



Budget Document

APACHE COUNTY

July 1, 2013—June 30, 2014



BUDGET RESOLUTION

Apache County
Annual Adopted Budget
Fiscal Year 2014

JOE SHIRLEY, JR.
MEMBER OF THE BOARD
DISTRICT I
P.O. Box 1952, Chinle, AZ 86503

TOM M. WHITE, JR.
CHAIRMAN OF THE BOARD
DISTRICT II
P.O. Box 994, Ganado, AZ 86505

BARRY WELER
VICE-CHAIR OF THE BOARD
DISTRICT III
P.O. Box 428, St. Johns, AZ 85936

BOARD OF SUPERVISORS OF APACHE COUNTY

P.O. BOX 428
ST. JOHNS, ARIZONA 85936

TELEPHONE: (928) 337-7503
FACSIMILE: (928) 337-2003



DELWIN P. WENGERT, MANAGER-CLERK
ST. JOHNS, AZ 85936

APACHE COUNTY RESOLUTION FOR THE ADOPTION OF THE BUDGET FISCAL YEAR 2013-2014

RESOLUTION NO 2013- 14

WHEREAS, in accordance with the provisions of Title 42 Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the Board of Supervisors did, on July 9, 2013, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of Apache County, and

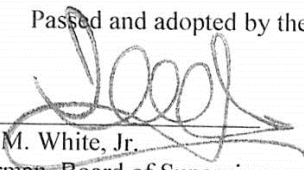
WHEREAS, in accordance with said sections of said title, and following due public notice, the Board met on August 5, 2013, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies, and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the Board would meet on August 5, 2013, at the office of the Board for the purpose of hearing taxpayers and making tax levies as set forth in said estimates, and

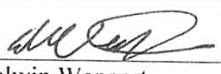
WHEREAS, it appears that the sums to be raised by taxation, as specified therein, do not in the aggregate amount exceed that amount as computed in A.R.S. §42-17051(A),

THEREFORE BE IT RESOLVED, that said estimates of revenues and expenditures/expenses shown on the accompanying schedules as now increased, reduced or changed by and the same are hereby adopted as the budget of Apache County for the fiscal year 2013-2014.

Passed and adopted by the Board of Supervisors of Apache County, this 5th day of August, 2013.

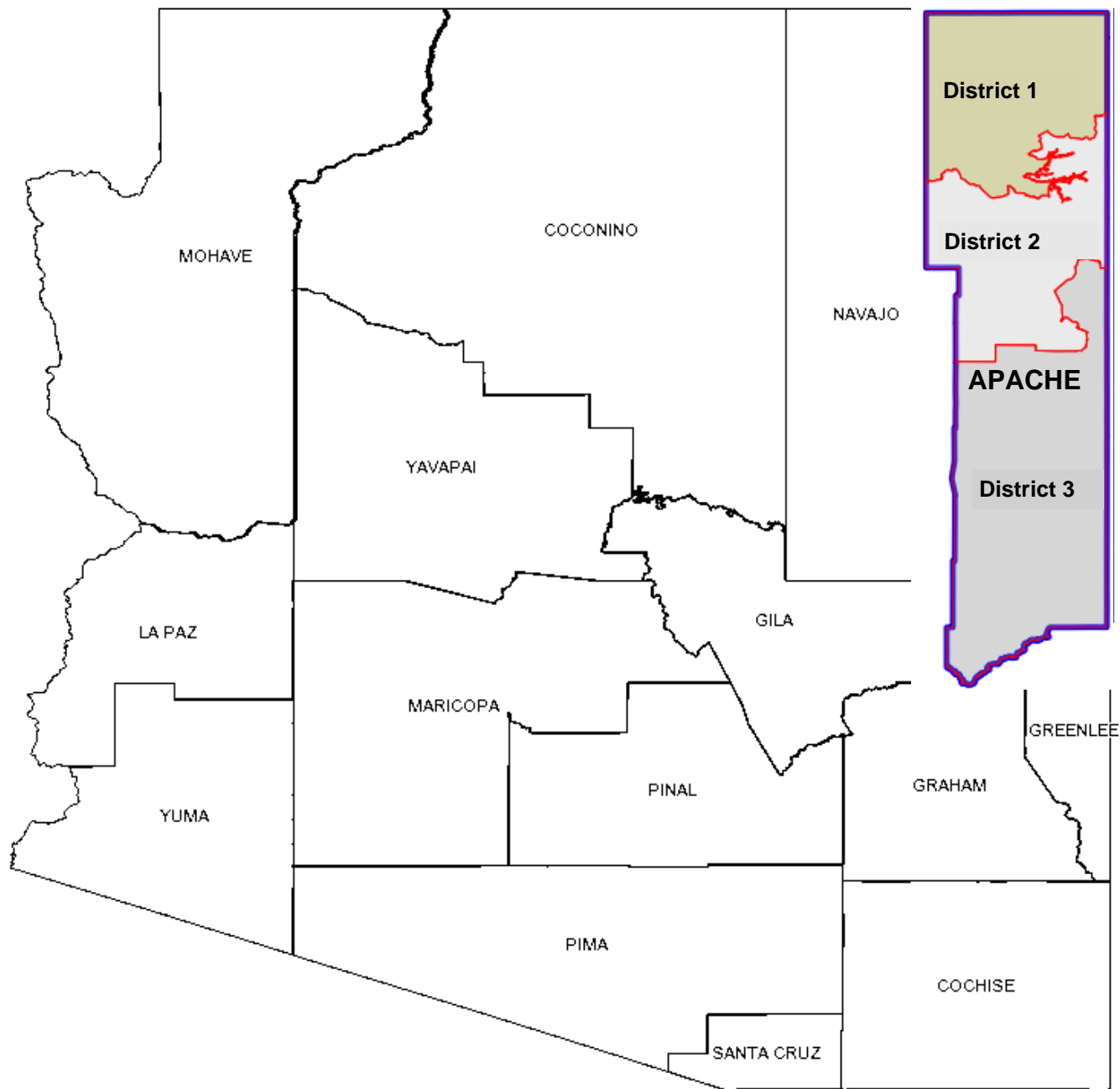

Tom M. White, Jr.
Chairman, Board of Supervisors

ATTEST:


Delwin Wengert
Clerk, Board of Supervisors

DISTRICT MAP

Apache County
Annual Adopted Budget
Fiscal Year 2014



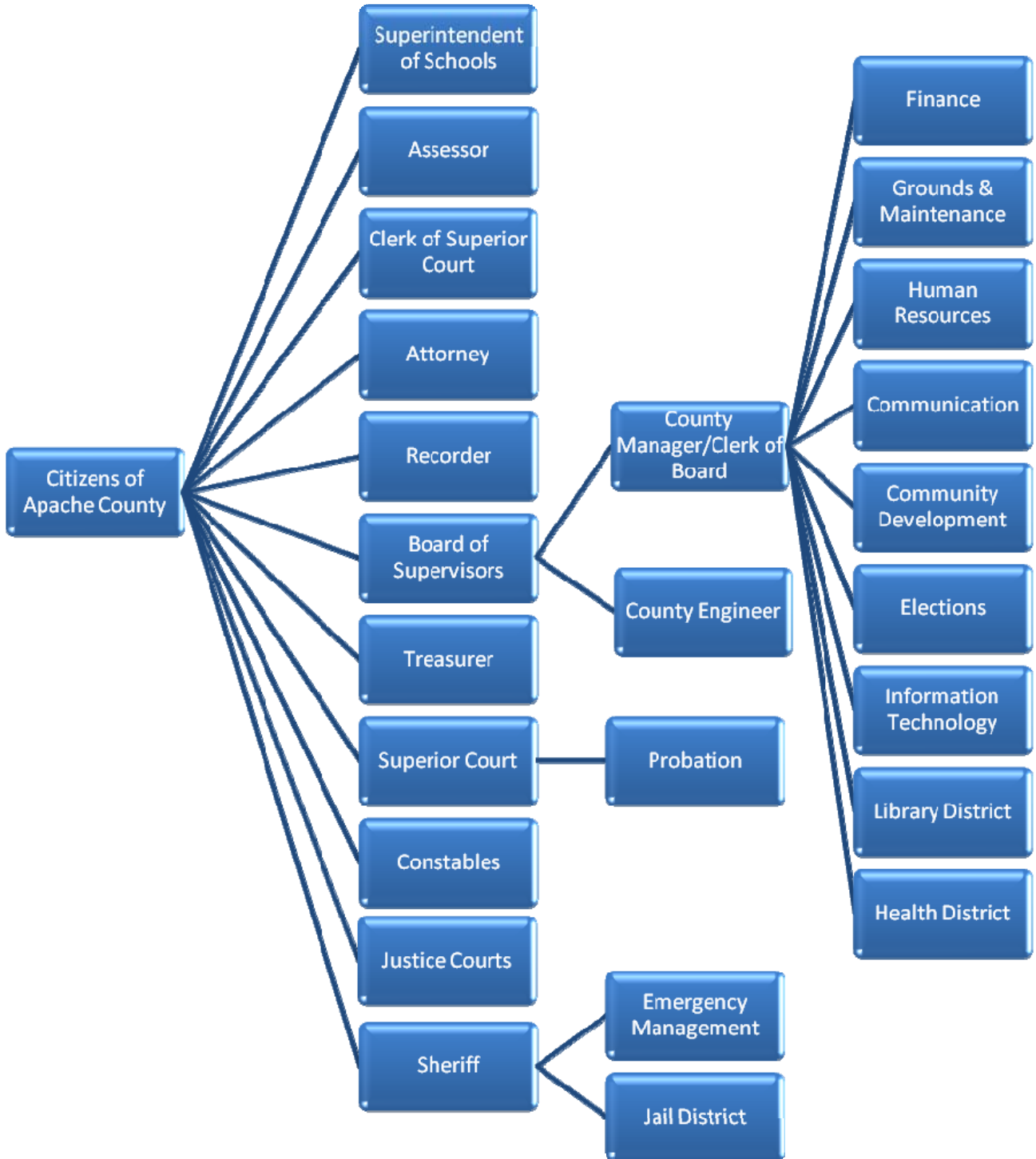
■ District 1 - Joe Shirley, Jr.

■ District 2 - Tom M. White, Jr.

■ District 3 - Barry Weller

ORGANIZATIONAL CHART

Apache County
Annual Adopted Budget
Fiscal Year 2014



COUNTY OFFICIALS

Apache County
Annual Adopted Budget
Fiscal Year 2014

Board of Supervisors

District IJoe Shirley, Jr.
District IITom M. White, Jr.
District IIIBarry Weller
County Manager/ Clerk of the Board.....Delwin Wengert

Elected Officials

Clerk of the Superior Court.....Sue Hall
Constables:
 Chinle.....Ashleigh J. Clyde
 Puerco.....Charli Anderson
 St. Johns.....Breanna Lee
 Round Valley.....Roger S. Curtis
County Assessor.....Rodger Dahozy
County AttorneyMichael B. Whiting
County RecorderLeNora Y. Fulton
County SheriffJoseph Dedman, Jr.
County Superintendent of Schools.....Robert Williams
County TreasurerMarleita Begay
Justice of the Peace:
 Chinle.....Victor Clyde
 Puerco.....Jay Yellowhorse
 Round Valley.....Roberta Reed
 St. Johns.....Butch L. Gunnels
Superior CourtDonna J. Grimsley

Appointed Department Heads

Building and Maintenance.....RD Stradling
Communications.....Robert MacKenzie
Community Development.....Milton Ollerton
Data Processing/IT.....Lyle LeFevre
Elections.....Angela Romero
Engineering/GIS.....Ferrin Crosby
Finance.....Ryan N. Patterson
Health District.....Chris Sexton
Human Resources.....Karen Houston
Library District.....Judith Pepple
Probation Services.....Charles B. Moter

MISSION AND VISION STATEMENTS

Apache County
Annual Adopted Budget
Fiscal Year 2014

MISSION STATEMENT

Our mission is to serve our citizens through efficient allocation of resources and services, develop cooperative working relationships with communities and governments, and encourage residents and visitors to enjoy the diverse cultural heritage and abundant outdoor activities this County has to offer.

