BOARD OF SUPERVISORS MINUTES
GILA COUNTY, ARIZONA

Date: February 26, 2013

MICHAEL A. PASTOR
Chairman

TOMMIE C. MARTIN
Vice-Chairman

JOHN D. MARCANTI
Member

JOHN F. NELSON
Clerk of the Board

By: Marian Sheppard
Chief Deputy Clerk

Gila County Courthouse
Globe, Arizona

PRESENT: Michael A. Pastor, Chairman;, Tommie C. Martin, Vice-Chairman (via ITV); John D. Marcanti, Supervisor; Don McDaniel, Jr., County Manager; John Nelson, Deputy County Manager/Clerk; Marian Sheppard, Chief Deputy Clerk; and Bryan Chambers, Deputy Attorney Principal.

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. John Nelson led the Pledge of Allegiance.

Item 2 - REGULAR AGENDA ITEMS:

2A. Information/Discussion regarding planned implementation of phase III security measures at the Globe Courthouse and the Payson Court Office Building.

County Manager Don McDaniel stated that Berthan DeNero, Human Resources Department Director, was not present at today's meeting as she is serving jury duty. He advised that the Courthouse Security Project commenced in March 2011, and at that time the Courthouse Security Committee was formed to evaluate security needs of the Globe Courthouse and Payson Court Office Building. There are 3 phases to this project and phase II has just been completed. Phase 3 of this project will be to purchase equipment such as x-ray machines, wands and magnetometers, and it also includes the cost to hire security officers for the Courthouse building. Steve Stratton, Public Works Division Director, reviewed some drawings on the Smart Board and illustrated the proposed security measures at the Globe Courthouse, as follows: First Floor/Lower Level - 1) A metal building would be constructed outside of the

Justice of the Peace (J.P.) Office, which would be used as a waiting area for those people awaiting a court hearing. 2) On the first floor of the Courthouse, certain outside doors would be programmed for entrance/exit with an electronic key card. The key cards could be programmed for each employee that has been issued a key card to vary their access to the Courthouse building during certain hours and days of the week. 3) During emergencies these doors could programmed to automatically lock. 4) The south elevator would only be used for prisoner transport and use by employees of the County Attorney's Office, Clerk of the Court's Office and judges. 5) The elevators can also be programmed to stop at certain floors. Second Floor/Courthouse Main Entrance – 1) There are 2 main doors that enter the second floor. The door closest to the Recorder's Office would be used as a public entrance. That door would have 2 security officers and a magnetometer and x-ray machines would be used to scan purses, brief cases, etc. 2) The other main door that is closest to the entrance of the Board of Supervisors' hearing room would be used strictly as an employee entrance of which it would be programmed for use with a key card. 3) The bathrooms that are located next to the previous location of the Human Resources Department would be moved to the front hallway in order to accommodate those people that use the Board hearing room outside of the normal Courthouse business hours.

At this time Mr. Stratton addressed questions and concerns of the Board. Mr. Stratton added that there will be 4 storage lockers in each building and a policy will be presented to the Board for adoption on their intended uses. The lockers would be used to temporarily store guns, knives, etc. in order to allow a person to enter the building. The proposed policy would also require that a picture I.D. be collected when a key is issued for a storage locker to ensure that the key is returned.

A recent security measure was added for the County's telephone emergency broadcast system so that any emergency broadcasts will simultaneously go to all telephones at the various County facilities within the Globe area. For dead areas, speakers are being proposed to be installed. The Committee is looking at placing cameras at certain locations of the County facilities and the video would be streamed to the Sheriff's Office (S.O.) dispatch station. Another option being considered is to install 6-button phones placed in 18 areas of County facilities. If there was a problem, an employee could push a button which would allow the S.O. dispatchers to listen to the conversation, but not be heard on their end.

Mr. Stratton reviewed the costs for the proposed equipment. The estimated cost of the phones, monitors, speakers and cabling is $12K-$14K. The x-ray machines cost approximately $33K-$34K each, and the magnetometers cost approximately $5K each.

Mr. Stratton reviewed proposed security measures for the County offices in Payson. The administration building would have storage lockers and Vice-Chairman Martin also suggested that the Community Development Department also have one or more as they receive more customer traffic. Mr. Stratton advised that some lockers were purchased a couple of years ago with the help of the Sheriff. Mr. Stratton advised that the Committee encountered some problems with building codes when reviewing security measures for the Payson County facilities. It was discovered that some proposed security measures are cost prohibitive, so the Committee is looking at other options. Vice-Chairman Martin also suggested that the presence of a security officer is needed at the Payson Court Office Building. Supervisor Marcanti commented that the Payson Court Office Building is very small and it does not feel secure. He would like to be apprised of any future discussions to relocate the Payson Court Office staff and other departments at the Payson Court Office Building to a different location. Mr. Stratton advised that in the current CIP (Capital Improvement Projects) fiscal year budget, $64K currently remains in the security line item. Mr. Stratton stated that in discussing the budget with Bob Hickman, Facilities Manager, they believe that some scheduled projects could be deferred to the next budget year in order to implement some of the security measures discussed at today's meeting.

