



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

SPECIAL SESSION MINUTES (BUDGET)

Thursday, April 27, 2023, 10:00 a.m.

In Person at Highlands Fire Station

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

Present: Chair Patrice Horstman, Vice Chair Jeronimo Vasquez, Supervisor Lena Fowler, Supervisor Judy Begay were present in-person and Supervisor Matt Ryan joined the meeting in person at 10:10 a.m.

Also Present: County Manager Steve Peru, Deputy County Manager Sue Brown, Deputy County Manager Andy Bertelsen, 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 meeting to order at 10:07 a.m.

County Manager Steve Peru went over the schedule for the day.

Supervisor Matt Ryan joined the meeting at 10:10 a.m.

1. Emergency Management FY24 Budget discussion - 10:00 – 10:45 a.m.

Deputy County Manager Andy Bertelsen introduced the Emergency Management staff.

Emergency Management Director Wes Dison presented on the four programs in the emergency management division including administration, emergency services, Emergency Management Performance Grant (EMPG grant) and emergency declarations. He provided an overview of these programs.

Director Dison explained that one of the biggest tasks is maintaining the emergency notification system and how they are working on getting translation to Navajo for the emergency notification system. He spoke about the trainings, planning sessions, as well as the new County emergency operations plan that has been re-worked. He explained that they work on situational awareness and keeping the Board informed of countywide issues regarding emergencies. Director Dison

also spoke about the Emergency Operations Center, and Department of Forestry and Fire Management (DFFM).

Upon a question from the Supervisors, Finance Director Siri Mullaney spoke about how the County expends funds first and then gets reimbursements later for emergencies. Director Dison explained that the process for reimbursement is long and requires a lot of work as every damage is a project.

Upon questions from the Supervisors Business Manager Nicole Harris explained what she does in relation to the emergency financial process and her work with the Department of Emergency and Military Affairs (DEMA), Federal Emergency Management Agency (FEMA) and the Finance Department. She also explained what they do when they don't have reimbursements and also how they handle different monsoon events as projects. Director Dison explained that they are working on improving the process.

Director Dison spoke about the organizational chart of the emergency management division and explained what staff does. He also spoke about the trends, challenges and needs of the division currently. He spoke about being persistent in their efforts to get reimbursements as DEMA had denied \$38,000 in reimbursements, and they appealed it several times and finally got the funding.

Supervisor Matt Ryan spoke about the Board being able to help with legislative changes that may need to be made. Director Dison explained that getting reimbursements is a time-consuming effort and is taking more time to get the dollars. He explained the complexity of there may be a 72-hour break in rainstorms but how each rainstorm would need an emergency declaration.

Director Dison spoke about how staffing in the emergency management division has been addressed and they filled two positions and they do not have any needs. He spoke about how they would like to build up the visibility of the Emergency Operation Center.

Supervisor Lena Fowler left the meeting at 10:45 a.m.

Director Dison spoke about service delivery of emergency management and the services they provide and how they also support other counties when needed like Apache County with sandbags. Upon a question from the Chair, Director Dison explained that they are prepared for a train derailment event if that occurs. He also spoke about. Director Dison also spoke about the outcomes of emergency management, such as partnerships, trained staff and maintaining standards. Supervisor Judy Begay spoke about it being important to work with everyone like Navajo County and is glad they are working on that. She stated that a tribal liaison position is important and with limited staff emergency management is doing a lot. Director Dison spoke about the goals and objectives of the emergency management division. He also spoke about the accomplishments of the division. Director Dison explained that last year the Joint Information Center (JIC) was not able to keep up with putting out information so they built out the JIC so they can now see live time what staff is doing at the center. He continued to speak about improvements to the Emergency Operations Center (EOC) that have been completed.

Director Dison spoke about the emergency services/emergency declaration program, the service delivery of the program as well as outcomes of the program. He also provided a financial overview of the division. He explained how they work to get grants and work they did to help the City of Flagstaff get funds from DFFM and spoke about other jurisdictions that received funding from DFFM. Director Dison spoke about drone video they have done. He further went over the increment requests for the division, including an increase in the operations budget and how they need \$20,000 which would be a grant match. He stated they are also looking to expand the EOC and get an incident command trailer. He explained that they have three requests, and two requests are reoccurring, and one is one-time.

