

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, April 25, 2016**

A work session of the Cochise County Board of Supervisors was held on Tuesday, April 25, 2016 at 3:00 p.m. in the Recorder's Office, 1415 Melody Lane, Building B, 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
Christine Rhodes, Recorder
Sylvia D. Gruhn, Chief Deputy Recorder
Heather Lopez, Administrative Assistant
Mike McGinnis, Budget Manager
Kim Lemons, Assistant to the Clerk of the Board

Attendees: Tom Crosby

Chairman Searle called the meeting to order at 3:00 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 Recorder's Office.

Christine Rhodes stated that the Recorder's Office had prepared remarks on the Budget Questionnaire for review. Ms. Rhodes and Ms. Gruhn presented those remarks:

Department revenues are generated through recording of documents, requested copies, monthly subscription fees and compact discs - \$1800 monthly. Revenues for the voter registration department are derived from voter lists, early ballots provide to cities, special districts, and candidates seeking various offices. Revenues for document storage are derived from the \$4.00 surcharge collected with each recorded document. The biggest revenue year for recording was 2005.

There has been a significant reduction to the department's revenues due to the down-turn in the real estate market. The foreclosure rate is 18% and a healthy rate would be 5% or below. The department does not anticipate a major variation in revenues unless the real estate market rebounds.

The projected long term goal for the department is to continue scanning past documents to 1985. Currently documents have been scanned from the present back to 2003. Scanning is contracted out and Ms. Gruhn will get the cost for the service to the Board.

The Recorder does not anticipate making any significant changes to the services provided by the department and they continue to follow the goals and objectives of the Strategic Plan by providing excellent customer service especially for such a small staffed office. This is supported by the positive feedback from the public and other organizations.

Ms. Rhodes and Ms. Gruhn explained the Recorder's Decision Package request: To move the current document storage position funding to the General Fund. The required microfilm of permanent records are no longer done through that position but are contracted out. In order to follow Arizona State Statute, the shift is necessary and that money can be used for document scanning.

Ms. Rhodes said the department is fiscally responsible with their budget. Ms. Gruhn stated they have the funds to purchase a new scanner to replace the handheld scanner that is no longer compatible with the state system.

Chairman Searle said the decision package request made sense.

The Board, Recorder and staff discussed the online document search capabilities, making citizen information public and privacy issues; one-time distributions and concerns about low staff salaries; and the Presidential Preference Election (PPE) costs for mailing/return ballots using a non-profit status for the first time.

Chairman Searle adjourned the meeting at 3:27 p.m.

APPROVED:

Richard R. Searle, Chairman

ATTEST:

Kim Lemons, Assistant to the Clerk of the Board