2B. Information/Discussion on the 2013-2014 County Budget assumptions.

Mr. McDaniel stated, "We'd like to bring to the Board those things that are considered variables that we are trying to deal with regard to the new budget year; talk a little bit about some of the assumptions that we're going to make with regard to those variables; and then try to talk about the policies that we see that we will take." He advised that the next step in the process is the budget kickoff meeting in March with all of the department heads and the elected officials.

A summary of Mr. McDaniel's presentation on the variables, assumptions, and policies is as follows:

Variables - For the 3rd or 4th year in a row, there has been a decrease in assessed property valuations within Gila County due to the decline in the real estate market. For this year it is projected that property values will go down 10.5%. The primary tax rate will remain the same at $4.19. There are 2 new items: 1) Medical insurance costs have remained the same for the past couple of years and it could have increased as much as 7%-8% this year; however, in working with the County's health insurance carrier, the increase is expected to be 3%-4%; and, 2) the projected 3.6% to 26.8% increase in employer retirement

payments. An RFP (Request for Proposals) was issued to conduct a Classification and Compensation Study. The cost to conduct the study was included in the current fiscal year budget; however, there may be the cost of implementing any findings of the study in the 2013-2014 budget providing there are findings in the study which indicate that pay raises are necessary. Another issue to be taken into consideration is the County's half-cent transportation excise tax, which will expire in December 2014. The issue of PILT (Payment in Lieu of Taxes) is yet another consideration for this year's budget because even though it is still in effect, it may be discontinued at a future date. Mr. McDaniel cautioned that there are other issues of concern to the County, especially when the State Legislature is in session.

Assumptions - 1) The County is required by law to have a balanced budget each year; 2) The Board will want to maintain its current level of services, in particular is law enforcement, but also maintenance of roads and highways; 3) There will be no increase in the primary property tax rate of $4.19; 4) The property tax levy will decrease by approximately $2.2M; and, 5) The Classification and Compensation Study will be fully implemented

Policies – Policies would be developed and adopted to require that department heads and elected officials adjust their budgets to absorb the decrease in the property tax levy, which is expected to be about $2.2M; the 3%-4% increase in medical insurance costs; and the increase in retirement plan payments, which is expected to be about $300K.

Mr. McDaniel feels confident that the County can achieve a balanced budget by requesting that department heads and elected officials align their budgets with the County's budget. If the department heads and elected officials would align their budgets, it is anticipated there wouldn't be any countywide budget or employee reductions. Chairman Pastor commented that the Board made this same request to department heads and elected officials during last year's budget process, which resulted in a 5% reduction in the County's overall budget. Mr. McDaniel emphasized that if any department or elected office chooses to develop any new programs, it would be difficult to accomplish without that department/office bringing along the extra dollars. He added that if the findings of the Classification and Compensation Study indicate an increase in salaries, it is believed there is sufficient carryover or reserves available to be used during the first six months after the results of the study have been received.

Chairman Pastor stated that it takes a lot of teamwork to set the budget, but he feels it can be achieved if everyone works "hand in hand" as has been done over the past 2 years. He expressed some concern that consultants have not yet responded to the RFP. Vice-Chairman Martin feels that the right approach

is being taken by first asking the department heads and elected officials "to at least share this burden in a way that was not done in the past." Supervisor Marcanti agreed that the budget concerns have all been addressed and he complimented the efforts made by staff.

Chairman Pastor opened the meeting for public comment; no comments were offered.

2C. Information/Discussion regarding: 1) Call to the Public Policy, 2) Grants Management Policy and 3) Computing & Communication Technology Use and Ethics Policy, for inclusion in the Countywide Policy Manual.

Mr. McDaniel advised that the presentation of these policies is a continuation of the development of the Countywide Policy Manual. The Countywide Policy Committee has reviewed these policies, which are being presented for the Board's review. He called on Marian Sheppard, Chief Deputy Clerk, to present information on the Call to the Public Policy. Ms. Sheppard advised that the Board adopted this policy in 2009, and the changes that were recently made to this policy are more administrative in nature. The policy and procedures were previously in one document and they are now separated into a policy page followed by the procedures and a Call to the Public-Speaker Card form. Ms. Sheppard also advised that A.R.S. § 38-431.01(G) has now changed to A.R.S. § 38-431.01(H) and some of the language in that statute also changed, so that information was also updated.