VISION STATEMENT

We envision a future where residents are healthy and successful and where our communities are safe and vibrant. We will strive to meet and exceed expectations by engaging people and communities in developing innovative solutions to challenges. We will be a diverse learning organization. We will partner with others to enhance the quality of life in Apache County and the region.



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Letter to the Citizens of Apache County

TRANSMITTAL LETTER

Apache County
Annual Adopted Budget
Fiscal Year 2014

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DELWIN P. WENGERT, MANAGER-CLERK
ST. JOHNS, AZ 85936

November 6, 2013

Dear Citizens of Apache County:

We are pleased to present to you the 2013-2014 Annual Budget. The Annual Budget outlines the programs and services provided by the County to the citizens of Apache County. Therefore, the annual budget is one of the most important decisions the Board of Supervisors make each year to determine the projects and services to be funded or unfunded, service levels provided to the citizens and the expenditure with providing those services.

Arizona Revised Statutes §11.705 and §42-17101 — §42-17110 charges the county board of supervisors with the responsibility of passing a balanced budget each fiscal year. For fiscal year 2013-2014 the Apache County Board of Supervisors has adopted a balanced budget based on our vision to:

1. Create an environment where our residents are healthy, successful and our community is safe and vibrant.
2. Engage our citizens and communities.
3. Create a diverse learning organization.
4. Enhance the quality of life in our region.

Throughout this budget document our departments and districts have identified their goals and achievements to directly contribute to the success of our vision.

Guidelines for Budget Development

As within recent years challenges for the Apache County Board of Supervisors in fiscal year 2013-2014 focus on managing the continuing economic downturn. To provide direction and guidance to elected officials and department directors the Board of Supervisors set guidelines:

1. Protect current employees.
2. No new employees unless individually approved by the Board.
3. Salary adjustments are dependent on economic factors.

Citizens of Apache County
November 6, 2013
Page 2

4. No non-grant departmental budget increases with the exception of Employee Related Expenses (ERE).
5. Limited capital expenditures for vehicles and equipment.

Maintaining the financial position of the general fund continued to be a critical aspect of the budget process. To this end, non-grant department budget increases were again limited, while employee related expenditure increases have been accounted for in the budget. Finally, expenditures for capital equipment and vehicles have been restricted.

Entity-wide Goals

As the County looks forward, we are hopeful in achieving our budget priorities through the 2014 state legislative session.

1. Eliminate requirements for counties to fund incarceration and treatment of Sexually Violent Persons housed at the Arizona State Hospital, returning the responsibility back to the state.

Since FY2010, the State has shifted a portion of these costs to help offset state revenue shortfalls. This policy has cost county taxpayers statewide approximately \$17.1 million. Relieving county general funds of this burden will save counties more than \$4 million annually.

2. Re-establish in statute the county share of lottery revenues to support mandated county operations.

For more than 20 years, counties received a share of lottery revenues to help fund local services. The county distribution was eliminated in FY2011 during the financial crisis, removing \$7.65 million annually from local programs and services. Since citizens in all counties purchase tickets, we believe it is appropriate that all counties receive, as each did historically, a dedicated share of these revenues to support local services.

3. Discontinue the practice of shifting local government's share of HURF to fund state agencies.

Since FY2009, more than \$314 million has been diverted from municipal and county road building and maintenance resources to fund state government operations. Stopping this diversion going forward will restore more than \$20.9 million annually to county road maintenance statewide.

The County plans to meet with State Representatives to impel the importance of these priorities to the citizens of not only Apache County, but counties statewide. Addressing these items will have a meaningful impact on county services. We are hopeful that they will be addressed in the state budget.

Citizens of Apache County
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Chart #1

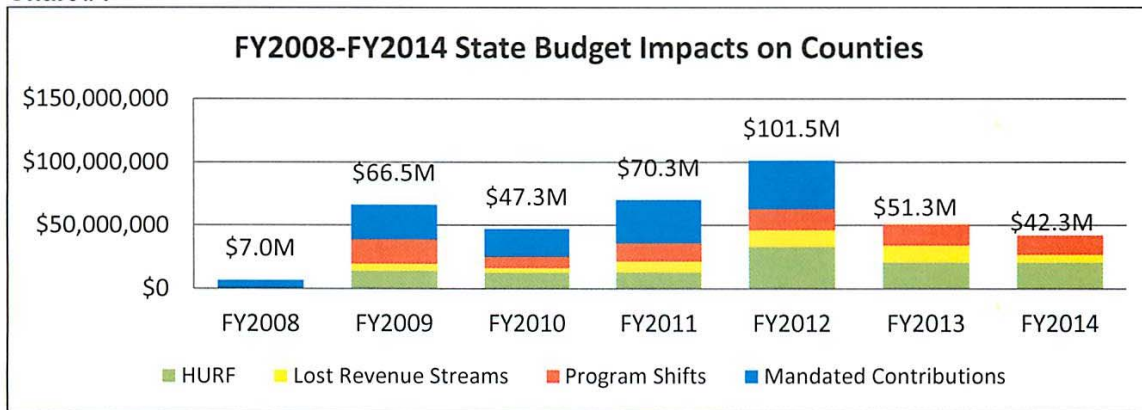


Table #1

FY2008 - FY2014 Budget Impacts	Statewide County Impact	Apache County
HURF Shifts	(\$115,432,270)	(\$3,014,041)
Lost Revenue Streams	(\$49,469,901)	(\$1,709,723)
Program Shifts	(\$91,202,342)	(\$359,649)
Mandated Contributions	(\$130,189,600)	\$0
Estimated Fiscal Impact	(\$386,294,113)	(\$5,083,413)

Outlook for the County

As in previous years we continue to look forward with cautious optimism. Over the past 5 years the state has negatively impacted the County for over \$5,000,000. (Table 1; Chart 1) Yet we continue to work in collaboration with elected officials and the Legislature to find solutions. We compliment the Board of Supervisors for their vision and adherence to the fiscal conservative operation policy over the past several years.

Apache County's future is bright. Over the past couple of years there are several major projects in different stages throughout the County. Kinder Morgan, the leading transporter and marketer of carbon dioxide in North America, is in the planning stages of building a large pipeline through southern Apache County in order to deliver carbon dioxide to West Texas. The project is estimated to bring hundreds of jobs to the County. Also the Denver-based company Prospect Global Resources Inc. has just received its Arizona Department of Environmental Quality Certificate to proceed with its Potash mine. China is to buy at least 500,000 metric tons of potash annually over the 10 years starting in late 2015. This project would mean 700 construction jobs during the building phase along with 400 permanent jobs upon completion.

TRANSMITTAL LETTER

Apache County
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Citizens of Apache County
November 6, 2013
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Finally, in discussing the 2013-2014 budget, it is good to look at the County's major accomplishments during the past year:

- Entity wide we successfully implemented New World Systems Software for Financial Management, Human Resources and Community Development.
- New software was purchased which will improve the Assessor's and Treasurer's Offices ability to serve our citizens.
- Sheriff's office was able to find financing in order to replace several vehicles with over 150,000 miles and finished the year replacing about 1/3 of the fleet and in turn decreased maintenance cost by nearly \$100,000.
- Library staff presented 468 programs with an attendance of 8,825.
- Recorder's Office provided Voter Registration Training to high school students in the seven different school districts within Apache County.
- Created an Apache County Volunteer program.
- Initiated and completed an Apache County Community Health Assessment.
- Apache County had employees serve on several State committees.
- Attorney's Office criminal prosecution team won three Superior Court jury trials.

Apache County remains optimistic as the State Legislature projects a slow upward trend in sales tax. We have also observed positive statistics in the housing market, consumer confidence and unemployment rates. We continue to work in collaboration with elected officials and the Legislature to overcome budget issues and provide the highest level of services feasible to our citizens of Apache County.

Sincerely,



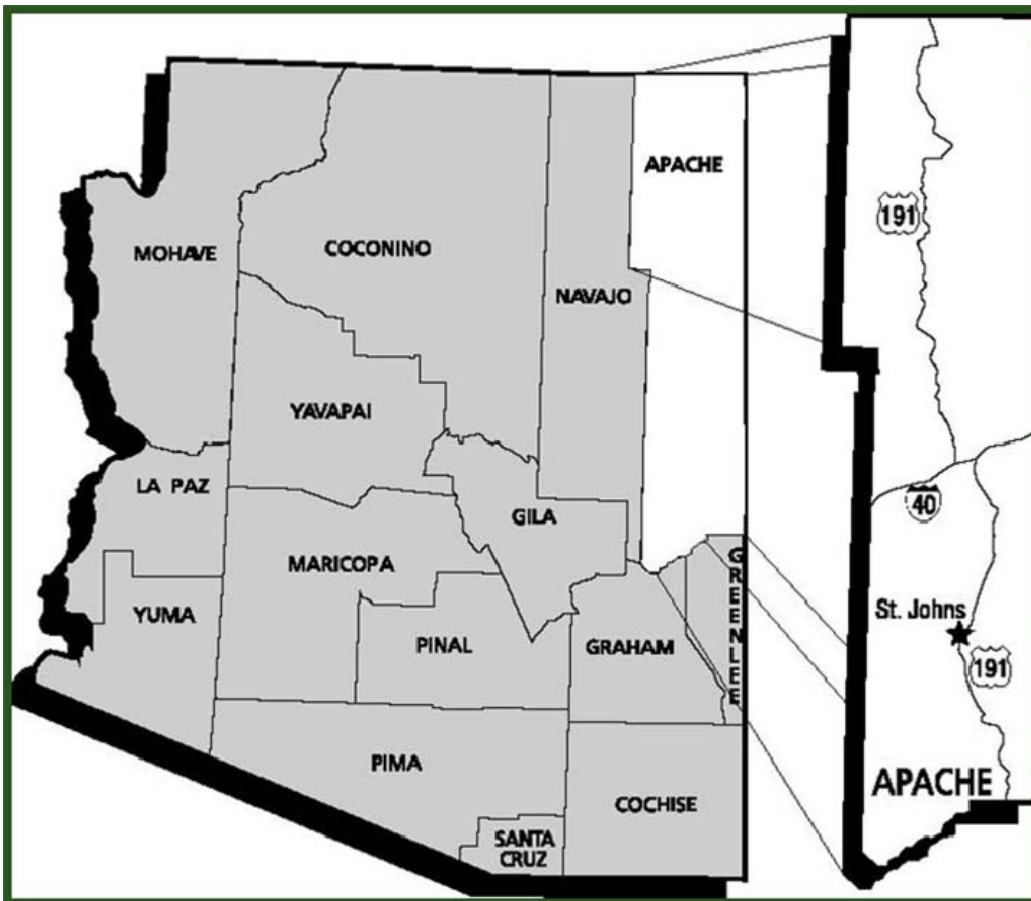
Delwin P. Wengert
Apache County Manager



Community Profile

COMMUNITY PROFILE

Apache County
Annual Adopted Budget
Fiscal Year 2014



HISTORY

Apache County was carved from Yavapai County — one of Arizona’s original four counties — on Feb. 24, 1879, by the 10th Territorial Legislative Assembly. Leaders of St. Johns and Globe had petitioned for their towns to be the county seat, but the honor went temporarily to Snowflake, with the provision that an election would determine the permanent county seat. In November 1879, on the strength of votes from the mining town of Clifton (now in Greenlee County), St. Johns was designated the county seat.

