



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

SPECIAL SESSION MINUTES (BUDGET)

Tuesday, May 2, 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, Human Resources Director Erika Philpot, 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 meeting to order at 1:09 p.m. The Supervisors introduced themselves.

Deputy County Manager Sue Brown went over the agenda for the day. She introduced Facilities Director Tom Hanecak to present for item 1.

1. Facilities Department FY24 Budget presentation and discussion - 1:00 – 1:45 p.m.

Facilities Director Tom Hanecak went over the organizational chart for the Facilities Department. He spoke about the programs within the department including the administration program, capital planning and construction programs, capital repair and replacement program, facilities operation and maintenance program and facilities resource conservation program. He spoke about the need for many reconfigurations of offices as people come back into the office and how they usually have one event a week that requires the attention of facilities. He stated that they also help with elections.

Director Hanecak spoke about the trends, challenges and needs that are impacting the Facilities department. He stated that they are seeing an increase in the costs of goods and services and gave examples of items where the price has gone up. He also spoke about the challenge of the lack of

availability of rental properties right now. He also spoke about the challenge of recruiting operations and maintenance staff due to the lack of flexible work arrangements and employee housing. Director Hanecak thanked the Board for the pay increase for employees last year. He spoke about the challenges and needs of the Facilities department. He also explained that if they increase the square footage of facilities that there will be more need. He also spoke about the accomplishments of the programs within the Facilities Department.

Supervisor Matt Ryan asked Director Hanecak what they are seeing coming out of the COVID pandemic. Director Hanecak explained that they are seeing departments change based on the dynamics of their own departments. He gave an example of the Assessor's office being 30% in person and will continue to have that moving forward. He gave an example of how in their department their Assistant Director telecommutes and is in person one week out of the month. Director Hanecak spoke about needing to figure out in the master planning process and what it looks like. Supervisor Ryan stated that there is a limited budget but that the county needs to pay attention to not putting the burden of offices resources needed to telecommute on the employee and that this should be considered as they get into the discussion on capital.

Vice Chair Vasquez thanked Director Hanecak for the presentation and how he would like to help support the connection being made for trade workers. Chair Horstman spoke about how they may want to consider offering to pay tuition if they commit to a certain number of years. She also stated that the housing issue is a problem across the southwest. She stated that they see the work of the Facilities department and thanked him and his staff for doing a great job.

Supervisor Begay complimented Director Hanecak and his staff on their work. She asked staff if she could get the trends, challenges and needs sheet. Supervisor Lena Fowler spoke about the county needing to consider merging departments and consider whether the county needs to be located downtown. She stated she is thankful for all the staff and the coordination they do with departments to accomplish what needs to be accomplished. She stated she is surprised to hear that the Community College graduates are not coming to the County and curious as to where they are going.

Deputy County Manager Sue Brown spoke about the increment for the Tuba City center and how it will go under the capital project costs and that the cost of the Board Chamber Room renovation will be under the Manager's budget.

Upon a question from Vice Chair Vasquez, Director Hanecak explained that graduates may be chasing salary amount and not benefits or retirement, which makes the county less competitive. Supervisor Matt Ryan stated that they will need to talk further about the Board Chamber room improvement as it is a big price tag.

The discussion on item 1 ended at 2:09 p.m.

2. Information Technology Department's FY24 Budget presentation and discussion – 1:45 – 2:30 p.m.

Information Technology (IT) Director Matt Fowler provided information on the organizational chart of the IT department staff. He spoke about the difficulty they have had recruiting positions.

Director Fowler provided information on the various programs of the IT department including the administration program, business applications program, service delivery program, datacenter operations program, network engineering program and security program. He spoke about the service delivery for each of the programs, the outcomes, goals and objectives, the accomplishments of the programs and the performance measures of the programs.

Director Fowler spoke about needing to fill vacancies and using artificial intelligence to assist with things like fires. He also spoke about their efforts with digital transformation and how they plan to do basic IT training for county employees.

Assistant IT Director Helen Costello spoke about the geographic information systems program and went over the goals and objectives of the program as well as the accomplishments of the program, community partnership and performance measures of the program.

In going over the IT security program, Director Fowler stated that they have not had any incidents and would like to meet with the Board in executive session at some point to talk about security risks.

Director Fowler spoke about the increment and carryover requests which include a request for three full-time employees. He explained that they are seeing high inflation for software and hardware and seeing a deficit of \$275,000 just to keep the lights on. He also provided a financial overview of the IT department.

Deputy County Manager Sue Brown spoke about IT having chronic vacancies. She also went over the County Manager's recommendations regarding the increment requests. Director Fowler explained what vacancies he has and the specific positions that are hard to fill.

Supervisor Ryan left the meeting at 3:07 p.m.

Chair Horstman stated that she would like to continue conversations about broadband and the status on the funding for broadband.

Supervisor Ryan returned to the meeting at 3:10 p.m.

Director Fowler answered questions regarding the cost of hardware and spoke about competing to recruit employees against other organizations that offer full remote positions and affordable housing.

Supervisor Lena Fowler spoke about IT doing many things and how having vacancies creates an issue with work like balance for current employees. Supervisor Fowler stated that she wants to bring this issue back to the Board to discuss it further and see what they can really do to help the situation. She stated she does not agree with the County Manager's recommendation. County Manager Peru stated he looks forward to the conversation and that the Manager's Office is not saying no to positions.

Supervisor Lena Fowler thanked Director Matt Fowler for the information provided and for noticing rural communities, for his skill, expertise and knowledge. She also thanked the Manager's office and IT with assistance on the tax services program and getting starlinks to

students and all other accomplishments to make it easier for the county to work and deliver services. Supervisor Matt Ryan and Supervisor Begay thanked Director Fowler.

County Manager Peru stated they will wrap up for the day due to time and are aware that supervisors need to get to another meeting.

- 3. Human Resources Department FY24 Budget presentation and discussion - 3:00 – 3:45 p.m.

Due to time, the Board did not discuss item 3.

- 4. FY24 Budget Discussion 3:45 – 4:30 p.m.

Due to time, the Board did not discuss item 4.

Chair Horstman adjourned the meeting at 3:33 p.m.


COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)



Patrice Horstman, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