Director Dison and County Manager Peru answered questions from the Supervisors in relation to the expenditures on emergencies and the impact it has on the expenditure limit of the County. Vice Chair Vasquez stated that he is making the point that all the increased emergencies are affecting the expenditure limits and impacting the county financially.

Chair Horstman thanked Director Dison and his staff for the communications they provide as well as the trainings and that she would like to get more information and learn more about the JIC processes because the communication put out by the JIC goes to citizens. Chair Horstman also stated that she is supportive of the requests from the emergency management division. Chair Ryan stated that he appreciates the work, that an emergency exercise training would be good for the Board and that the Manager's Office does have one request for recommendation to be funded and one that is pending. County Manager Peru went over the Manager's Office recommendations regarding the requests being made including recurring general fund monies for one request and then an expense under capital for the grant match request, and then providing a 10% for inflation and a combination of funding from additional money and reallocating within the department. Manager Peru noted that the JIC is in process of recruiting for a Public Information Office who will also be the Coordinator of the JIC. Supervisor Begay stated she is impressed with the grants obtained and stated that they are doing a good job with new plans, reassessing and re-evaluating tasks. The Supervisors thanked Director Dison and expressed their appreciation.

- ~~American Rescue Plan Act (ARPA) FY24 Budget presentation and discussion~~ **Highlands Fire Station Tour** – 11:00 a.m. – 12:00 p.m.

The Board did not do the tour, or address item 2, as they did not have time.

Chair Horstman called for a break at 11:30 a.m. for lunch. Supervisor Matt Ryan reconvened the meeting at 1:22 p.m.

Present: At the time the meeting was reconvened the Supervisors present were Supervisor Matt Ryan, Supervisor Lena Fowler, and Supervisor Judy Begay. Chair Patrice Horstman and Vice Chair Jeronimo Vasquez joined the meeting at 1:37 p.m.

- Recorder's Office FY24 Budget presentation and discussion - 1:00 – 1:45 p.m.

Deputy County Manager Sue Brown explained that the budget requests for the Recorder's Office are mostly tied to the 2024 election cycle. She introduced Deputy Recorder Donna Casner and Deputy Recorder Casner introduced staff from the Recorder's Office.

Deputy Recorder Donna Casner spoke about the various services the Recorder's Office provides and the programs in their office including Recorder program, mail center program and voter registration services/early voting program. She went over the organizational chart and stated it hasn't changed much since they branched off from the election department. She explained that they are requesting an Administration Specialist I position under the voter registration program. She also mentioned that the voter registration outreach program is under voter registration. Upon a question from Supervisor Begay, Deputy Recorder Casner explained that they have one temporary employee under voter registration year-round and then get up to 5-6 temporary employees during election time.

Deputy Recorder Casner spoke about the trends, challenges and needs of the Recorder's Office. She spoke about legislation being a trend and the impacts that may come from legislation. She went over the challenges, which included needing need to store post-election materials and the need for space. Deputy County Manager Sue Brown explained that they have been searching for alternate space as it was not possible to expand the current space. She stated that they have a proposal that they will bring to the Board in the Manager's Office presentation. Deputy Recorder Casner spoke about a project they are looking to do to expand access to records online. She spoke about the Recorder program and the services they provide under that program, the outcomes, goals, objectives and accomplishments of the program. She spoke about how they had mobile service days and how they want citizens to be able to record documents in a timely and convenient manner and how they want to update the website to provide more self-service.

Chair Patrice Horstman and Vice Chair Jeronimo Vasquez joined the meeting at 1:37 p.m.

Deputy Recorder Casner spoke about the voter registration program and the services provided under that program as well as outcomes of service. She spoke about the location of the offices they have and spoke about the goals, objectives, and accomplishments of the program. She explained that one of the challenges they had was a reduction in applications for temporary workers. She explained that they made it work this last election cycle but that they do want to have the full-time position to have more guaranteed knowledge next year with the workforce.

Deputy Recorder Casner spoke about the Mail Center program, briefly speaking about the outcomes and goals of the program.