Originally, Apache County encompassed all of present-day Navajo County, part of Gila County and part of Graham County, but by 1985 its size had been reduced to the 11,216 square miles it occupies today. The Apache and Navajo Indian Reservations cover more than 65.4 percent of the county, and 25 percent of the state’s Native Americans live here. Approximately 21 percent is public land, and 13.2 percent is privately owned. All of Apache County is an Enterprise Zone.

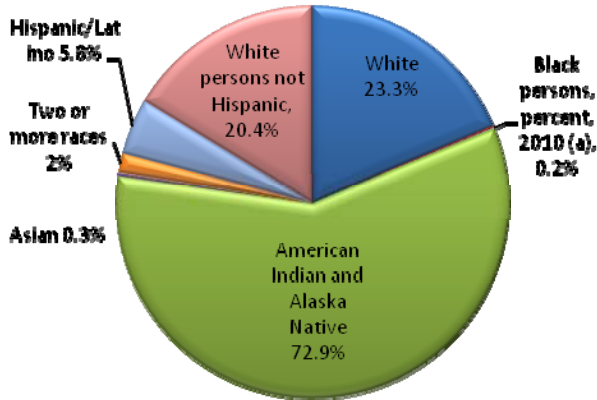
The forested White Mountains and green pastures in the south of the county contrast sharply with the high, dry, colorful plateau region of the north. Excellent fishing, hunting and skiing make the White Mountains a year-round recreation area. Numerous archaeological sites are open to the public.

Fort Defiance, Arizona’s first military post, the Town of Ganado, and Hubbell’s famous trading post (now a National Historic Site) are located in northern Apache County on the Navajo Reservation. Chinle, another Indian trade center, is the gateway to the spectacular Canyon de Chelly National Monument. Also in Apache County are the spectacular Petrified Forest National Park and the Painted Desert, Window Rock, the Navajo tribal capital, and Casa Malpais Archaeological site. The Apache Indian Reservation, located in the White Mountains around the settlement of Fort Apache, includes 25 excellent fishing lakes, the renowned Sunrise Park Ski Resort for outdoor recreation, as well as the famous Hon-Dah casino.

COMMUNITY PROFILE

Apache County
Annual Adopted Budget
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Apache County Population Composition



*Source: U.S. Census Bureau

	POPULATION		
	1990	2000	2010
Arizona	3,665,228	5,130,607	6,392,017
Apache County	61,591	69,423	71,518
Communities			
Alpine	N/A	N/A	145
Chinle	7,000	5,366	4,518
Concho	N/A	N/A	38
Eagar	4,025	4,033	4,885
Ganado	N/A	N/A	1,210
Greer	N/A	N/A	41
Kayenta	N/A	N/A	5,189
McNary	N/A	N/A	528
St. Johns	3,294	3,269	3,480
Springerville	1,802	1,972	1,961
Window Rock/Fort Defiance	N/A	N/A	3,624

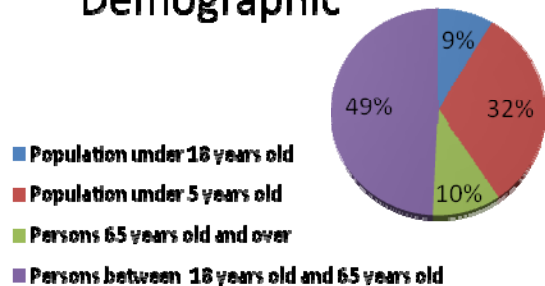
Source: U.S. Census Bureau

Geography QuickFacts (2010)

	Apache County	Arizona
Land area in square miles	11,198	113,594
Persons per square mile	6	56

*Source: U.S. Census Bureau

Apache County Age Demographic



*Source: U.S. Census Bureau

APACHE COUNTY LABOR FORCE 2013

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Civilian Labor Force	21,501	21,177	20,918	21,073	20,926	21,537	21,587	21,605	21,091	20,610	-	-
Total Employment	17,130	17,087	16,879	16,997	17,143	17,121	17,188	17,380	17,021	16,481	-	-
Total Unemployment	4,371	4,090	4,039	4,076	3,783	4,416	4,399	4,225	4,070	4,129	-	-
Unemployment Rate	20.3%	19.3%	19.3%	19.3%	18.1%	20.5%	20.4%	19.6%	19.3%	20.0%	-	-

COMMUNITY PROFILE

Apache County
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Housing Status	
(in housing units unless noted)	
Total	32,514
Occupied	22,771
Owner-occupied	17,124
Population in owner-occupied (number of individuals)	52,533
Renter-occupied	5,647
Population in renter-occupied (number of individuals)	18,044
Vacant	9,743
Vacant: for rent	705
Vacant: for sale	219
Vacant: for seasonal/recreational/occasional use	5,621

*Source: U.S. Census Bureau

Apache County Education		
	Apache County	Arizona
High school graduates	72%	85%
Bachelor's degree or higher	10%	26%

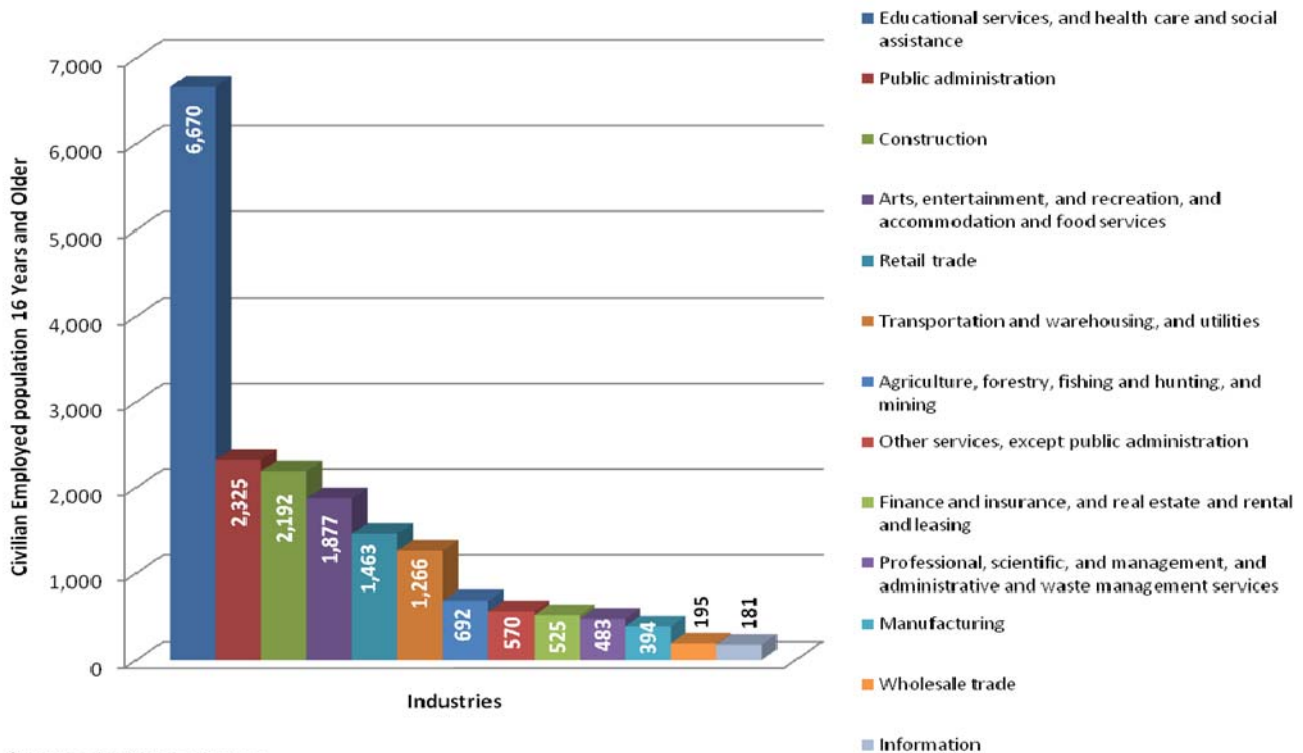
*Percent of Persons age 25+, 2006-2010

*Source: U.S. Census Bureau

Apache County Income Statistics		
	Apache County	Arizona
Median household income (2006-2010)	\$30,184	\$50,448
Per capita money income in past 12 months (2010)	\$12,294	\$25,680

*Source: U.S. Census Bureau

Apache County Industry Statistics



*Source: U.S. Census Bureau



Hubbell Trading Post

Ganado is home to the oldest continuously operating trading post on the Navajo Reservation, the Hubbell Trading Post. Now a National Historic Site, the trading post offers visitors a chance to experience a piece of history. Today, the non-profit Western National Parks Association maintains the trading traditions established by the Hubbell family. The trading post continues to sell high quality Native American crafts along with various sundries.

Canyon de Chelly

Reflecting one of the longest continuously inhabited landscapes of North America, the cultural resources of Canyon de Chelly include distinctive architecture, artifacts, and rock imagery. Canyon de Chelly also sustains a living community of Navajo people, who are connected to a landscape of great historical and spiritual significance. Canyon de Chelly is unique among National Park service units, as it is comprised entirely of Navajo Tribal Trust Land that remains home to the canyon community. NPS works in partnership with the Navajo Nation to manage park resources and sustain the living Navajo community.



Lyman Lake

Created as an irrigation reservoir by damming the Little Colorado River, Lyman Lake State Park is a 1,200-acre park that encompasses the shoreline of a 1,500-acre reservoir at an elevation of 6,000 feet. It is fed by snowmelt from the slopes of Mount Baldy and Escudilla Mountain, the second and third highest mountains in Arizona. Summer days, with temperature highs in the 80's to low 90's, are perfect for fishing, swimming, leisure boating, water-skiing, hiking or just plain relaxing. Besides providing recreational opportunities, the park offers a glimpse of prehistory of Arizona with Rattlesnake Point Pueblo and the Petroglyph Trail.

Petrified Forest

With one of the world's largest and most colorful concentrations of petrified wood, multi-hued badlands of the Painted Desert, historic structures, archeological sites, native grassland, and displays of over 200-million-year-old fossils, this is a surprising land of scenic wonders and fascinating science. Over 13,000 years of human history and culture are found at Petrified Forest National Park. From prehistoric peoples to early explorers, from the Civilian Conservation Corps to Historic Route 66, the park has many stories to tell.



Four Corners

The Four Corners Monument marks the only place in the United States where four states intersect at one point: Arizona, New Mexico, Utah and Colorado. The original marker erected in 1912 was a simple cement pad, but has since been redone in granite and brass. The Visitor Center is open year round, and features a Demonstration Center with Navajo artisans.

