2012

The Board of Supervisors, the Jail District Board of Directors, and the Public Health Services District Board of Directors met in Regular Session on Tuesday, October 16, 2012, at 6:00 pm in the Board of Supervisors Meeting Room, First Floor, Administrative Center, 219 E. Cherry Avenue, Flagstaff, Arizona.

Roll Call.

Present: Chairman Carl Taylor, Vice Chairwoman Elizabeth C. Archuleta, Supervisor Matthew Ryan, Supervisor Mandy Metzger.

Absent/Excused: Supervisor Lena Fowler.

Also Present:

Clerk of the Board Wendy Escoffier, Recording Specialist Jonathan McIntosh, Sr. Civil Deputy County Attorney William Ring, Interim County Manager Mike Townsend, Community Development Director Sue Pratt, Superintendent of Schools Robert Kelty, Public Works Deputy Director Mike Lopker, Public Works Program Manager Dustin Woodman, Facilities Senior Manager Esliir Musta, Parks & Recreation Planning & Acquisition Manager Jeanne Trupiano, Public Works Deputy Director Lucinda Andreani, Sheriff's Office Administrative Operations Manager Kathleen Levinson, Adult Probation Administrative Senior Manager Shannon Vieira, Facilities Director Susan Brown, Governmental Relations Director/Assistant County Manager Joanne Keene, Human Resources Director/Assistant County Manager Allison Eckert, Public Works Director/Assistant County Manager Andy Bertelsen.

Call to Order

Chairman Taylor called the meeting to order at 6 pm and led the Pledge of Allegiance.

Call to the Public for Items Not on the Agenda

Chairman Taylor noted that Theresa Boone-Schuler was present with her students and welcomed them.

Proclamations

- a) Proclaim Sunday November, 11, 2012 as Mitzvah Day: an inter-generational, interfaith, spirit-led day of community service in Sedona and the Verde Valley.

Supervisor Ryan read the proclamation for Mitzvah Day in Sedona and the Verde Valley.

Motion: Approve proclamation, **Action:** Approved, **Moved by** Supervisor Matthew Ryan, **Seconded by** Supervisor Mandy Metzger. **Passed:** Unanimously

b) Declare October as Domestic Violence Awareness Month in Coconino County.

Vice Chairwoman Archuleta read the proclamation for Domestic Violence Prevention Awareness month and highlighted the importance of domestic violence prevention.

Motion: Approve Proclamation., **Action:** Approved, **Moved by** Vice Chairwoman Archuleta, **Seconded by** Supervisor Metzger. **Passed:** Unanimously

c) Declare October as National Cyber Security Awareness Month at the request of the U.S. Department of Homeland Security and the National Cyber Security Alliance.

Supervisor Metzger read the Cyber Security Awareness Month proclamation, which came from the Homeland Security department.

Motion: Approve the proclamation, **Action:** Approved, **Moved by** Supervisor Mandy Metzger, **Seconded by** Vice Chairwoman Archuleta. **Passed:** Unanimously

Consent Agenda Items:

Motion: Approve items 1-47 less items 15, 26, and 46. **Action:** Approved, **Moved by** Supervisor Ryan, **Seconded by** Vice Chairwoman Archuleta. **Passed:** Unanimously

1. Approval of regular minutes for August 21, 2012 and all minutes for September 4, 2012.

Board of Supervisors

2. Warrant Registers: An itemized list of the below-numbered claims is filed in the official record of the Coconino County Board of Supervisors.

