

**BOARD OF SUPERVISORS MINUTES
GILA COUNTY, ARIZONA**

Date: June 30, 2015

MICHAEL A. PASTOR
Chairman

MARIAN E. SHEPPARD
Clerk of the Board

TOMMIE C. MARTIN
Vice-Chairman

By: Laurie J. Kline
Deputy Clerk

JOHN D. MARCANTI
Member

Gila County Courthouse
Globe, Arizona

PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman; John D. Marcanti, Member; Don E. McDaniel, Jr., County Manager; Bryan B. Chambers, Deputy County Attorney/Civil Bureau Chief; Jacque Griffin, Assistant County Manager/Librarian; Marian E. Sheppard, Clerk of the Board; and Laurie J. Kline, Deputy Clerk.

Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE

The Gila County Board of Supervisors met in a work session at 10:00 a.m. this date in the Board of Supervisors' hearing room. Steve Sanders led the Pledge of Allegiance.

Item 2 – REGULAR AGENDA ITEMS:

A. Information/Discussion/Action to approve the agreed upon priority listing of capital items and projects for the FY16 Final Budget.

Don McDaniel, County Manager, introduced Mr. Michael Scannell, and he stated that Mr. Scannell has been offered the position of Gila County Deputy County Manager. He referred to the handouts that were provided to the Board of Supervisors and stated that the intent of today's work session is to review and prioritize the capital building projects that were included in Gila County's FY 2015-2016 Tentative Budget that was adopted by the Board on June 23, 2015, and to discuss various other projects not included in the adopted Tentative Budget which may be considered in the future.

Jeff Hessenius, Finance Division Director, advised that in early 2015, Finance staff met with Public Works Division staff to review capital improvement projects. Over a period of months, 3 meetings were held which resulted in a list being created of capital improvement projects and an order of importance was assigned to the projects. The list of projects that were included in the Gila

County FY 2015-2016 Tentative Budget were those projects that were determined by Public Works to be the most important. Mr. Hessenius complimented the collaborative efforts made by Finance and Public Works staff. He advised that today's discussion will include the prioritized list of projects for consideration by the Board to be included in this fiscal year and projects that would extend into the next fiscal year. Chairman Pastor stated that it would be advisable to address and discuss each line item separately, which commenced at this time. Mr. Hessenius referred to the handout entitled "6/30/2015 – Capital Building Projects for FY 2015-2016." He proceeded to review the individual line items for all of the capital improvement projects except the Copper Administration Building. He noted that the Copper Administration Building has already been funded; however, it had to be included in this list regardless of the source of funding. Chairman Pastor asked Mr. Hessenius to review the one remaining line item which is \$28,350 for the Globe Constable and Justice of the Peace waiting room at the Globe Courthouse. Mr. Hessenius stated that Shannon Coons, Public Works Fiscal Services Manager, advised him those funds were carried over from the 2009 bond. He added that the \$1,504,557 listed for the Copper Administration Building remodeling project is also funded by a bond. Steve Sanders, Interim Public Works Division Director, advised that the waiting room will be completed this week. Mr. Sanders proceeded to review the itemized budgeted items for the Copper Administration Building, which is listed on this handout. Ms. Coons interjected that the list states an estimated cost of \$15,000 to move the fueling station, but due to the County not being licensed to perform certain tasks related to the electrical and plumbing, that estimated cost has been revised to \$25,000. Mr. Sanders also clarified that when the Copper Administration Building was initially purchased, the intent was to utilize as many of the fixtures and layout of the building as possible; however, since that time it has been decided that the interior must be completely remodeled at an estimated cost of \$70 per square foot versus an estimated \$30 per square foot.

Mr. Sanders reviewed the section of the handout entitled "FY2014 and FY2015 Plans not included in FY2016." He advised that these projects were slated for completion in past years and mostly likely due to a lack of funds they did not move forward. Mr. Sanders explained the reason they are included on this list is so that they "don't fall off the radar" as they are considered important projects. Ms. Coons and Robert Hickman, Facilities Manager, proceeded to provide additional detail regarding these proposed projects.

Mr. Hessenius then reviewed the section of the list entitled "Non-Capitalized Projects for FY2016." These projects include \$9,500 for the Finance Division's completion of Open Books, which is for the dissemination of information to the public to provide transparency in government; \$118,750 for economic development; \$1,000,000 for continued implementation of the compensation and classification study results to includes Consumer Price Index and performance pay General Fund increases for employees; \$27,000 for continued

improvements to the Finance Division's New World accounting system; \$250,000 to supplement the Gila County Provisional Community College District for maintenance of its college campuses; \$209,000 for the Natural Resources fund; \$5,000 to complete the bus shelters in the Pine/Strawberry area; \$241,000 for the purchase of vehicles through the Fleet Management Department. Also included are 3 remaining projects to provide added security for the Superior and Justice of the Peace Courts for a total cost of \$142,000.

Chairman Pastor announced that he received a public participation form from Robert Davies of Payson. He advised that the Supervisors would provide their comments at this time and upon the conclusion of their comments, he would call upon Mr. Davies and anyone else wishing to address the Board.

Chairman Pastor asked Vice-Chairman Martin for her comments, to which she advised that she would first address issues that affect southern Gila County (Globe area). She stated that the County is moving in the right direction through its purchase of the Copper Administration Building; planning the move of County staff from the Michaelson Building into the Guerrero Building; and looking into providing a better facility for the storage of County records in a climate-controlled environment. She stated that those issues were addressed in last year's "footprint" and in addition, last year the County purchased approximately 10 acres in northern Gila County. In referencing this year's "footprint," Vice-Chairman Martin wants the Board to address issues facing the Sheriff's Office for the following reasons: The house in Globe that is currently being used to house Sheriff's Office administrative staff is too small; dispatch officers need a separate working area as their jobs are very important; and there needs to be a new evidence of property storage facility because there have been instances of evidence getting destroyed due to poor storage and handling. She wants the County to conduct some research into consolidating the Sheriff's administrative staff into one area, possibly utilizing the 10 acres or some other location. She also wants County staff to look at the cost of purchasing a metal building for use by the Sheriff's staff and she suggested that a metal building could be placed on the 10 acres or another location to centralize the Sheriff's administrative staff. Instead of focusing on smaller, individual projects, Vice-Chairman Martin wants the Board and administrative staff to look at the County's needs as a whole, especially with regard to infrastructure. She mentioned one additional parcel that the County may need to purchase in Globe. Mr. Sanders clarified that the subject parcel was located on 7th Street. Vice-Chairman Martin emphasized the importance of making it a priority to ensure that the Guerrero Building is safe and secure before personnel are relocated from the Michaelson Building. She acknowledged that the Globe jail was poorly designed, but she feels strongly that some improvements could be made in the near future to make it a safer place, so she wanted staff to look into options. She asked the other Board members if there are other issues that need to be addressed for the southern area of Gila County.

Supervisor Marcanti commented that County staff has adequately addressed and taken action on the life/safety issues. He added that many of the County facilities are 40-50 years old, so there is a certain amount of cost for maintenance and repairs that needs to be factored into the yearly budget. He also acknowledged that improvements need to be made to the Payson courtroom; however, he believes that Court personnel need to take an interest in participating in those conversations. Supervisor Marcanti addressed the possibility of establishing a central records storage facility, possibly on the 10 acres as mentioned by Vice-Chairman Martin and he added that it does not need to be located in Globe.

Mr. Hickman advised that County personnel often need to physically view the records, so he suggested that department heads and elected officials be included in any conversation to have a central records storage facility. The Board continued with this discussion and agreed there is a need for a climate controlled facility for records storage and property evidence storage. It was mentioned that there could be one central facility to house records of departments and elected offices and also for the storage of evidence retained by the Sheriff's Office.

Chairman Pastor advised that some time ago, County staff looked into the possibility of utilizing Las Lomas School for the storage of records and other uses. He reiterated that it should be a priority to find a central location for records storage and property evidence storage and commented that the location does not necessarily need to be in Globe. He commented that the County may need to consider assigning staff to eventually digitize the records so they can be accessed electronically; however, he added that the discussion of possibly manning a storage facility and digitizing the records could be a conversation in the future; not at this time. Supervisor Marcanti added that the County has, at times, entered into contracts for digitizing records. Supervisor Marcanti stated that it was important to point out that it costs the County approximately \$160,000 per year to rent office space, so any costs incurred to set up and remodel the Copper Administration Building and to remodel the Guerrero Building will mostly be offset by the elimination of rent payments.

Vice-Chairman Martin stated that the County needs to continue to have a Sheriff's substation at Roosevelt Lake as the County has many responsibilities for the lake and she wants the U.S. Forest Service to come to the table for discussions related to the lake. She emphasized the need for the County to consider options to have a central location for County offices in the Payson area and pointed out that the 10 acres near Star Valley may be a good location. She added that this consideration should also include selling other facilities that are located in northern Gila County.

Vice-Chairman Martin conveyed that an immediate concern should be to secure an area to transport prisoners from the Payson jail across the street to

the Payson courtroom. She suggested making accommodations for this secure area in the rear of the County Court Complex; to establish a sally port area or possibly look into purchasing a property that is currently available to make another route from the jail to the court. She also suggested establishing a secure parking area for those working in the courts.