Apache and Sitgreaves National Forests

The Apache-Sitgreaves National Forests, administered as one national forest, encompass over two million acres of magnificent mountain country in east-central Arizona. The Sitgreaves National Forest was named for Captain Lorenzo Sitgreaves, a government topographical engineer who conducted the first scientific expedition across Arizona in the early 1850's. In the Sitgreaves, the major attractions are the Mogollon Rim and eight cold-water lakes. From the Mogollon Rim's 7,600-foot elevation, vista points provide inspiring views of the low lands to the south. The Apache National Forest ranges in elevation from 3,500 feet to nearly 11,500 feet and is named for the tribes that settled in this area. The area from Mount Baldy east to Escudilla Mountain is often referred to as the White Mountains of Arizona.





County Leadership

DISTRICT I SUPERVISOR: Dr. Joe Shirley, Jr.

Apache County Supervisor Joe Shirley, Jr., 65, was first elected Apache County Supervisor in 1984 and served for 18 years, resigning when he became president of the Navajo Nation in January 2003. He was elected supervisor again in November 2012 after completing his second term as Navajo Nation president in January 2011. In 2006, he became the first Navajo president re-elected in 28 years.

Supervisor Shirley is a 1966 graduate of Chinle High School in Chinle, Arizona. He earned an Associates of Art Degree in 1968 from Magic Valley Christian College in Albion, Idaho. He obtained a BS in Business in 1973 from Abilene Christian University in Abilene, Texas. In November 2007, the university recognized him as a distinguished alumnus, and in April 2009 celebrated him with "Joe Shirley, Jr., Day" on campus. In 1978, Supervisor Shirley earned a Master of Social Work Degree from Arizona State University in Tempe, Arizona. In December 2005, he was awarded an Honorary Doctorate of Humane Letters from Northern Arizona University in recognition of his then-37 years of public service to the Navajo people and residents of Apache County.

Supervisor Shirley served on Navajo Nation Council from 1986 to 1999 where he was the chairman of the Labor and Manpower Committee, the Advisory Committee from 1987 to 1991, chairman of the Tax Commission from 1991 to 1995, and member of the Intergovernmental Relations Committee and chairman of the Ethics and Rules Committee from 1995 to 1998. In 1996, he was appointed to the Board of Directors of the National Association of Counties in Washington, D.C. This organization comprises more than 3,000 counties throughout the United States. In 1997, he served as a member of the Advisory Committee to the President's Commission of Sustainable Communities in Washington, D.C., and from 1985 to 1991 was a member of the Public Lands Committee. Dr. Shirley has served as co-chair of both the Bureau of Indian Affairs Tribal Budget Advisory Council and the Sovereignty Protection Initiative. In professional life, Supervisor Shirley worked in social services for 16 years. From 1983 to 1984, he served as Executive Director of the Navajo Nation Division of Social Services.

Through the years, Supervisor Shirley has been the recipient of numerous awards and appointments recognizing his leadership in public life. In 2009, he was appointed to the national Homeland Security Advisory Council under the Department of Homeland Security. In 2007, he was awarded a distinguished alumnus citation by his alma mater, Abilene Christian University. In 2005, he received the Sovereignty Award from the National Indian Gaming Association, the Nuclear-Free Future Award from the Franz Moll Foundation and the International Physicians for the Prevention of Nuclear War, and the Distinguished Citizen Award presented by the University of New Mexico-Gallup. In 2003, Supervisor Shirley proclaimed the Navajo Nation would become a member of Mothers Against Drunk Driving.

He was born on December 4, 1947, in Chinle, Arizona. He is of the *Todich'iini* clan, born for the *Tabaahi* clan. His maternal grandfather is *Tse'naaginii* and his paternal grandfather is *Tsenjiikini*. Supervisor Shirley was raised by his grandmother since he was a toddler and has called Chinle his home all of his life. He is married to Vikki and they have six children; three daughters and three sons. Vikki is *Kiyaa'nni* born for the *Ma'iidesh giizhnii* clan. Her parents are Victor Moses Begay and Gladys Begay of Lukachukai, Arizona.

DISTRICT II SUPERVISOR: Tom M. White, Jr.

Supervisor Tom M. White Jr., is currently serving his third four-year term. Three County Supervisors represent Apache County as part of its governing body, the Board of Supervisors. Supervisor White currently serves as the Chairman for Apache County's Board of Supervisors.



Supervisor White serves as the President of the Northern Arizona Council of Governments and as the first Native American to be elected to the chairmanship. Supervisor White is a Board Member for the National Association of Counties. He has been elected to the Board for the past eleven years. He has currently been appointed Co-Chair of the Native American Affairs Sub-committee. White is an active member for the County Supervisors Association (Arizona), an active member to the Arizona Association of Counties. Supervisor White has served as a former Navajo Nation Council Member. While a Council member, he served as the Vice Chair of the Human Services Committee, and Chair of the Veterans Sub-committee.

White has been involved with his community in many different aspects. Supervisor White was the building and grounds director for the Window Rock Unified School District. As a Training Apprenticeship Coordinator for the Navajo Tribal Utility Authority, White had envisioned bigger goals/accomplishments for himself as well as for his community. White served his country proudly as a United States Marine. Supervisor White grew up in Ganado and graduated from Window Rock High School in 1973. He received an Associate Degree in Business Administration and Dine' Studies from the Navajo Community College in 1980. Tom is married to Pauletta Jean White. She is originally from Sawmill, Arizona. They have seven children and eight grandchildren. As County Supervisor, White's goal is to gravel and apply magnesium chloride to 250 miles within District II. Presently 115 miles have been graveled.

DISTRICT III SUPERVISOR: Barry Weller

Principles and character are values important to me.

I am a veteran of the United States Navy. I served in the Nuclear Submarine service for more than 4 years. There I received a foundation for my education which then focused on nuclear power, radiation, and water chemistry control as well as systems oversight and management. I later bolstered my education, as needed, in specific engineering and business tools while my career advanced through the manufacturing industry.



As for experience to serve you as a County Supervisor, in my last position, for more than 15 years at one company, I was a part of a senior management team that developed and managed annual budgets up to and in excess of \$50 million. I personally managed \$2 to \$10 million annual budgets for my department. I was responsible for projects including equipment purchases, building purchases/leases, construction projects that were completed both in this great Nation as well as several in foreign countries. Additionally I had management responsibility for Environmental regulations and Safety compliance in an industry with numerous chemical, electrical and mechanical hazards. I know how to manage budgets, departments, people and the complexities of regulations.

I have consistently been ethical, open and honest in my business as well as personal activities. I have spent countless hours, days and weeks with attorneys writing, reviewing and managing contracts. I am a stickler for transparency, clarity, honesty, and accuracy which are skills to help me focus on a thorough review of our County policies, procedures and activities along with consistent and fair application thereof. Additionally I am committed to being responsive to public input, ideas and assistance.

I stand to protect Personal property rights. I stand to protect the liberties and freedoms of all Americans as documented by our founding fathers in the Preamble to and the Constitution of these great United States. I love this County, this State and this Country.

I am tenacious, trustworthy and plan to represent you as an open and approachable elected official. I do believe elected officials are public servants and are not in office for personal gain. I pray that I may be as respectful and courteous as you would expect from a neighbor or friend.

COUNTY ASSESSOR: Rodger Dahozy

Mr. Dahozy is the first Navajo to be elected Assessor in Apache County.

Ya'at'eeh shi'keii (Hello My Friends)

I would like to take this opportunity to introduce myself and let you know how excited I am to be a part of this wonderful organization.

I am Rodger Dahozy, Apache County Assessor. I took office in January 2009.



I was born in Parker, Arizona and started school at Poston Elementary. As a child, we moved to Fort Defiance. I graduated from Window Rock High School in 1970. I continued my education at Navajo Community College, when it was located in Many Farms. I studied Animal Husbandry. Also, I attended UTC in Provo, Utah.

When I was young, my family raised livestock. During this time I began participating in rodeos. My main interest was steer wrestling. I traveled extensively throughout the Southwest and Northwest pursuing my interest. I started working with the Navajo Nation District 18 Grazing Committee under the Fort Defiance Chapter. I have worked with land issues and worked with livestock owners for 14 years. I have served as a school board member for Window Rock School District.

I am married and my wife Sarah is a Respiratory Therapist at the Ft Defiance Hospital. We have seven beautiful children. "My children's' interest in the sport of rodeo occupies much of my time, when I am not attending to my duties as the County Assessor." I like to spend time with my kids and be the cool dad.

ELECTED OFFICIALS

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COUNTY ATTORNEY: Michael B. Whiting



Michael B. Whiting was born and raised in Apache County. He received his undergraduate degree with honors from the College of Engineering at Arizona State University. He also received his Law Degree from Arizona State University, School of Law.

He is admitted to practice before the Arizona Supreme Court and all other Arizona Courts, as well as the United States Federal Court for the District of Arizona. He is a member of the Arizona State Bar Association and past member of the American Trial Lawyers Association. He was elected as the Apache County Attorney in 2008.

CLERK OF THE SUPERIOR COURT: Sue Hall

Sue Hall was appointed Clerk of the Court by the Governor of Arizona on March 10, 1994. She was then elected to the Office by the voters of Apache County in November, 1994 and has been re-elected and held the position since that time. During her term of office, Sue Hall has established a good working rapport with the other Courts in Apache County as well as the State. She has supported and been a key player in the implementation of a number of court automation projects designed to improve services, enhance operations, reduce expenses, and provide informative and innovative programs for the court and the citizens of Apache County.

Sue has been appointed by the Chief Justice of the Arizona Supreme Court to serve on the State, Tribal & Federal Court Forum and as a member of the Court Leadership Institute of Arizona Committee; she serves as President of the Arizona Clerks' Association and on the following committees: Committee on Superior Court, Court Automation Steering Committee and Court Standardization Committee.



JUSTICE OF THE PEACE—CHINLE: Victor J. Clyde

Victor J. Clyde, born and raised in Lukachukai, Arizona, is currently serving as the Justice of the Peace, Chinle Justice Court, Apache County and has for the past eight years. Judge Clyde was previously a District Prosecutor for the Navajo Nation, a job he held for 18 years. A police officer and criminal investigator with the Navajo Nation Division of Public Safety were the foundation and roots of his legal background. Judge Clyde is married and has three children, two daughters, Melissa, 27 years old and Ashleigh, 20 years old and a son, Ashton, 10 years old. He also has an older son, Josiah, who is 28 years old. In addition to his love of the legal field, Judge Clyde is also interested in gaining more knowledge in our traditional laws and teachings. He is working on an ambitious plan, to apprentice with a traditional practitioner. His apprenticeship with his nali (paternal grandfather) and his maternal aunt includes learning some of our Dine' stories, songs and prayers related to the Beauty Way and Protection Way. With this newly acquired knowledge, application to his everyday life and work is a learning process, both welcome and comforting. He also used this knowledge at various presentations to students and adults.