Upon a question related to hybrid work, Deputy Recorder Casner explained that they are still working with a hybrid model and that for the voter registration side they have a temporary worker who work from home and then is in the office during election time and how employees need to be in the office during election time. She explained that the recording program employees can do recordings from home, so they have half of the employees working from home and half working in the office. Upon another question Deputy Recorder Casner explained that they are requesting to add a .75 (part-time) employee for off years of election and then have it be full-time during election years. County Manager Peru explained that the Manager's Office is

recommending the increments as they are. Deputy Recorder Casner further explained the increment requests and that they have a cyclical budget, that the mailer they send out is statutorily required and then explained the reduction in cost of temporary employees if they have the full-time employee fulfilled.

Supervisor Begay expressed her appreciation of the organizational chart and thanked them for their work. Supervisor Ryan stated he understands the increment requests and they make sense. Supervisor Fowler thanked them for their community outreach throughout the whole county. Deputy Recorder Casner mentioned that Ray Daw is the Outreach Coordinator and that they will have a celebration honoring Alta Edison.

4. Library District FY24 Budget presentation and discussion – 2:00 – 3:00 p.m.

At 2:01 p.m. Deputy County Manager Sue Brown introduced the staff from the Library District.

Flagstaff City-Coconino County Public Library Director Linda Tillson had staff present with her introduce themselves.

Director Tillson spoke about the various grants that have been awarded to the district libraries that totaled \$81,900. She spoke about the rising personnel and operational costs that have impacted their budget, such as the increase in minimum wage as well as inflation. Director Tillson spoke about the Library District tax rate and the previous increase the Board approved. Library Executive Assistant Kristen Pearson explained that they had planned to use the rate increase revenue for three new positions; however, the way the intergovernmental agreement is written, the money gets split up, so they were unable to use the funds for the positions. County Manager Peru explained that the agreement will need to be amended. Library Board Chair Heidi Hanson explained that they are still learning and determining if the three positions will still be needed. Chair Horstman asked if they are requesting three new positions and Kristen answered no, not at this time. Ms. Pearson further explained that rising costs are going to eat into the cushion that the affiliate libraries have.

Director Tillson spoke about the affiliate libraries of Fredonia, Page, Sedona, and Williams and the increasing costs they are facing. She explained that Sedona's revenue looks high; however, it is for funds they are setting aside for their facility. Kristen Pearson explained that the affiliate libraries are reliant on fund balances of the branch libraries and there will come a time soon when there will be no fund balance. Director Tillson spoke about how they are looking at what it will cost to get the book mobile operating again. She spoke about the revenues that they have and what has happened over the years when the fund balance dropped too low. She also spoke about the library district in comparison to other libraries in the country that have similar populations and the compared revenues and expenditures. With those comparisons she also spoke about the compared staff amount and library usage. She explained that Coconino is lower for program attendance. She explained that they are still requesting the incremental increase and that the intergovernmental agreement is coming up for renewal and that at that time they plan to talk about the issue of not being able to hire the three new positions.

County Manager Steve Peru explained the model of how the library services are set up in the County. It is an integrated model with the City of Flagstaff, and it is a different model compared to others where they fund their own district. He explained that the allocation of funds is a product of a study done years ago with a portion reserved for administration, planning and technology. He explained that the Tuba City branch and bookmobile will require additional funding, so their fund balance is not depleted. Chair Horstman stated that how it is set up is strange as the County sets the tax rate but don't determine the working budget. Manager Peru explained how library staff is paid and how they will be determining what changes will need to be made to the intergovernmental agreement for the service.

Vice Chair Vasquez stated he is interested in learning what would be required to bring the book mobile back and make it sustainable. Ms. Pearson explained that the book mobile is treated like its own branch in terms of financials.

Director Tillson explained that the study in which this model came to be was from thirty years ago and how they will be putting a study group together to look at the model again. Upon questions Director Tillson explained that the book mobile is from 2006 and hasn't run for 3 years.

Manager Peru stated that staff supports the recommendation for the rate change and how they will need to look at changes needed with the intergovernmental agreement for the future. Library Board Chair Heidi Hanson spoke about Director Tillson's experience. Supervisor Matt Ryan stated that the district is not paying for full operations and there was an acknowledgement before that Flagstaff was the library base and how over the years there has been an addition of branches, the cost of living has gone up and how the rate recommendations are overdue. He stated that with the agreement coming up for renewal it provides the opportunity to enhance opportunities and to consider where to invest. He stated it is good to stay with the pattern of the incremental increase as they know the need is there and how they need staff recommendations regarding the position piece. He stated he is good with staff recommendations. Chair Horstman stated she is in favor of the incremental increase and that they need to look at various ways to restructure by reviewing the agreement and how they need to provide services throughout county by having the bookmobile as it is an essential service for the least populated areas. Supervisor Fowler thanked the presenters for their work and stressed the importance of the service they provide with books and computer use and is supportive of the increment increase. Supervisor Ryan stated that dialogue needs to occur with all affiliates, so they understand what the increment was meant for.