Chairman Pastor called on Mr. Davies to address the Board. Mr. Davies expressed concerns regarding the Payson jail, which he advised is too small and in need of upgrades. His biggest concern is for the safety of the employees who work at the jail because they are in such close proximity to the inmates. Supervisor Marcanti and Chairman Pastor agreed with Vice-Chairman Martin on the need to explore options to address the safety issues at the Payson jail, and to consider options to transport prisoners from the jail to the court.

Chairman Pastor advised that prior to the meeting, he reviewed all of the information being presented at today's meeting and he made notes of his comments and questions. He noted there were various paving projects that were listed as separate line items and he questioned whether the County would consider consolidating its paving projects into one contract in order to obtain better pricing, and he added that the projects could be scheduled in stages. With regard to the repairs that are needed to the floating dock at Roosevelt Lake, Chairman Pastor suggested that the County contact the U.S. Forest Service to see if that agency could contribute money to the repairs. He addressed a line item referencing "Globe Building 5," which is a building that is owned by Arizona Public Service Company and utilized by the Sheriff's Posse. In lieu of making a lease payment, the County will be required to pave the parking lot. Chairman Pastor mentioned that there have been discussions about relocating the Sheriff's Posse to the fairgrounds and he asked Mr. Hickman his thoughts on that possibility. Mr. Hickman replied that the conversations he has had with Sheriff's Office staff and others points in the direction that it would be a good move. Chairman Pastor advised that regardless of any potential changes to the location, the paving job needs to be completed to which Mr. Hickman agreed. He emphasized that the top two priorities should be the construction of a sally port at the Payson jail to include the utilization of the NAPA building to be utilized by the Sheriff's Office or the Justice Court, and the completion of the Copper Administration Building remodeling project which includes the relocation of personnel to that building and the Guerrero Building.

Mr. McDaniel stated that some projects have previously been established as a priority. He reiterated that one of the top priorities is to ensure that the NAPA Building in Payson is utilized, either by the Sheriff's Office, County Attorney or the courts. The other established priority is the completion of the Copper Administration Building remodeling project and Mr. McDaniel stressed the importance of seeing those two projects through to completion, which is to have both buildings occupied by County personnel. He agreed with Vice-

Chairman Martin's suggestion for the Board and staff to tour County facilities in the Payson and Globe areas, but added that the tour should include all of Gila County. He also emphasized the importance of ultimately developing a facilities master plan to have a long-term projection for the use of existing facilities and land owned by the County and to establish other future land acquisition and infrastructure needs.

With regard to the topic of a records storage facility, Vice-Chairman Martin inquired of Mr. Hickman the names of the departments/elected offices that most often search for physical records. Mr. Hickman replied that the two biggest users are the Justice Courts and the Recorder's Office. Vice-Chairman Martin added that she did not want to seek out a location for a records storage facility that would be based on the lowest cost if it would be difficult for County personnel to access those records. Mr. McDaniel agreed that establishing a location for records storage needs to be a priority as records are destructing because they aren't currently housed in a climate-controlled facility. He added that project may need to be broken into short-term and long-term tasks based on complexity and need.

Chairman Pastor called for questions or comments from County staff or the audience. Sheriff J. Adam Shepherd thanked the Board for recognizing the need to have a proper property evidence storage facility, especially because evidence of property is a big concern for the Sheriff's Office. He is hopeful that decisions will be made this year so that action is taken to find solutions to the infrastructure problems associated with his administrative staff and the jails. He is not only concerned with the fact that property evidence is being destroyed due to poor storage, but the conditions his staff must endure in obtaining the records that are stored in connex containers because bio-hazard conditions exist in some of them. He expressed his appreciation for the Board's review to discuss and prioritize capital improvement project. Vice-Chairman Martin expressed that she wanted the sally port line item moved from the section entitled "FY2014 and FY2015 Plans not included in FY2016" to the section entitled "Projects in Capital Outlay Tentative Budget." Chairman Pastor asked Ms. Coons and Mr. McDaniel if the construction of the sally port was added to the priorities, to which Ms. Coons replied that she would add the sally port item to the Payson Courthouse and NAPA Building remodeling line item.

There being no further comments or questions, Chairman Pastor moved to address the next agenda item.

Item 3 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board

of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

There were no comments from the public.

Item 4 – At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on issues presented.

Each Board member presented information on current events. The County Manager had no comments at this time.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:41 a.m.

APPROVED:


Michael A. Pastor, Chairman

ATTEST:


Marian Sheppard, Clerk of the Board