JUSTICE OF THE PEACE—PUERCO: Jay Yellowhorse

Jay Yellowhorse is serving his first term as Justice of the Peace for the Puerco Justice Court, in Sanders, AZ. Judge Jay Yellowhorse Graduated from Sanders Valley High in 2003, he became a volunteer firefighter for one year while opening his business in Lupton, AZ. From there he started studying law for his business. Jay Yellowhorse is a second generation Justice of the Peace; His father John Yellowhorse was the Justice of the peace for the Puerco Justice Court in the late 80's and early 90's. Jay Yellowhorse was motivated to get into law by his father John Yellowhorse and Judge Merwin Lynch who was the presiding Judge for the Puerco Justice Court at the time. Judge Yellowhorse and Judge Lynch started Jay Yellowhorse in the path of tribal law which he studied for 2 ½ years. Judge Lynch passed away early 2010. Jay Yellowhorse entered into the election with the campaign of keeping Judge Lynch's teachings alive and keeping the community and the people first. Judge Yellowhorse has provided community service which he and the Constable supervisors have picked up over seven thousand pounds of trash in the Sanders area. Judge Yellowhorse has pride in his Court and his community and it shows through his actions. Jay Yellowhorse became the youngest Native American to become an Arizona state Judge at the age of 24.



JUSTICE OF THE PEACE—ST. JOHNS: Butch L. Gunnels

Justice of the Peace Butch L. Gunnels is currently serving in the first year of his second four-year term. Judge Gunnels is a prior United States Marine. After being honorably discharged from the Marine Corps, his passion for service continued; he became a Law Enforcement Officer, serving his community for twenty-four years before retiring.

Butch Gunnels is the founder for “Toys for Kids Association.” The purpose of this non-profit organization is to provide toys for children of underprivileged families. “I want to make sure that kids have a happy and memorable Christmas, every year, regardless of income level,” says Gunnels.

Judge Gunnels is a member of the Arizona Justice of the Peace Association as well as a member of the National Judges Association. He is currently serving as the Magistrate for the St. Johns Municipal Court in the City of St. Johns.

As a Judge in the St. Johns Precinct, he feels that it is an honor to serve the citizens of the community where he lives, while providing fair and impartial justice to all who come before the St. Johns Justice Court.



APACHE COUNTY RECORDER: LeNora Y. Fulton



Apache County Recorder, LeNora Y. Fulton was born in Fort Defiance, Arizona to Fannie and Sam Yazzie and was the fourth of seven children and is a member of the Navajo Nation. Her maternal clan is Tsenijikini (Honeycomb clan) and born for Taachini (Red Streak Running into the Water clan). She is the mother of five sons and one daughter and has nine grandchildren. She graduated from Box Elder High, Brigham City, Utah; and received an Associate Degree from Dixie College, St. George, Utah. She obtained a Bachelor Degree in Community Health Education from Brigham Young University, Provo, Utah and earned a second Bachelor Degree in Secondary Education, Prescott College, Prescott, Arizona. She obtained a Master Degree in Health Education, Brigham Young University, Provo, Utah. She also attended Dine College, Window Rock, Arizona. She obtained a CPM from Arizona State University, Phoenix, Arizona.

Recorder Fulton was employed with the Navajo Nation government in several capacities, i.e., Assistant Director, Community Health Program; Director of the Prevention of Substance Abuse Program for the Youth; Director of the Women, Infant & Children Program; Deputy Director, Division of Health; School Board Liaison, Navajo Area School Board Association; Deputy Director, Department of Behavioral Health; Administrative Officer, Division of Dine Education.

Recorder Fulton also served as an elected official, i.e., Secretary/Treasurer, Fort Defiance Chapter; Board member, Navajo Board of Election Supervisors (serving her 3rd term); member, Fort Defiance Hospital Board; Member, Navajo Nation Council and served as Vice Chairperson of the Government Service Committee. She is now serving a second term as the County Recorder and is the President of the Arizona Association of County Recorders.

She has volunteered in her community working with the youth, involved in church activities, and continues to volunteer as an advocacy for women and families.

Her philosophy of life is, "We are here on mother earth for a reason, to fulfill a role to enhance the life of others, and to greet each day with gladness and great expectation of learning new ways to meet the challenges that is placed in our path. Hardship and sadness comes our way to humble and remind us that the Great Creator is our strength and prayer is the straight path to his door."

As the County Recorder, three of her goals are: to increase voter registration in Apache County to 60,000 voters by 2016; and to complete the back scanning of all recorded documents from 1800s to present, so that the citizens can access any recorded documents readily; and to support Apache County's challenge of striving to maintain a balanced budget and at the same time provide quality services to all citizens throughout the county.

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SUPERINTENDENT OF SCHOOLS: R. Barry Williams

R. Barry Williams is a 4th generation resident of Apache County and a graduate of Northern Arizona University (B.S. and M.S.). Elected Apache County School Superintendent in 2012, his office serves as the fiscal agent for ten public school districts in Apache County and as a member county in the Northeast Arizona Regional Center, the School Superintendent's office provides programs and services in support of Arizona Ready and Arizona's College and Career Readiness standards.



An educator since 1975, Barry served the students of Round Valley Unified School District for 31 years, taught as an associate faculty for Northland Pioneer College, served on the State Board of Directors for Community Colleges, a past president of the Springerville Rotary Club, a former member of the Springerville Town Council and the Northern Arizona Vocational Institute of Technology (NAVIT) board of trustees. Prior to being elected County School Superintendent, he

delivered professional development training to teachers across Apache County and Arizona as the Technology Integration Specialist in the County School Superintendent's office.

Currently, Barry Williams is a member and president elect of the Arizona Association of County School Superintendents, chairman of the Apache County Higher Education Committee, member of the Arizona Rural Schools Association, the Arizona Association of School Business Officials, the Arizona School Boards Association and a member of the Arizona Town Hall Board of Directors.

COUNTY TREASURER: Marleita Begay



Marleita Begay, born and raised in Apache County is currently serving her first term as Apache County Treasurer. Her maternal clan is Hashk'aa hadzohi (Yucca Fruit-Strung-Out-In-A-Line) Clan and born for the Ma'ii deeshgiizhinii (Coyote Pass) Clan. Marleita graduated from Chinle High School and obtained her Master's Degree in Public Administration from University of Phoenix. Marleita is much honored to be the Treasurer and is looking forward to serving the citizens of Apache County. "Investing and Protecting our Financial Future."

COUNTY SHERIFF: Joseph Dedman Jr.



Sheriff Joseph Dedman Jr., grew up in the Navajo community of Nazlini, Arizona. Nazlini is 15 miles north of Ganado in the Northeastern part of Arizona. His mother passed away when he was young. He suddenly had to take

on added responsibilities. Sheriff Dedman is the third oldest of three sisters and one brother. He fondly remembers riding his pony into Ganado, or driving to the trading post in a wagon with his grandfather who was a medicine man. During the summers they planted corn, took care of horses, attended squaw dances, and all the usual things people do on the reservation.

As a young man, Sheriff Dedman learned the value of hard work and became a caring family member. As a high school student, he managed to earn money which he used to buy clothes or goodies for his siblings.

All that would prepare him for his 27-year career in law enforcement—a career that would often put him among dignitaries such as U.S. President Bill Clinton, U.S. Vice President Albert Gore, U.S. Senator John McCain, and U.S. Department of Health and Human Services Secretary

Tommy Thompson. He supervised their security during their visits to the Navajo Nation.

Sheriff Dedman began his career as a police communications operator and went onto the police academy where he trained to become a Navajo police officer. He went onto the State of New Mexico to become a certified peace officer. Once he received that certification, he went onto to get certified in Tucson, Arizona. When he received his Arizona certification, he returned to the Navajo nation. For the next two years, he worked for the Navajo Nation Division of Public Safety and was stationed in Crownpoint, New Mexico, patrolling the area.

Sheriff Dedman's next assignment was to the Special Investigation Unit of the Navajo police -- an often dangerous assignment. In one incident, he went undercover and worked on a drug sting in Tuba City. "Eventually we caught some people and took them down to Phoenix," he said.

After a tour with the SI unit, he returned to patrol duty in New Mexico for two more years. Then in 1989, he had another assignment: personal security to former Navajo Nation leader Peter MacDonald during the tribal turmoil and eventual riot. He served in that position for three years. "The riot happened," he said, "but we worked with a special security unit that was hired (to provide extra security). We learned a lot from those people. They were an elite trained team. So while tribal leaders were in a political headlock, Sheriff Dedman was getting invaluable lessons.

At the Internal Affairs Department, Sheriff Dedman supervised a cadre of professionals who watch over a force of 350 police officers. He carries out professional standards and teaches at the training academy in Toyeyi, Arizona. He teaches a supervisor's course, discipline action, civil liabilities, and leadership training for officers in training. He also continues to handle dignitary protection for special guests to the Navajo Nation.

Sheriff Joseph Dedman Jr., is married and has three children, and two grandchildren. He can often be seen riding his 1995 Harley Davidson around Window Rock area.

SUPERIOR COURT JUDGE: Donna J. Grimsley

Judge Grimsley is a graduate of Arizona State University College of Law. She completed her undergraduate work at Northern Arizona University and Arizona State University where she graduated *magna cum laude* with a degree in criminal justice. She was admitted to the State Bar of Arizona in 1982. Judge Grimsley has served as an Assistant Attorney General acting as counsel for the Arizona Board of Liquor Licenses and Control and the Arizona Board of Dental Examiners. In addition, she has served as a Public Defender in Navajo County.



She is a lifelong resident of Arizona and has called Apache County her home since 1983. Judge Grimsley served as Deputy Apache County Attorney for a total of six years prior to opening a private practice in 1993. While in private practice, the focus of her work was on criminal law, but included domestic relations and civil law.

Since joining the Bench in 1995, she has served as *Judge Pro Tem* for Apache County focusing mainly on juvenile and domestic relations cases. In December, 2003 she was appointed Superior Court Judge by Governor Janet Napolitano. Under her direction, Apache County Superior Court has established a juvenile therapeutic court and an Adult Drug Court, both aimed at reducing recidivism.

She currently serves as Chairperson of the Arizona State, Tribal and Federal Court Forum. The group provides a forum for cooperation and communication among state, tribal and federal judges to improve the quality of justice delivered in overlapping jurisdictions.

In addition, Judge Grimsley serves as an instructor and mentor for other judicial officers. She has helped to develop curriculum and teaches classes for Superior Court judges in cooperation with the Arizona Supreme Court.

Judge Grimsley is very active in her community and involved in outreach programs targeting at-risk youth, homelessness, and other community issues. In addition, she mentors youth as a Civil Air Patrol Officer.

ELECTED OFFICIALS

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CONSTABLE—ST. JOHNS: Breanna Lee



Breanna Lee is originally from Crockett, Texas, but moved a lot the last half of her teenage years. She relocated to Arizona at the young age of 19 to live with her sister and pursue a degree. While attending school in Mesa, Breanna worked full time for a small law office that specialized in real estate law, planning and zoning. She has worked as a legal assistant for close to eight years and has high ambitions to keep progressing in the legal field. While in Mesa, Breanna met and married her husband Christian and now have three children together. Upon learning of her husband's roots in St. Johns, she soon fell in love with the small city. After one year of marriage, she forced the move where she knew they could raise their children in a close-knit community. Breanna and her family have lived in St. Johns for the past four years and plan on never leaving. She remains impressed and thankful daily for the opportunities that have come into her life.

CONSTABLE—CHINLE: Ashleigh J. Clyde

Born and raised at the base of the beautiful Lukachukai Mountains, Arizona, pictured here is Constable Ashleigh J. Clyde.