Chair Horstman called for a break at 2:51 p.m. and then reconvened the meeting at 3:03 p.m.

5. ~~FY24 Budget discussion~~ **County Manager's Office FY24 Budget presentation and discussion** – 3:00 – 4:00 p.m.

County Manager Steve Peru presented. He spoke about the programs under the County Manager/Administration Office including government affairs, communications, economic development, sustainability, criminal justice coordinating council, elections and local workforce development board. Deputy County Manager Sue Brown went over the organizational chart for county administration as well as the organizational chart for the Workforce Development Board.

She spoke about the trends, challenges and needs of county administration. Deputy County Manager Sue Brown spoke about the executive management program and the service provided as well as the outcomes, goals, objectives and accomplishments of the program.

Supervisor Judy Begay stated she would like to have the names of staff people on the organizational chart. Upon a question from Chair Horstman, County Manager Peru spoke about the Diversity, Equity and Inclusion Director position and how they will need to have a strategy prior to recruiting for the position and they have not had time yet to address it. Supervisor Ryan stated it is something to set up for future discussion.

Government Relations Policy Analyst Keith Brekhuis presented information on the government affairs program. He spoke about how they engage at every level of government and how there have been some good things that have come out of the legislature but how they are mostly working to keep the legislature from taking away local control. Mr. Brekhuis spoke about the accomplishments of the program. Supervisor Ryan stated it would be good to have a list compiled of accomplishments that the Board can use as talking points. He also complimented their work with the County Supervisors Association. Vice Chair Vasquez thanked him for keeping them informed and providing detailed information as the preparation has led to success. Upon a question from Supervisor Begay, Deputy County Manager Sue Brown explained that the majority of funding for the government affairs program is paid for out of the general fund and there are some economic development grants and that they can provide a breakdown of that. County Manager Peru explained that government relations and communications/public affairs was formerly together as one program but now are their own programs with their own budgets. Deputy County Manager Brown explained that Workforce development is a federally funded program.

Supervisor Fowler expressed her appreciation of the staff. Chair Horstman also stated they have done a great job and that many people speak highly of government affairs staff and the executive team. She acknowledged that they are an active Board that always wants to do more. She also acknowledged the consultants that work with the county in government affairs.

Deputy County Manager explained that Interim Communications Director Joan Pliego got another job so Communications Manager Stephen Pelligrini will present on the communications program under county administration. Manager Stephen Pelligrini spoke about the communications program and the services provided by the program, the outcomes, goals and objectives of the program as well as the accomplishments of the program. He spoke about what he is able to do in-house. Chair Horstman stated she is glad they have him as there has been a complete turnover in communications and how she looks forward to the Board being involved in hiring the Communications Director. She stated there are many things going on with communications and they will need to prioritize what needs to be done. Chair Horstman stated that she would like to know how all the communications interrelate – the flood control district, community relations, Health and Human Services and Public Works as departments have their own communications staff as well. Vice Chair Vasquez stated he sees progress from last year to this year and thanked Manager Pelligrini. Supervisor Fowler stated that communications and writing is the core of the organization as we need to tell the County's story. She stated she

appreciates the work and is looking forward to a new director coming in. Supervisor Begay thanked Manager Pelligrini and stated that communication is critical and makes a difference. Supervisor Ryan stated there is so much going on with emergencies and communications continues to evolve as to how information gets to citizens. Supervisor Fowler stressed the importance of having a storyteller for the county – someone who is passionate. Chair Horstman stated that having timely press releases is important and that Manager Pelligrini had done a good job doing that. She also stated that people like videos and how she looks forward to having continued dialogue as they move forward.

Deputy County Manager Sue Brown stated that in the interest of time they will postpone presenting on the other programs of the County Manager’s Office.

Chair Horstman adjourned the meeting at 3:56 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)





Patrice Horstman, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors