



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

SPECIAL SESSION MINUTES (BUDGET)

Wednesday, April 26, 2023, 1:00 p.m.

In Person at Highlands Fire Station

3350 Old Munds Highway, Flagstaff (Mountainaire), AZ 86005

Present: Chair Patrice Horstman, Vice Chair Jeronimo Vasquez, Supervisor Matt Ryan, Supervisor Lena Fowler and Supervisor Judy Begay were present in-person.

Also Present: County Manager Steve Peru, Deputy County Manager Sue Brown, Deputy County Manager Andy Bertelsen, Deputy County Manager Lucinda Andreani, Finance Director Siri Mullaney, Budget Analyst Erin Beckett, Budget Analyst Chris Bringard, Special Assistant to the County Manager Corey Ringenberg and Clerk of the Board of Supervisors Lindsay Daley were present in-person.

Call to Order:

Chair Horstman called the Special Session to order at 1:00 p.m.

1. Board of Supervisors Department FY24 Budget presentation and discussion - 1:00 – 1:45 p.m.

Deputy County Manager Sue Brown went over the meeting schedule for the day and introduced Clerk of the Board of Supervisors Lindsay Daley.

Clerk Lindsay Daley stated that she would go over the two programs for Board of Supervisors Office and Clerk of the Board's Office. Clerk Daley provided a financial overview of the Board of Supervisors and explained that the majority of the budget is dependent on general fund and other revenues include intergovernmental revenues from franchise agreements as well as revenues from liquor license fees. She also explained that the expenditures are currently under budget and that there are 13 employees under the Board of Supervisors Office which includes the five Supervisors, five District Directors and three employees in the Clerk's Office. Clerk Daley also explained that there is a general Board of Supervisors budget in which all the salaries are paid out of and there is a Clerk's Office budget and then each of the Supervisors have their own District budgets which include an operations account and community initiatives account.

Clerk Daley also went over the services and responsibilities of the Board of Supervisors Office and the Clerk's Office. Clerk Daley went over the trends, challenges, and needs of the Clerk's Office including an increase in liquor licenses, decrease in Board of Equalization appeals, and information requests regarding elections. She went over the challenges which included the inadequacy of the Board Chamber Room, deadlines not being met for agenda packets and unexpected work due to emergencies or proposed special districts. She also went over the needs of the office which includes digitizing of older documents, teambuilding and training, and use of new contract software that Finance will be implementing.

Clerk Daley went over the populations served by the Board of Supervisors, the outcome of the Board's work and the goals and objective of the Board. She also went over the accomplishments of the Board including adopting a budget with long-term financial planning and American Rescue Act (ARPA) funding, advocacy and securing funds for flood projects, emergency response to fires and floods, successful elections, success of jail district ballot initiative, redistricting, land planning – including the Doney Park Area Plan and working on a Short-term Rental Ordinance, citizen outreach, organizational stability with reduction of turnover, as well as individual district accomplishments. Clerk Daley also went over the population served by the Clerk of the Board's Office and the outcomes of service provided as well as the goals of the Clerk's Office and accomplishments. Lastly, Clerk Daley noted that there is not a request for increments or carryover requests for the budget.

Clerk Daley answered questions from the Supervisors and the Supervisors expressed their appreciation for the work of the Clerk and staff. Supervisor Begay stated that it is important for departments to meet guidelines. Vice Chair Vasquez asked Clerk Daley what they can do to assist, and Clerk Daley answered that it would be good to consider transitioning to electronic packets. Supervisor Fowler mentioned that it saves money and is easy to use the electronic packet. The Supervisors also expressed the challenge with the electronic packet and Clerk Daley mentioned that as a result of the COVID pandemic, with virtual meetings, Supervisors are using their computer monitors to be in hybrid zoom meetings, which makes it challenging to have the electronic packets up also. Clerk Daley also explained that when gaps are filled around the county that it has created some relief for the Clerk's Office, with getting District Directors in their positions as well as the addition of the Business Manager position that is assisting the Manager's Office, Clerk's Office and Human Resources.

2. Assessor's Office FY24 Budget presentation and discussion – 1:45 – 2:30 p.m.

At 1:53 p.m. Assessor Armando Ruiz presented information regarding the Assessor's Office. He went over the mission of the office, and the two programs of the office which included administration and appraisal services and the responsibilities of those programs. Assessor Ruiz explained the organizational chart of the Assessor's Office and explained that they only have three vacancies currently and explained that Appraisers are being promoted within the office.

Assessor Ruiz explained that their services are provided countywide and to all citizens and explained how they deliver their services. He also spoke about the outcomes of the services they provide from the administration program and the goals and objectives of the office. He mentioned that they do have a video on their webpage that explains the services of their office.

Assessor Ruiz spoke about the Assessor's Office and the programs that they have- administration and appraisal programs. He spoke about the accomplishments and performance measures of those programs. He also spoke about their hybrid work model and how it has created flexibility for staff and reduced the need for space, as well as freeing parking spots downtown. Upon a question from the Chair, Assessor Ruiz explained that employees rotate daily coming into the office and Assessor Ruiz answered questions related to telecommuting and space. He explained that they can work out of a smaller space; however, they need to remain flexible with the future unknown.

Assessor Ruiz explained that the robust real estate market has increased the amount of permit activity, which drives what they do and that they are seeing it slowing down now, which is giving them an opportunity to catch up. He explained that online services are increasing and that there is a need to find a better way to sort through the digital information, as they are an electronic department. Upon questions regarding the vacancy in his office, Assessor Ruiz spoke about being able to see what they need when they have vacancies filled, as they are behind and that the lack of staffing last year had an impact on them; however, they have hired two new people that will go through a training process. Assessor Ruiz also spoke about the apprentice Appraiser program they have in their office to get people with skills on the job training for those positions and try to increase the retention for those positions. Assessor Ruiz did not have increment requests for his office to go over.