<u>Run Date</u>	<u>Warrant Number</u>	<u>Computer Register Total</u>
09/13/12	91302548-91302791	1,060,137.53
09/13/12	*EFT 405-413	27,943.27
09/20/12	91302800-91303117	3,601,564.51
09/20/12	*EFT 414-427	86,815.66
09/27/12	91303118-91303379	442,534.44
09/27/12	*EFT 428-436	70,877.95
10/04/12	91303380-91303600	2,481,757.40

3. Approval to move one (1) full time equivalent (FTE) Probation Supervisor position from Standard Probation Supervision Fund (1521) to Intensive Probation Supervision Fund (1524); move one (1) FTE Probation Officer II position from Intensive Probation Supervision Fund (1524) to Standard Probation Supervision Fund (1521); and move the .50 Surveillance Officer position from Probation Services Fee Fund (1548) to Intensive Probation Supervision Fund (1524). **Adult Probation**
4. Adopt Resolution 2012-36 to correct the tax roll as noted on the Tax Roll Correction Summary dated September 25, 2012. **Assessor.**
5. Approval of Community Grant Funding from District 5-\$1000 to Amazing Earthfest to assist with costs associated with the annual public festival in May 2013. **Board of Supervisors**
6. Approval of Community Grant Funding from District 1-\$500; District 2-\$500; District 3-\$500; District 4-\$500 for a total of \$2,000 to Arizona Planning Association to assist with costs associated with funding the Arizona Chapter Annual 2012 Conference in Flagstaff. **Board of Supervisors**
7. Approval of Community Grant Funding from District 3 in the amount of \$400 to Coconino County Parks and Recreation to assist with costs associated with the 2012 Open Space Symposium. **Board of Supervisors**
8. Approval of Community Grant Funding from District 1-\$500; District 2-\$500; District 3-\$500; District 4-\$500; District 5-\$200 for a total of \$2,200 to Flagstaff Festival of Science to assist with costs associated with the 2012 Festival. **Board of Supervisors**
9. Approval of Community Grant Funding from District 1 in the amount of \$5000 to Fredonia Arizona Strip Historical Society Corporation to assist with costs associated with establishing the museum and heritage park. **Board of Supervisors**
10. Approval of Community Grant Funding from District 3-\$1000 to Sedona Chamber of Commerce to assist with costs associated with the 8th Annual Sedona Marathon to be held on February 2, 2013. **Board of Supervisors**

11. Approval of Community Grant Funding from District 4-\$500 to Flagstaff Mountain Film Festival to assist with costs associated with expenses of the festival. **Board of Supervisors**
12. Approval of Community Grant Funding from District 1-\$5,000 to Grand Canyon Unified School District No. 4 to assist with costs associated with the construction of a school-community park in Tusayan. **Board of Supervisors**
13. Approval of Community Grant Funding from District 2-\$3500; District 3-\$250; District 4-\$250 for a total of \$4000 to Nuestras Raices to assist with costs associated with the presentation of a full-length historical Arizona Centennial play. **Board of Supervisors**
14. Recommend for approval an application for an Interim Permit and New Liquor License for Anthony John Hausmann, License # 10033180 of Parks in the Pine General Store, located at Route 66 and Spring Valley Rd. Parks, AZ 86018. **Board of Supervisors**
15. **Separated.** Recommend that the Arizona Department of Liquor Licenses and Control approve a special event liquor license for Grand Canyon Youth, Inc., and deny the organization's request to waive the County's processing fee. **Board of Supervisors**
16. Set for hearing to be held at the Board's meeting of October 30, 2012. An appeal of Zoning Enforcement Hearing Officer Judgment HO-12-12 finding the property owner/appellant responsible for violations under Sections 9.1, 9.3, and 9.4 of the Zoning Ordinance on property located at 10955 Forest Service Road 244A and identified as APN: 303-47-002. Appellant: Erling and Elaine Calkins, Flagstaff, Arizona. **Community Development**
17. Set for public hearing to be held at the Board's meeting of November 13, 2012 at 1:00 p.m. Appeal of Case No. CUP-12-049: An appeal of P&Z Commission action denying a Conditional Use Permit proposing a youth camp with a capacity for 1400 campers and a retreat center for property consisting of 68.8 acres in the General Zone. The property is located south of Flagstaff on I-17 southeast of the Fox Ranch Road interchange and is identified as Assessor's Parcel Numbers 401-41-002A and 401-41-005D. Appellant: United Christian Youth Camp, Prescott, Arizona. **Community Development**