Ashleigh J. Clyde is 20 years old. Her parents are Marcella and Victor; she has one younger brother Ashton and two older siblings Melissa and Josiah Clyde.

Growing up, Ashleigh has always had an interest in law enforcement, and at a young age she has been given the opportunity to serve as the Apache County Constable.

She is still pursuing her education at Dine' College seeking an Associate of Arts degree in Social Work. After she completes her studies at Dine' College, she will further her education at one of Arizona's universities.





Department Profiles

APACHE COUNTY ASSESSOR'S OFFICE

MISSION STATEMENT

The Apache county Assessor's office is dedicated to a fair and equitable assessment of all the property in the county. The Assessor follows Arizona Revised Statutes.

DEPARTMENT DESCRIPTION

The Assessor is to locate, list and assess all county property for ad-valorem tax purposes. The Assessor does not generate the tax rates or collect and distribute the taxes.

The Assessor's office completes the following duties:

This department is responsible for locating and listing all properties subject to ad-valorem taxes. They also processes business renditions that are filed by commercial entities in the county. The rendition is the value of current assets used in daily operation of the business and is completed on an annual basis. They are also responsible for locating and assessing mobile homes, which is done through cooperation with the AZ Department of Transportation. They are also responsible for confirming and validating Affidavits of Property Value which are recorded at the time a transaction happens on the property. The Assessor's Office also changes address and ownership after a deed is recorded with the County Recorder. They also processes exemptions and senior protection option.

ACCOMPLISHMENTS FOR 2012-2013

- Four Appraisers participated in Department of Revenue workshops.
- Achieved fiscal responsibility through maintaining a balanced department budget during a time of dramatically reduced budgets.

GOALS AND OBJECTIVES FOR 2013-2014

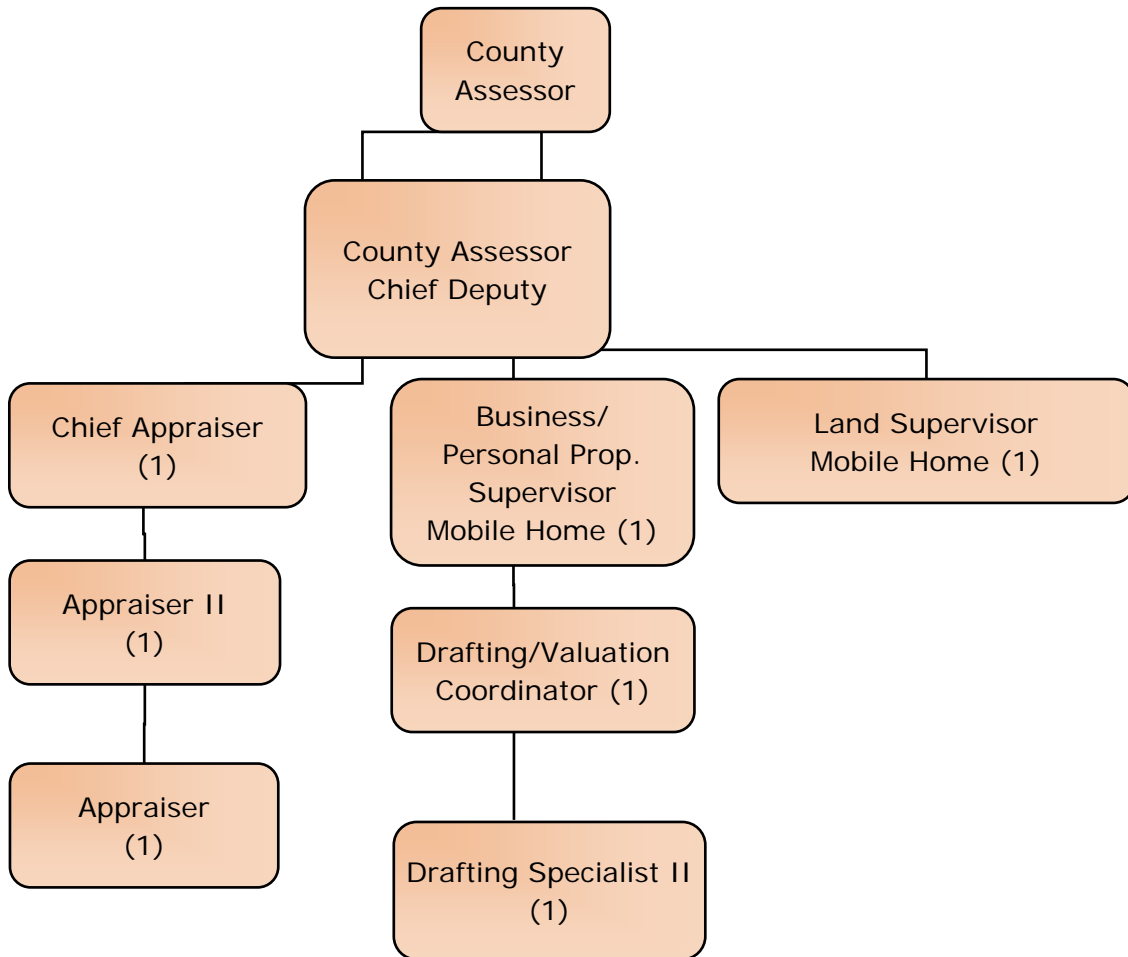
- Continue employee education related to the Assessor's office responsibilities, as well as training to better provide solutions to issues raised by the public.
- Implement Tyler Eagle Software

DEPARTMENT PROFILES

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APACHE COUNTY ASSESSOR'S OFFICE (CONTINUED)

ORGANIZATIONAL CHART:



BUDGET:

FUND		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 622,845	\$ 650,226	\$ 583,345
Department Total		\$ 622,845	\$ 650,226	\$ 583,345

APACHE COUNTY ATTORNEY'S OFFICE

MISSION STATEMENT

The mission of the Apache County Attorney's Office is to protect all the citizens of Apache County by providing the impartial administration of Arizona's laws and provide legal services to each Apache County entity.

DEPARTMENT DESCRIPTION

The Apache County Attorney's Office is a constitutionally created office and the County Attorney is an elected official. The County Attorney represents Apache County, its Board of Supervisors and elected officials, and other county departments and agencies in administrative and legal matters. The criminal division of the office prosecutes all felony crimes and most misdemeanors committed in Apache County. The County Attorney's Office also provides victim assistance, assists with uncontested adoptions and administers the Apache County Victim Compensation Program.

ACCOMPLISHMENTS FOR 2012-2013

The criminal prosecution team has won three Superior Court jury trials this year and has several more upcoming in the very near future. Prosecutors continue to obtain prison sentences for repeat offenders. The Victim Compensation Program has provided an increase in assistance to victims to over \$55,000 annually to cover medical, mental health, traditional healing and funeral costs. The office has also seen a significant increase in victim assistance satisfaction and participation from previous years due to recent process improvements.

GOALS AND OBJECTIVES FOR 2013-2014

The goal for the Apache County Attorney's Office has been, and remains, to protect all the citizens of Apache County by providing the impartial administration of Arizona's laws and provide legal series to each Apache County entity. To continue to educate our staff to better serve the public by effectively prosecuting criminal cases and provide important services to victims of crime.

DEPARTMENT PROFILES

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APACHE COUNTY ATTORNEY'S OFFICE (CONTINUED)

BUDGET:

FUND		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 910,407	\$ 878,778	\$ 852,604
223	Attorney Grants	-	-	500
230	Criminal Justice, Attorney	26,597	-	159,623
231	RICO, State & Other	42,463	82,889	40,000
243	ACCENT/Attorney	91,032	84,173	76,914
257	Victim's Compensation	38,580	39,194	54,473
260	Victim's Assistance / Rights	41,651	47,150	47,450
262	Fair & Legal Employment	-	-	45,000
263	Bad Check Prosecution	-	-	15,000
265	Victim's Compensation - Rest.	-	500	7,000
270	SW Border Prosecution	151,001	173,133	280,000
294	Prosecution Recovery	31,815	-	120,475
296	Fill the Gap, Attorney	-	-	6,000
334	Attorney Diversion	141,316	215,368	115,776
Department Total		\$ 1,474,863	\$ 1,521,185	\$ 1,820,815

DEPARTMENT PROFILES

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APACHE COUNTY BOARD OF SUPERVISORS

MISSION STATEMENT

Our mission is to serve our citizens through efficient allocation of resources and services, develop cooperative working relationships with communities and governments, and encourage residents and visitors to enjoy the diverse cultural heritage and abundant outdoor activities the county has to offer.

VISION STATEMENT

We envision a future where residents are healthy and successful and where our communities are safe and vibrant. We will strive to meet and exceed expectations by engaging people and communities in developing innovative solutions to challenges. We will be a diverse learning organization. We will partner with others to enhance the quality of life in Apache County and the region.

DESCRIPTION

The Apache County Board of Supervisors is the governing body for the county. Each member represents one of the three supervisorial districts, which are divided geographically and by population. The Board meets at least every first and third Tuesday of each month at the Apache County Annex in St. Johns. Members are elected to four-year terms, and may serve an unlimited number of terms and must be residents of the district they represent. Board members elect a new chairman at their first meeting each year. The chairman conducts all formal and informal meetings, which are open to the public.

Public Meetings are held at the Apache County Board of Supervisors' Hearing Room, first floor in Annex building which is located at 75 West Cleveland Street in St. Johns. Notices and agendas for all Regular and Special Apache County Board of Supervisors meetings will be posted at least 24 hours prior to the meeting at the County Courthouse, County Annex Building in St. Johns, Arizona and on the County's website.

BUDGET:

<u>DEPARTMENT/FUND</u>	<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100 <u>General Fund</u>	\$ 1,308,279	\$ 1,136,570	\$ 1,357,923
Department Total	\$ 1,308,279	\$ 1,136,570	\$ 1,357,923

APACHE COUNTY CLERK OF THE COURT

DEPARTMENT DESCRIPTION

The Clerk of the Superior Court is one of several independent, elected officials provided for by the Arizona State Constitution, with specific and special duties assigned by statute, the Supreme Court and local court rules. The duties of the Clerk are typically administrative in nature, but judicial in some instances. The Clerk is the official records custodian and fiduciary office of the Superior Court.

The purpose of the Office of the Clerk of Superior Court is to:

- Ensure and preserve, for the court and the public, unrestrained access to fair, accurate and independently-established records of the court from case initiation to closure.
- Receive, record, invest and disburse monies in the form of revenue fees, fines, bonds, reimbursements, victim restitution and public/custodial trust funds.
- Provide the public and legal community access to all public records of the Superior Court in Apache County.
- Provide customer service to the litigants, legal community, judiciary, law enforcement and the general public.

The goal of this office is to provide these services with courtesy, timeliness and professionalism. The Office of the Clerk of Superior Court is established by Article 6 of the Arizona Constitution.

ACCOMPLISHMENTS FOR 2012-2013

- Participated in statewide automation of case management system upgrades.
- Remained fiscally responsible & auditable, passing Financial, Criminal History Disposition Audit and Dependency Audit.
- Represented Apache County on case management reports and CourTools reports project.
- Served on several State committees.
- Successfully implemented electronic transmission of Arizona Department of Public Safety Disposition Reports.
- Implemented FARE in order to increase collection of fines, fees and restitution.

