

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, May 10, 2016**

A work session of the Cochise County Board of Supervisors was held on Tuesday, May 10, 2016 at 2:00 p.m. in the Facilities Conference Room, 1415 Melody Lane, Building C, Bisbee, Arizona.

Present: Richard R. Searle, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Member

Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Ruben Miranda, Internal Services Administrator/Fleet Services Director
Arlthe G. Rios, Clerk of the Board
Jay Howe, Facilities Management Director
Mike McGinnis, Budget Manager, Finance Department

Attendees: Nike Noack
Reyna Smith
Peggy Judd

Chairman Searle called the meeting to order at 2:10 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Budget Work Session - Discussion of County budget for Fiscal Year 2016-2017 specifically: the Internal Services Group - Fleet Services, Facilities Management.

Mr. Ruben Miranda, Internal Services Administrator/Fleet Director, went over the Heavy Fleet budget and then the Light Fleet budget. He noted that staff was continuously looking at ways to save money by conducting maintenance on all equipment regularly and as needed. He noted that the replacement fund in Light Fleet was healthy and he was considering rebating some of the funds back into the general fund.

Mr. Vlahovich noted that the light fleet replacement fund had contributed \$800,000 back to the general fund to cover the projected shortfall for the current fiscal year.

Ms. Nike Noack, Financial Services Manager, noted that there was also a large fund of fuel savings and that staff had reduced the budget for fuel for the upcoming fiscal year.

Mr. Miranda said that during his time in Facilities he had received a clear message from the Board to implement a capital plan to address facility issues in a timely and cost efficient manner. He noted that one of the first steps taken was to organize the HVAC units into a spreadsheet to help staff keep track of maintenance timelines and repairs.

Mr. Jay Howe, Facilities Management Director, said that there were a total of 22 HVAC units that would need to be replaced with an estimated cost of \$218,000 without installation added.

Mr. Miranda also said that staff was in the cross training process to ensure better service for the County and added that all employees would be required to be knowledgeable in all eight facility disciplines.

Mr. Howe said that staff would also research an automated system for work orders to help track staff time and equipment maintenance and repair. He added that he would also be looking at rebate programs for energy saving upgrades based on internal upgrades.

Supervisor English congratulated Mr. Miranda for his effort to use the strategic plan to come up with objectives and goals for the future.

Vice-Chairman Call asked about employee turnover.

Mr. Miranda said that after eight years employees were concerned about cost of living and were looking at other entities for salary increase opportunities. He mentioned that performance evaluations were a helpful tool as a manager to better place employees.

Vice-Chairman Call asked what the status of the custodial crew was.

Mr. Miranda said that staff was refocused and doing a better job, but staff did look at contractual custodial services and would make a recommendation to the Board after reviewing the proposals from different vendors.

Mr. Howe said that his goal is to create a good environment for staff and County employees.

Mr. Miranda said that staff was also using surplus to get equipment which is a great cost savings.

Vice-Chairman Call asked if staff had looked into sharing equipment with other local government entities.

Mr. Miranda said staff would reach out to other government entities and see if there is an interest.

Vice-Chairman Call said that partnering to better serve County citizens was a big priority for the Board.

Chairman Searle asked about the status of the County airports.

Mr. Miranda said that staff was still working on inspections at the Willcox Airport since hangars were in need of remediation and he had worked with the attorneys office to come up with a Lease Agreement sample to use for vacant hangars.

Mr. Howe stated that staff was conducting inspections of the three major hangars where there

are tenants at the Bisbee Douglas International (BDI) Airport and written letters citing violations in terms of lease and the FAA violations by putting them on notice of changes, including fee increases, in order to renew lease.

Mr. Miranda added that staff was also cleaning both airports and discussing a monthly rental for the Department of Corrections (DOC) for storage space. He noted that the Board had recently approved a lease agreement with Northrop Grumman for Unmanned Aerial Vehicle (UAV) usage.

Chairman Searle said staff needed to move forward on separating the water system from the airport system.

Mr. Vlahovich said that staff was working on the water system issue and had invited the Douglas City Manager, Carlos de la Torre to the next work session regarding BDI.

Chairman Searle adjourned the meeting at 2:53 p.m.

APPROVED:

Richard R. Searle, Chairman

ATTEST:

Arlethe G. Rios, Clerk of the Board