Supervisor Matt Ryan stated that it is important for the County to support employees who work from home to make sure they have the right equipment at home and that ergonomics of their workspace is considered so that it is not on the employee to have to pay that out of pocket. Supervisor Ryan also spoke about the roof collapses that have been happening due to the winter snow this year and the Assessor's staff involvement. Supervisor Vasquez thanked the Assessor's Office for their work with property owners affected by the fires. Supervisor Begay thanked Assessor Ruiz for a job well done. Chair Horstman also thanked Assessor Ruiz. Supervisor Fowler asked if they could review the financial overview information in their meeting packet for the Assessor's Office.

Chair Horstman called for a break at 2:29 p.m. and then reconvened the meeting at 2:40 p.m.

Finance Director Siri Mullaney went over the financial overview information in the budget packet that was for the Assessor's Office and explained what the revenues and expenditures are as well as the history of full-time employees (FTEs). Chair Horstman asked if FTEs include vacancies and Siri answered yes. Supervisor Begay asked what their expenditures are to date and suggested a pie chart be depicted instead of graphs. Siri spoke about carryover and that they do not impact the expenditure limit. Siri answered questions from the Supervisors regarding the financial information of the Assessor's Office.

County Manager Peru noted that the Assessor's Office is providing workspace for the Criminal Justice Coordinating Council (CJCC) staff as the Manager's Office does not have space.

3. Finance Department FY24 Budget presentation and discussion – 2:45 – 3:30 p.m.

Finance Director Siri Mullaney presented information on the Finance Department's budget. She had Finance staff introduce themselves. Director Mullaney went over the program map and organizational chart for the department and explained that they do have a vacancy for the Budget Manager position. Director Mullaney spoke about the trends, challenges, and needs of the department and how the increased federal funding, although good, has had a toll on their department as it required more work.

Supervisor Fowler asked how Finance tracks the federal dollars that the various departments get. Director Mullaney explained that they have a shared model, and the departments are responsible for their financial reports and pulling the information together for the single audit. She explained that it requires cooperation and collaboration from departments to get that done. Chair Horstman stated that the County has \$90 million dollars of federal funds coming in and most of the financial accounting will be through the Flood District, but Finance has to pull it all together.

Director Mullaney spoke about the Administration and Internal Control program within the Finance Department and the service delivery provided by the program, the outcome, goals, and objectives of the program as well as accomplishments. Director Mullaney spoke about new reporting framework changes on how to report information, department turnover and trying to provide training and build a mentorship program. She went over the challenges the Department faces such as out of state employees with the County and achieving full compliance when there may be different minimum wage laws. She also went over the program needs including needing additional support for grant tracking and reporting.

Supervisor Fowler asked further questions regarding out-of-state employees and Siri explained further the challenges with having out-of-state employees working for Coconino County. Supervisor Begay spoke about travel reimbursements and that she has heard it can take a long time for them sometimes.

Assistant Finance Director Megan Coons spoke about the operations and special districts program within the Finance Department. She spoke about the service delivery of the programs as well as the outcomes, goals, objectives, and accomplishments of the program.

Finance Director Siri Mullaney spoke about the purchasing program and the financial reporting and audit program within the Finance Department and provided information about the service delivery and outcomes of the programs. She expressed her appreciation for Abby Velasquez and the work being done on the financial statement audit back on track since they have had significant turnover. Director Mullaney went over the goals and objectives of the financial reporting and audit program as well as the accomplishments. Director Mullaney also spoke about the budget and strategic planning program within the Finance Department and the service delivery for the program as well as the outcomes, goals and objectives and accomplishments of the program.

Director Mullaney answered questions from the Supervisors and stated that they do not have vacancies. Chair Horstman stated that they may want to consider contracting for help with grants. Director Mullaney spoke about how they had wanted to do the user fee study internally this year; however, because of turnover, they were not able to.

Assistant Finance Director Megan Coons spoke about the payroll program within the Finance Department and went over the service delivery of the program as well as outcomes, goals and objectives and accomplishments.

The Finance Department did not have any increment requests from the Board.

Director Mullaney answered questions from the Supervisors. County Manager Peru stated that they will continue to work with internal departments in creating the core to support the rest of the organization. Supervisor Matt Ryan stated that the county is not realistic in how they are looking at areas that have greater needs. Supervisor Fowler stated that there are more federal dollars and a mixture of funding these days. Supervisor Fowler thanked Director Mullaney for all that she does in keeping track of employees and contracts. Vice Chair Vasquez also thanked her for the presentation as it gave him a better understanding of Finance and how they have had 100% turnover and the need to consider possibly outsourcing. He also spoke about the impressive number of grants; however, the challenge in managing them. Supervisor Begay thanked everyone for their hard work.

County Manager Peru stated that for next year they will have departments report out on the goals from the previous year.

Chair Horstman asked what percentage of staff are telecommuting in the Finance Department, and Director Mullaney explained that she does allow employees to elect to do a telecommute schedule up to 50% after 6 months of probation.

4. FY24 Budget discussion – 3:30 – 4:00 p.m.

The Board did not have a discussion or address item #4.


There being no further discussion. Chair Horstman adjourned the meeting at 3:51 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)


Patrice Horstman, Chair

ATTEST:


Lindsay Daley, Clerk of the Board of Supervisors