18. Approve Intergovernmental Agreement Grant No. B-12-MC-04-0150 Project No. 88C-12 between the City of Flagstaff and Coconino County to provide eligible households with foreclosure/eviction prevention services, short-term shelter and move-in assistance in the amount of \$52,000 through the Housing Stabilization Program to begin on the date of the Notice to Proceed signed by the City of Flagstaff and end 365 days from date of signature and provide the Community Services Interim Director, Trisha Sorensen, the authority to execute payrolls, claims, and change orders for the Community Development Block Grant (CDBG) Grant. **Community Services/Social Services**
19. Approve Amendment No. 8 to Contract No. 700518521, Energy Wise Low Income Weatherization Program, between Arizona Public Service Company and Coconino County Community Services for utility bill assistance to Arizona Public Service customers, in the amount of \$48,953 from January 1, 2013 through December 31, 2013. **Community Services/Social Services**
20. Approve the transfer of funds from the Coconino Plateau Water Advisory Council Fiduciary Agent Account to the Coconino Plateau Water Advisory Council Non-Profit Corporation. **County Manager**
21. Certify that the total revenue collected by the Justice and Superior Courts in FY 2012 exceeded total revenue collected by the Justice and Superior Courts in FY 1998 and approve the Transfer of FY 2012 revenue collected by the Superior Court and the four County Justice Courts as the Five Percent (5%) Set aside funds into those accounts established under ARS -41-2421(E) (1-4). **Courts**
22. Approve the Fiscal Year 2013 Drug Court program grants which includes the Drug, Gang and Violent Crime Control Grant totaling \$33,150, the Fill the Gap Grant totaling \$50,878 and Local Fill the Gap 5% set-aside funds totaling \$401,994. **Courts**
23. Approve the GeoFund grant award, a collaborator of the Flagstaff Community Foundation, in the amount of \$3,000.00 for the Integrated Family Court Program and appropriate the carryover grant fund balance of \$4,540.22 for Fiscal Year 2013. **Courts**
24. Approval of Library Maintenance Agreement between West and Coconino County for the provision of law books for three years effective November 1, 2012, in the amount of \$160,980. **Courts**

25. Approval of the Fiscal Year 2013 National Criminal History Improvement Grant (NCHIP) grant awarded by the Bureau of Justice Statistics, Office of Justice Programs, U.S. Department of Justice through the Arizona Criminal Justice Commission (ACJC) totaling \$57,642 (\$51,878 Federal, \$5,764 Match) and approve the budget amendment of \$51,878. **Courts**

26. **Separated.** Approval of a Special Warranty Deed between Coconino County as Grantor and the City of Flagstaff as Grantee for approximately 4,554 square feet along the northwestern property line of the County's property at 2500 North Fort Valley Road (APN 102-02-057A). **Facilities**

27. Approval of the Memorandum of Understanding between the Arizona Game and Fish Commission and Coconino County for management of wildlife at Rogers Lake County Natural Area. **Parks and Recreation**

28. Approve the purchase of four (4) vehicles under State contract from Midway Chevrolet and Courtesy Chevrolet in the amount of \$98,704.37. **Public Works**

29. Approve an on-call Agreement with Strategic Valuation Group of Arizona PLC and the County to provide professional appraisal services, not to exceed \$75,000 for a one year period. **Public Works**

30. Approve award of Bid 2013-01, Stardust Trail Roadway Extension, to C and E Paving & Grading LLC, as the Independent Contractor providing the most responsive bid. **Public Works**

31. Approve award of contract to C and E Paving & Grading LLC, for the Stardust Trail Roadway Extension Project in the amount of \$1,222,450.00 including contingency. **Public Works**

32. Approval of the appointment of poll workers for the November 6, 2012 General Election. **Elections/Recorder**

33. Adopt Resolution 2012-37 designating polling places within each precinct where voting will occur on November 6, 2012 Primary Election, as required by A.R.S. 16-411. **Elections/Recorder**

34. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for Flagstaff Unified School District - General Election on November 6, 2012. **Elections/Recorder**
35. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for Grand Canyon Unified School District #4 - General Election on November 6, 2012. **Elections/Recorder**
36. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for Page Unified School District - General Election on November 6, 2012. **Elections/Recorder**
37. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Pinewood Sanitary District - General Election on November 6, 2012. **Elections/Recorder**
38. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Blue Ridge Fire District General Election November 6, 2012. **Elections/Recorder**
39. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the City of Flagstaff General Election on November 6, 2012. **Elections/Recorder**
40. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Ponderosa Fire District - General Election on November 6, 2012. **Elections/Recorder**
41. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Sedona-Oak Creek Unified School District #9 - General Election on November 6, 2012. **Elections/Recorder**
42. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the South Grand Canyon Sanitary District - General Election on November 6, 2012. **Elections/Recorder**
43. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Tuba City Unified School District #15 - General Election on November 6, 2012. **Elections/Recorder**

44. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for the Tusayan Fire District - General Election on November 6, 2012. **Elections/Recorder**

45. Approval of Coconino County Elections Intergovernmental Agreement (IGA) to Provide Election Services for Williams Unified School District - General Election on November 6, 2012. **Elections/Recorder**

46. **Separated.** Approve Modification 2 of Cooperative Law Enforcement Agreement #12-LE-1103420-001 Coconino & Kaibab National Forests Financial Operating Plan with the USDA, Forest Service not to exceed \$66,000.00. **Sheriff's Office**

47. Approval of 2012 Mathematics and Science Partnership (MSP) Program grant in the amount of \$723,985.23 to improve teacher knowledge in integration and implementation of literacy in content instruction between Coconino County Education Service Agency, Northern Arizona University (NAU) Department of Sciences, Southwest Evaluation Research, Ottawa University and school districts in Coconino, Yavapai, Navajo, Apache and Yuma Counties. **Superintendent of Schools**

Separated Consent Agenda Items:

15. **Separated.** Recommend that the Arizona Department of Liquor Licenses and Control approve a special event liquor license for Grand Canyon Youth, Inc., and deny the organization's request to waive the County's processing fee. **Board of Supervisors**

Vice Chairwoman Archuleta stated the fee to process the liquor license was greatly reduced for non-profit organizations. She wanted to point out that she will not be asking for or supporting further reductions because the general fee was reduced. She said the Board had taken non-profits into consideration by adopting a reduced fee for them.

Supervisor Ryan agreed that the reduction was fair and noted that the fee charged to for-profit groups was much more.

Motion: Approve item 15, **Action:** Approved, **Moved by** Vice Chairwoman Elizabeth C. Archuleta, **Seconded by** Supervisor Matthew Ryan. **Discussion:** Chairman Taylor stated that they reduced the fee in the past on the behalf of the Grand Canyon Youth, Inc. organization. **Passed:** Unanimously.

26. **Separated.** Approval of a Special Warranty Deed between Coconino County as Grantor and the City of Flagstaff as Grantee for approximately 4,554 square feet along the northwestern property line of the County's property at 2500 North Fort Valley Road (APN 102-02-057A). **Facilities**

In response to concerns from Chairman Taylor, Facilities Director Susan Brown spoke on the history of the parcel, on the rights of access to the sign on the property and access to utilities.

Chairman Taylor stated that Ms. Brown greatly improved details of the agreement.

The Board and Ms. Brown discussed the responsibilities for maintaining the trail on the property and the preference of approving a warranty deed over granting an easement; with Ms. Brown stating that circumstances in this case did not allow for an easement.

Before the item went to a vote, Chairman Taylor clarified that the County Attorney was allowed to make minor modifications to the item without going back to the Board of Supervisors.

Motion: Approve item 26, **Action:** Approved, **Moved by** Vice Chairwoman Elizabeth C. Archuleta, **Seconded by** Supervisor Ryan. **Discussion:** Mandy Metzger inquired if they should add "subject to review by City" to which Deputy County Attorney William Ring replied that this vote was the County's offer to the city, so they did not need to put that in the wording of the motion on the vote. **Passed:** Unanimously.