Joe Heatherly, Finance Division Director, presented the Grants Management Policy and he advised that it replaces an earlier Board adopted policy called Accepting and Administering Grants (Policy No. BOS-3-2005.) He stated that over the past few years he has reviewed the policy with the County Manager, Chief Deputy Clerk, and certain department heads. In addition, he has talked with other Arizona counties regarding the content that is needed for a comprehensive grants management policy. This proposed policy will add a more consistent means for the evaluation, preparation, application, administration, reimbursement, and closure of all grants and special programs. Mr. Heatherly reviewed some of the topics that have been addressed in this policy. Chairman Pastor commented that in his review of the proposed policy, it requires more accountability for the department head or elected official who manages the grant program. He pointed out a statement within the policy which addresses employees hired for a position that is grant funded and he was pleased that the policy clearly states that whenever a grant is funding a position, the position may be eliminated at the end of the grant program. It further states that the Board may continue funding the program. Vice-

Chairman Martin was pleased that the language stated "may" continue funding the program.

Jacque Griffin, Assistant County Manager/Librarian, addressed the final proposed policy, which is a new policy entitled Computing & Communication Technology Use and Ethics. She stated that at one point in time, there were 4 different policies that addressed these topics. Those existing policies were reviewed and there was also an extensive review of the content of other counties' policies. Much of the information from the 4 policies has been condensed and some areas of these topics that were addressed in the Gila County Merit System Rules and Procedures were removed and placed in this new proposed policy. Ms. Griffin stated that most of the information contained in the newly proposed policy was outlined in the Merit System Rules and Procedures except the use of electronic equipment has been added. Ms. Griffin advised that the section of the policy which addresses social media/social networking may grow and become a stand-alone policy in the future.

A brief discussion ensued between the Board members, County Manager and staff regarding this proposed policy.

2D. Information/Discussion/Action to consider issuing official comments from the Board of Supervisors regarding the proposed action for Environmental Impact Statement for Motorized Travel Management on the Tonto National Forest.

Ms. Griffin advised that on January 24, 2012, the Board issued official comments to the Tonto National Forest (TNF) regarding a proposed motorized travel management plan which would affect the areas of the TNF, and includes the Cave Creek, Globe, Mesa, Pleasant Valley and Tonto Basin ranger districts. Ms. Griffin advised that this process was initiated in 2007, and she explained that the initial process was for the TNF to obtain comments on the Environmental Assessment (EA) related to the motorized travel management plan. She further advised that if a lot of comments are submitted to the TNF on the EA, then the process escalates to the point that the TNF will now prepare an Environmental Impact Statement (EIS) to disclose the effects of designating a system of roads, trails, and areas for motorized vehicle use, in order to develop a motorized travel management plan. Ms. Griffin advised that the TNF didn't issue any further public comment on this issue until recently. On January 31, 2013, the TNF issued a Travel Management Scoping Letter including Proposed Action for EIS. Ms. Griffin stated that the purpose of presenting this information to the Board is for the Board to decide if it chooses to issue official comments in response to the TNF's January 31st letter by no later than Monday, March 4, 2013, which is the deadline for submitting

comments. Attached to this agenda item is a draft letter that Ms. Griffin prepared for the Board's consideration.

Vice-Chairman Martin stated that she wasn't aware that the deadline to submit a letter to the TNF was March 4th. She then provided the Board members and staff a copy of an email sent to her from Pascal Berlioux, Executive Director of Eastern Arizona Counties Organization, outlining significant points he made with regard to this issue. He strongly recommends that the Board issue a letter to the TNF in response to the TNF's Scoping Letter.

Vice-Chairman Martin provided some additional information and added that Mr. Pascal has offered to assist Ms. Griffin and her in drafting a concise letter for the Board's review. Ms. Griffin also briefly talked about the letter issued to the TNF by the Board of Supervisors last year which requested that Gila County be designated both a Coordinating Agency and a Cooperating Agency on this issue and all future TNF projects and plans, and the importance of continuing to pursue that designation.

Chairman Pastor commented that he attends community meetings of the citizens of the Roosevelt Lake area and he stated that they have been active in commenting on the motorized travel management plan. He agreed that the Board needs to use the services provided by Mr. Pascal to help write the Board's comment letter.

At this time the Board and Ms. Griffin discussed the proposed motion to be made by the Board of Supervisors. Ms. Griffin suggested having the Board consider issuing official comments, including the comments provided by Mr. Pascal as discussed today, and for those comments to be reviewed and approved by all Board members prior to the issuance of the letter on Monday, March 4, 2013. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously agreed to issue official comments to the EIS Scoping Letter for the Tonto National Forest's Motorized Travel Management Plan on Monday, March 4, 2013, providing that all Board members review and approve of the comments prior to the letter being mailed on March 4, 2013.

Item 3 - CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address issue(s) within the Board's jurisdiction. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), action taken as a result of public comment will be limited to responding to criticism made by those who have addressed the Board of Supervisors, may ask staff to review the 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 requests to speak from the public.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:52 a.m.

APPROVED:

Michael A. Pastor, Chairman

ATTEST:

Marian Sheppard, Chief Deputy Clerk