GOALS AND OBJECTIVES FOR 2013-2014

- Transfer old/historical files to Library and Archives.
- Serve customers with high degree of customer satisfaction.
- Further streamline jury process by use of on-line system and public awareness.
- Increase collection of fines, fees and restitution utilizing the FARE program.
- Update contingency plan for continued operation during emergency situations.

DEPARTMENT PROFILES

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APACHE COUNTY CLERK OF THE COURT (CONTINUED)

BUDGET:

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100	General Fund	\$ 492,728	\$ 416,138	\$ 519,402
239	Local Court Automation	35,504	39,715	47,259
258	S. Court Docket Storage	20,160	2,700	8,000
286	JCEF	-	7,843	60,000
295	Child Issues Education	1,964		
321	Prosecution Recovery COC	-	34,963	24,000
Department Total		\$ 550,356	\$ 501,359	\$ 658,661



DEPARTMENT PROFILES

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COMMUNITY DEVELOPMENT

DEPARTMENT DESCRIPTION

Community Development carries out multiple functions within Apache County. The department processes zone changes, subdivisions, conditional use permits, and variance cases. These cases are presented to the Planning and Zoning Commission, Board of Adjustments, and the Board of Supervisors. The department also reviews all building plans, issues permits, and performs building inspections.

- A- Accuracy – We will provide accessible, quality, complete and timely services.
- P- Professionalism – We will treat everyone with respect, fairness, dignity, and courtesy.
- A- Accountability – We will be accountable, honest, and trustworthy.
- C- Collaboration – We accomplish goals using shared leadership, teamwork, and consensus. Together, we will put the resources of the county to work for each customer.
- H- Healthy Work Environment – That encourages open communication and mutual respect. Humor – To be in a good state of mind, mood, or spirit, we value humor and play as essential aspects in creating a nurturing community.
- E- Employee Well-Being – We respect the individual contributions of each employee and endeavor to empower them with the needed resources for teamwork, shared pride, and continuous learning. Empowerment – We work as one. We empower our people, share responsibility, and communicate freely and honestly.

BUDGET:

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100	General Fund	\$ 378,494	\$ 279,728	\$ 397,998
214	Forest Thinning	116,710	51,555	250,000
Department Total		\$ 495,204	\$ 331,283	\$ 647,998

DEPARTMENT PROFILES

Apache County
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APACHE COUNTY CONSTABLES

DEPARTMENT DESCRIPTION

Constables duties include, but are not limited to, the following:

- Execute and return writs of possession or restitution (evictions)
- Serve orders of protection and orders prohibiting harassment
- Summons Jurors
- Serve criminal and civil summons and subpoenas
- Judicial security
- Levy and return writs of execution (seize property to satisfy judgments)
- Store personal property levied on
- Conduct Constable sales of property levied on to satisfy judgments
- Constable returns served summons to Judge

Apache County has four elected constables:

- Charli Anderson: Sanders (Puerco) District
- Breanna Lee: St. Johns District
- Roger S. Curtis: Round Valley District
- Ashleigh J. Clyde: Chinle District

BUDGET:

<u>DEPARTMENT/FUND</u>	<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100 General Fund	\$ 80,721	\$ 83,101	\$ 98,083
Department Total	\$ 80,721	\$ 83,101	\$ 98,083

APACHE COUNTY ELECTIONS

MISSION STATEMENT

Apache County Elections, under the direction of the Clerk of the Board of Supervisors, administers, prepares, conducts and tallies Federal, State and County elections in accordance with Arizona Revised Statutes.

DEPARTMENT DESCRIPTION

The Elections Office is responsible for coordinating and administering all elections

- Securing polling place locations
- Recruiting, hiring and training of election board workers
- Issuing, accepting and maintaining candidate, initiative, referendum and recall filings and campaign committee financial reports
- Provides for printing of all election related material
- Establishes election precinct boundaries
- Secures use of facilities for Election Day
- Prepares, allocates and transports election materials to and from polling places
- Provides vote tabulation and official results for canvassing by the Board of Supervisors

ACCOMPLISHMENTS FOR FY 2012-2013

- Successfully conducted four (Federal and City) elections
- Offered County wide Premium Certification Training to poll workers in which a total of 340 people attended training
- Successful implementation of a first "All Mail" ballot election in Apache County
- Successfully held the first "Hand Count" in Apache County
- Programmed and designed our own election database (\$80,000.00 to \$100,000.00 cost savings to county per election)
- Took an active part with the Secretary of State's office to revise the new Election Procedures Manual for 2012
- Visited 33 polling sites on the Navajo Nation
- Worked closely with the Navajo Nation Election Administration and community leaders encouraging their input in the election process
- Successfully provided voter information through radio and newspaper as well as public meetings including chapter meetings

GOALS AND OBJECTIVES FOR FY 2013-2014

- Staff to complete the State Election Re-Certification Program
- Work closely with the Tribal and Community Leaders – keeping aware of their concerns and encourage their input in the election process
- Continue to work with the Navajo Election Administration

DEPARTMENT PROFILES

Apache County
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APACHE COUNTY ELECTIONS (CONTINUED)

GOALS AND OBJECTIVES FOR FY 2013-2014 (CONTINUED)

- Continue the programming and designing of our own Election Data Base (\$80,000.00 to \$100,000.00 cost savings to county per election)
- Continue to cut cost wherever possible by shopping around and being more efficient in the way we conduct our daily business, allowing us to eliminate the need for additional staffing
- Continue to educate ourselves with the ever-changing Election laws and procedures in order to better inform the community by attending the yearly AACO (Arizona Association of Counties and EOA (Election Officials Association) meetings and being involved with the Legislative process
- Provide exemplary service to political candidates by improving and providing web-based information and filing documents
- Attend AMCA (Arizona Municipal Clerks Association) in order to keep informed on changes in municipal laws, which affects the election process

BUDGET:

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100	General Fund	\$ 307,887	\$ 362,124	\$ 229,039
204	HAVA	4,571	25,079	100,000
Department Total		\$ 312,458	\$ 387,203	\$ 329,039

APACHE COUNTY ENGINEERING

DEPARTMENT DESCRIPTION:

The Engineering Division provides the best possible engineering support services to both inside and outside customers, in a timely manner, respecting the rights of all, providing convenient and efficient facilities, while protecting the safety of the public. The engineering division provides design and technical knowledge for construction, maintenance and planning for roadways and drainage structures. The engineering division also reviews all subdivision plots, land development projects and works with road improvement districts to ensure that the roadway standards, which are adopted by the county, are met. The Engineering Department also administers Contracts, GIS and E911 address assignments. Our contracting officer is responsible for the financial and contract requirements within the department. The GIS group performs data analysis and creates custom maps for all county departments and performs deed research pertaining to parcels mapping and implements and maintains the department-wide enterprise system, provides all data management and mapping tasks for the Highway User Revenue Fund (HURF) accounting and consults with other county departments who are interested in further developing their GIS capabilities, our E911 coordinator addresses and maintains all associated maps. The office administration division is responsible for office support within all departments including cost tracking and budget, service call tracking, and fleet management within the HURF, utilizing a PubWorks program.

FLOOD DISTRICT: The Flood Control District interprets and upholds the flood damage prevention ordinances, responds to inquires about flood status, and insures the county retains its flood insurance rating by following the best floodplain management practices. The Flood Control District is responsible for the safe maintenance and operation of the flood control structures and properties the district owns.

ACCOMPLISHMENTS FOR FY 2012-2013

- Parcel adjustment tracking and thresholds for all map completions have been added to the monthly reporting (GIS).
- The HURF mileage report was submitted to Arizona Department of Transportation (ADOT) prior to due date (GIS).
- Successfully negotiate and fund storm and stream gauge locations throughout the Wallow fire affected communities
- Replacement of the Martinez Draw bridge deck and associated roadside improvements.
- Completion of the Tsaile Multi-use Trail in Tsaile, Arizona surrounding the Diné College.
- Addition of all special district, voter district, and JP district boundaries, 50 foot contours, and all cleaned and updated parcel maps, to the online GIS mapping page.
- The addition of road search and parcel search features to the GIS map page.
- Completion of Resource Advisory Council (RAC) Grant on CR3140 #3

APACHE COUNTY ENGINEERING (CONTINUED)

GOALS AND PERFORMANCE MEASURES OF FY 2013-2014

Strategic Plan Goal: Preserve and Protect

- Department Goal:** Develop a 5-year sign replacement to meet Federal Highway Administration (FHWA) requirements. Complete plan and share with Northern Arizona Council of Governments (NACOG). Submit to NACOG for Highway Safety Improvement Program (HSIP) funding by September 30, 2013.
- Department Goal:** Develop a 5-year Capital Improvement Project (CIP) plan for overlays, slurry seals, chip seals and striping by reviewing pavement preservation to evaluate road surface conditions. Complete by January of each year.
- Department Goal:** Develop a 5-year Capital Improvement minor Project (CImP) plan for district specific minor projects. Complete by January of each year.
- Department Goal:** Develop a Bi-annual plan to collect average daily traffic (ADT) counts for county roads by preparing a list of roads and a schedule to complete works. Publish in December of each year.

Strategic Plan Goal: Regional Leadership

- Department Goal:** Be an active member of the NACOG Technical Subcommittee by attending regular meetings every other month.
- Department Goal:** Develop and implement strategic plans annually.
- Department Goal:** Partner with local agencies such as Navajo Department of Transportation, Arizona Department of Transportation, City of St. Johns, Town of Eagar, Town of Springerville, etc. by providing technical assistance. On-going and as needed.

Apache
County



Building
Better



Roads!



DEPARTMENT PROFILES

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APACHE COUNTY ENGINEERING (CONTINUED)

BUDGET:

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
205	Roads	\$ 6,816,377	\$ 7,367,336	\$ 8,381,782
207	Tea 21, Bus Routes	325,000	-	320,000
218	GIS	64,000	64,000	64,000
219	Transit Fund	210,688	16	100,000
370	Flood Control	134,907		
701	Cinder pit	-	-	28,915
571	Flood Control	-	150,000	382,000
888	Special Roads	-	-	126,000
Department Total		\$ 7,550,972	\$ 7,581,352	\$ 9,402,697



DEPARTMENT PROFILES

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APACHE COUNTY FINANCE DEPARTMENT

MISSION STATEMENT

Our mission is the stewardship of the County resources. To this order, we provide reliable and courteous service that is valuable to our citizens and co-workers. We continually enhance the effectiveness and efficiency of maintaining accurate and comprehensive records of all financial activity within Apache County.

DEPARTMENT DESCRIPTION

- Prepare and manage the annual operating budget including estimating and forecasting revenue, long range fiscal planning and financial analysis for the County
- Prepare the Annual Expenditure Limitation Report, Schedule of Expenditures of Federal Awards and the Comprehensive Annual Financial Report
- Assist the Board of Supervisors and County administration in promoting the integrity and accountability of Apache County to its citizens for the expenditure of public fund
- Accurately record all financial transactions
- Assist in the processing of the County payroll
- Process all invoices for payment
- Ensure that purchases made by the County abide state statutes and all procurement processes

ACCOMPLISHMENTS FOR FY 2012-2013

- Implemented a new financial software system
- Provided financial training to County departments

GOALS & OBJECTIVES FOR FY 2013-2014

- Become compliant with audit regulations.
- Continue training sessions for County departments to ensure accuracy and improve efficiency.