46. **Separated.** Approve Modification 2 of Cooperative Law Enforcement Agreement #12-LE-1103420-001 Coconino & Kaibab National Forests Financial Operating Plan with the USDA, Forest Service not to exceed \$66,000.00. **Sheriff's Office**

In response to questions from Supervisor Metzger, Sheriff's Office Administrative Operations Manager Kathleen Levinson clarified that the item was a specified area of patrol that would be included in their daily patrol. She further explained how deputies are paid and stated that in the event of a fire or other non-routine manner additional fees could be collected.

Motion: Approve Modification 2 of Cooperative Law Enforcement Agreement #12-LE-1103420-001 Coconino & Kaibab National Forests Financial Operating Plan, **Action:** Approve, **Moved by** Supervisor Metzger, **Seconded by** Supervisor Ryan. **Discussion:** Supervisor Ryan asked if the Sheriff considered modifying this in the future, Ms. Levinson replied that the cost-effectiveness is considered. **Passed:** Unanimously.

Motion: Resolve as the Flood Control District Board of Directors, **Action:** Resolve, **Moved by** Supervisor Metzger, **Seconded by** Supervisor Ryan. **Passed:** Unanimously.

48. Approve an Agreement with C and E Paving & Grading LLC and the County Flood Control District, to provide Copeland Channel cleaning services, not to exceed \$55,000 for a one year period. **Flood Control District**

49. Approve an on-call Agreement with Strategic Valuation Group of Arizona PLC and the County Flood Control District to provide professional appraisal services, not to exceed \$75,000 for a one year period. **Flood Control District**

50. Approve Modification 6 to the existing Emergency Watershed Protection Technical Assistance Agreement between the Coconino County Flood Control District and the Natural Resources Conservation Service for Phase 7 engineering and design work in the Schultz Flood area, in the amount of \$135,762.00, with no direct County funding commitment. **Flood Control District**

Motion: Approve of items 48, 49, 50 on the Flood Control Consent Agenda, **Moved by** Vice Chairwoman Elizabeth C. Archuleta, **Seconded by** Director Metzger. **Passed:** Unanimously.

Motion: Resolve as the Board of Supervisors, **Action:** Resolve, **Moved by** Director Metzger, **Seconded by** Vice Chairwoman Archuleta. **Passed:** Unanimously.

Motion: Resolve as the Jail District Board of Directors, **Action:** Resolve, **Moved by** Vice Chairwoman Archuleta, **Seconded by** Supervisor Ryan. **Passed:** Unanimously.

51. Close RFP 2011-11 Video Visitation for County Detention Facility. **Finance**

In response to Vice Chairwoman Archuleta, Ms. Levinson explained why the RFP was closed and stated that the RFP would be reissued and new proposals would be reviewed.

Motion: Approve item 51, **Moved by** Vice Chairwoman Archuleta, **Seconded by** Director Metzger. **Passed:** Unanimously.

Motion: Resolve as the Board of Supervisors, **Action:** Resolve, **Moved by** Director Ryan, **Seconded by** Vice Chairwoman Archuleta. **Passed:** Unanimously.

Motion: Resolve as the Public Health Services Board of Directors, **Action:** Resolve, **Moved by** Supervisor Ryan, **Seconded by** Vice Chairwoman Archuleta. **Passed:** Unanimously.

Motion: Approve items 52, 54 55 56, 56A, **Moved by** Director Metzger, **Seconded by** Director Ryan. **Discussion:** Public Health Services Board of Directors congratulated Mr. Babcock on his interim appointment and stated that they looked forward to working with him. **Passed:** Unanimously.

52. Approval of Intergovernmental Agreement (IGA) ADHS12-010891 with the Arizona Department of Health Services (ADHS) in the amount of \$10,511.50 for the period October 1, 2012, to September 30, 2013, to provide commodity supplemental food and senior Farmers Market nutrition services. **Public Health Services District**

53. **Separated.** Approval of Amendment #3 to the 2012 Public Health Emergency Preparedness contract #ADHS12-007885 between ADHS and CCPHSD to increase the base Contract amount to \$212,829 effective date of July 1, 2012. – **Public Health Services District**

54. Approval of an FY13 expenditure increase in the amount of \$8,384 for the Heartbeat Aerobic Winter Challenge Program, for the period October 15, 2012 to June 30, 2013, to provide worksite based physical activity promotion services. **Public Health Services District**

55. Approve the Independent Contractor Agreement with ConnectionsAZ, Inc. Urgent Psychiatric Center (UPC) in the amount of \$100,000 for the provision of Title 36 Court-Ordered Evaluations for the term of July 1, 2012 through June 30, 2013. **Public Health Services District**

56. Approval of Intergovernmental Agreement (IGA) ADHS11-004572, Amendment #4, with the Arizona Department of Health Services for the period October 1, 2012, to September 30, 2013, in the amount of \$790, 801.50, to provide Women, Infants and Children (WIC) nutritional assistance, Breastfeeding Peer Counseling, and Farmers Market Nutrition services. **Public Health Services District**

56.A. Confirm appointment of Kimbal Babcock as Acting Coconino County Public Health Officer with the authority so delegated to that position.

Separated Item

53. **Separated.** Approval of Amendment #3 to the 2012 Public Health Emergency Preparedness contract #ADHS12-007885 between ADHS and CCPHSD to increase the base Contract amount to \$212,829 effective date of July 1, 2012. – **Public Health Services District**

In response to questions from Vice Chairwoman Archuleta, Acting Coconino County Public Health Officer Babcock confirmed that there is close communication between the emergency preparedness staff and the emergency coordinator.

Motion: Approve item 53, **Moved by** Vice Chairwoman Archuleta, **Seconded by** Director Ryan. **Passed:** Unanimously.

Motion: Resolve as the Board of Supervisors, **Action:** Resolve, **Moved by** Director Metzger, **Seconded by** Director Ryan. **Passed:** Unanimously.

57. Approve renewal of IGA No. A12AC01067, Navajo Reservation Road Maintenance Agreement with the Bureau of Indian Affairs (BIA) with revenue in the amount of \$167,420.00 from October 1, 2012 through September 30, 2013. **Public Works**

Public Works Deputy Director Mike Lopker provided information on the agreement, stating the terms are now more favorable to Coconino County and requested approval of a second year of the five-year agreement.

The Board commended the Public Works department and BIA for their remarkable collaboration.

Motion: Approval of the renewal of IGA No. A12AC01067, Navajo Reservation Road Maintenance Agreement with the Bureau of Indian Affairs (BIA) with revenue in the amount of \$167,420.00 from October 1, 2012 through September 30, 2013, **Moved by** Supervisor Metzger, **Seconded by** Supervisor Ryan. **Discussion:** Supervisor Ryan thanked the Public Works Department for work well done. **Passed:** Unanimously.

58. Public hearing for consideration and approval of Ordinance Number 2012-08 amending the Coconino County Drainage Design Criteria to further refine applicability to design of post-disaster mitigation measures. **Public Works**

Public Works Program Manager Dustin Woodman presented the amended drainage design criteria; and in response to questions, explained what the ordinance did and did not address, including situations when another agency performed mitigation work. Vice Chairwoman Archuleta spoke about the role of scientific analysis in the mitigation project decisions. Supervisor Ryan requested that Public Works contact other entities that would be affected.

Chairman Taylor opened the Public Hearing, and upon receiving no comment, closed it.

Motion: Approve Ordinance Number 2012-08 amending the Coconino County Drainage Design Criteria to further refine applicability to design of post-disaster mitigation measures, **Moved by** Vice Chairwoman Archuleta, **Seconded by** Supervisor Metzger. **Passed:** Unanimously.

Seeing no further business, Chairman Taylor adjourned the meeting at 6:49 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS

Carl Taylor, Chairman

ATTEST:

(SEAL)

Wendy Escoffier, Clerk of the Board