BUDGET:

<u>DEPARTMENT/FUND</u>	<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100 General Fund	\$ 496,965	\$ 436,275	\$ 458,241
Grant Administration	-	13,000	60,000
Department Total	\$ 496,965	\$ 449,275	\$ 518,241

APACHE COUNTY PUBLIC HEALTH DISTRICT

MISSION STATEMENT

Provide public health services in the areas of:

- Health education
- Health promotion
- Preparation for public health emergencies
- Immunizations
- Personal wellness
- Environmental Health

VISION STATEMENT

Healthy People, Healthy Environment

DEPARTMENT DESCRIPTION

- Investigating and resolving health and environmental problems in the community
- Forming community partnerships to identify and solve health and environmental problems
- Informing and educating people about health issues and empowering people to make lifestyle changes
- Improving the department's ability to respond to public health emergencies
- Inspecting public facilities for compliance with rules and regulations
- Enforce laws and regulations that protect public health

ACCOMPLISHMENTS FOR FY 2012-2013

Public Health Administration

- Purchased a building in Saint Johns in which to provide immunizations, well woman health checks, WIC, health education and other services. Initiated remodeling of the building.
- Initiated and completed an Apache County community health assessment.
- Health Director filled in as a field inspector to determine personnel needed for the Environmental Health Division
- Assistant Director became the acting Public Health Emergency Preparedness Division Manager to evaluate personnel needed for the division.

Public Health Education

- Applied for and received the NACCHO-2013 Developing Capacity to Deliver Chronic Disease Self-Management Program Grant funding, in the amount of \$11,000.00. Only 12 sites throughout the country received this funding
- Hosted a training, certifying new trainers for the Chronic Disease Self-Management Program (CDSMP), for Navajo and Apache Counties
- Two staff were trained and certified to teach the Su Corazon Su Vida (Health Heart Program)

APACHE COUNTY PUBLIC HEALTH DISTRICT (CONTINUED)

ACCOMPLISHMENTS FOR FY 2012-2013 (CONTINUED)

Public Health Education Continued

- Completed the SHI/SHAC, School Health Index/School Health Advisory Council Training, then hosted a training for local partners on the SHI/SHAC guidelines
- WIC staff completed the Getting to the Heart of the Matter (GTHM) training, which is used to provide accurate Nutrition counseling with clients
- WIC staff completed the Baby Behaviors Training which assists in providing infant cues and early development counseling to new WIC Mothers
- WIC began providing “at-home” Breastfeeding counseling with clients upon request.
- All WIC staff have received training as Lactation Consultants
- One staff member was trained to teach Tomando, the Spanish language version of CDSMP

Public Health Promotion

- Received the Governor’s Office of Highway Safety grant
- Teen Pregnancy Prevention Services were expanded to Ganado High School
- Partnership with Navajo County Public Health Services District and the Navajo Nation Program for Self-Reliance were developed
- Hired and trained new full-time Teen Pregnancy Prevention Program employee for services in Ganado and Chinle
- Awarded increases in budgets for Teen Pregnancy Prevention Program and Baby Sprouts Home Visitation Program.
- 97 Families enrolled in Baby Sprouts: 146 prenatal visits and 453 family follow-up visits
- 171 children in southern Apache County and 150 children in Northern Apache were protected by car seats made available through Apache County Public Health Services District GOHS Grant
- 299 high school youth attended presentations on health and life skills

Public Health Emergency Preparedness

- Threat and Hazard Identification and Risk Assessment completed for the Public Health District
- Participated in Public Health Emergency Response exercise with Navajo County and the Navajo Nation
- Volunteer Emergency Response Team was organized

Public Health Clinical Services

- Received Arizona Partners Against Pertussis award for “Pertussis-free Workplace”
- Increased recommended adult immunizations from 1478 immunizations given in FY 2011-2012 to 1723 immunizations in FY2012-2013.
- Insurance billing generated \$43,425.00 in revenue
- 148 patients seen in family planning clinics
- 132 patients seen in well woman health check clinics (identified 5 breast and cervical cancer cases and referred them for treatment)

APACHE COUNTY PUBLIC HEALTH DISTRICT (CONTINUED)

Public Health Environmental Services

- 266 inspections were conducted at 193 fixed and permitted establishments and additional 61 contacts were made for food complaints, compliance inspections, consultations and opening inspections of food establishments
- 15 well site locations were evaluated
- 58 onsite wastewater treatment system permits were issued
- 120 inspections were conducted for onsite wastewater treatment systems
- 38 onsite wastewater treatment systems changed ownership
- 280 Food worker certificates were issued to paid food workers resulting in \$2,800.00 revenue. An additional 158 food worker certificates were issued to people who work for non-profit organizations.

Vital Records

- One additional person received training on issuing birth and death certificates
- Birth and Death certificates began being issued in Ganado and Chinle one day each month

Smoke Free Arizona

- 156 smoke free inspections were conducted
- Assisted a local apartment manager in developing a smoke free policy for the apartment complex

GOALS & OBJECTIVES FOR FY 2013-2014

Public Health Administration

- Complete remodel of clinic in Saint Johns and occupy the building
- Complete Continuity Of Operations Plan for the Department
- Review employees and positions to ensure they are properly classified

Public Health Education

- BTCD Staff will complete one Tomando (Spanish Chronic Disease Self-Management Program) and one English CDSMP workshop in Apache County
- WIC Nutritionist and staff will develop use of video conferencing as a tool for High Risk Nutrition counseling

Public Health Promotion

- Present at 6 community based Active Parenting programs
- Present comprehensive sexual health education programs to all 11 Apache County School Districts
- Expand Health Start Services to the Sanders area

DEPARTMENT PROFILES

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APACHE COUNTY PUBLIC HEALTH DISTRICT (CONTINUED)

GOALS & OBJECTIVES FOR FY 2013-2014 (CONTINUED)

Public Health Emergency Preparedness

- Train staff to Apache County Emergency Management Plan for response
- Conduct a response exercise for staff and volunteers
- Network within the county to build capacities
- Continue recruitment for AVERT

Public Health Clinical Services

Immunizations

- Increase immunization completion rates in the 2-24 month –old population by 10%
- Initiate Medicare billing on-site

Family Planning

- Increase by 5% the number of qualified patients using this service

Well Women Healthcheck

- Increase by 10% the number of qualified patients using this service
- Increase by 5% the number of patients seen at the Saint Johns Clinic

Public Health Environmental Services

- Perform a least 386 routine inspections of permitted establishments. Inspections performed on time.
- Work on resolution to cleaning up refuse, trash, dilapidated buildings on lots

Smoke Free Arizona

- Expand education efforts to include the Diversion Training to tobacco retailers
- Referral to the Ashline for employees who express an interest in stopping tobacco use.

Vital Records

- Improve customer service through additional training to current staff

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
	DEPARTMENT/FUND			
212	Public Health District	\$ 2,287,246	\$ 2,114,551	\$ 2,795,942
	Department Total	\$ 2,287,246	\$ 2,114,551	\$ 2,795,942

APACHE COUNTY HUMAN RESOURCES

MISSION STATEMENT

To provide all employees with competent and effective policy and H.R. assistance/guidance that is consistent with the needs of the County. To support the development of an exemplary work place where the values shared by all employees will enable the County to become a customer focused organization. To ensure an interactive relationship between the Human Resources Department, and the Elected Officials, Department Heads, and County Employees. To promote collaborative work place relationships based upon the principles of mutual trust, respect and professional integrity. To promote a work place free of conflict and to facilitate those with differences in a manner sensitive to the legitimate interests of all employees and the County's operations.

DEPARTMENT DESCRIPTION

The Human Resources Team performs the following functions:

- **RECRUITMENT:** Develop and maintain a system for employment and selection that is responsive to the department specific needs and is free of discrimination.
- **EMPLOYEE RELATIONS:** Offer advisement to Elected Officials, Department Heads, and employees to help in the resolution of employee issues. Build positive relationships between administration, management, and the employee that will ensure quality service that benefits everyone concerned.
- **CLASSIFICATION & PAY:** Recommend to Elected Officials and Department Heads employee's salaries that are consistent with local and comparable markets as budgets permit. Analyze and update pay plans.
- **EMPLOYEE DEVELOPMENT:** Work with Elected Officials and Department Heads to provide ongoing education. Conduct surveys to assess additional educational needs of the employee as well as the departments.
- **EMPLOYEE BENEFITS:** Assist in the administration of claims with providers. Conduct individual consultations with employees. Facilitate programs such as Short Term Disability, Long term Disability and Worker's Compensation and a variety of other supplemental programs.
- **LIABILITY & INSURANCE:** Take reports, file claims as well as annual reports. Monitor and provide annual and additionally insured certificates as needed.

ACCOMPLISHMENTS FOR FY 2012-2013

- Worked with the Elected Officials and Department Heads in providing additional training in both the FMLA rules and the Worker's Compensation program
- Coordinated with the County Attorney to amend the Human Resources Policy Manual in the area of employment appeals and the counties' re-hire policies
- Provided the county staff information via the Human Resources website that assisted them in the use of the county employee benefit programs
- In an effort to become paperless, Human Resources added new hardware and software systems to streamline the recruiting process

DEPARTMENT PROFILES

Apache County
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APACHE COUNTY HUMAN RESOURCES (CONTINUED)

ACCOMPLISHMENTS FOR FY 2012-2013 (CONTINUED)

- Partnered with NPC to provide classes in Supervisory and Personal Financial Management
- Created a new Apache County Volunteer Program
- Revised the appointment process for vacant Elected Offices
- Instituted a screening program for new hires
- Reorganized the Human Resources Department staffing to better assist the needs of the community
- Assisted in the renovation of the Sheriff's Departments main office
- Assisted in the creation of a Rodeo/Fairgrounds Manager contract position as well as with the facilities renovation

GOALS & OBJECTIVES FOR FY 2013-2014

- Continue training for existing and new supervisors, to include: Personnel Action Forms, Worker's Compensation, FMLA, evaluations, disciplinary actions, Personnel Improvement Plans (PIP), policy manual and new procedures involving medical-dental-vision programs.
- Continue to amend the policy manual as needed, to comply with all applicable laws, statutes and regulations
- Work with Information Technologies to assist in building the newly planned website, which will include the provision for more information for both the employee and possible future employees
- Continue to pursue changes to new software systems in a continued effort to become paperless
- Continue partnering with NPC to provide classes for employee improvement
- Revise the existing employment application
- Continue to review the Human Resources budget to limit expenditures where possible
- Continue to educate and train employees to encourage them to self-administer various employment programs
- Design and implement a recruitment plan that will better educate potential applicants on the county structure and services

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 227,058	\$ 215,090	\$ 251,121
	Department Total	\$ 227,058	\$ 215,090	\$ 251,121

APACHE COUNTY INFORMATION TECHNOLOGY SERVICES

MISSION STATEMENT

The Information Technology Services Department will provide the highest quality of technology-based services and customer service to the employees of Apache County.

DAPARTMENT DESCRIPTION

The Information Technology Department consists of 6 full time employees. Together we provide support for computer based hardware, software systems and the computer network. We strive to :

- Promote and facilitate the effective integration of technology into the basic mission of the county through planning, training, consulting and other support activities.
- Develop, enhance and manage the county's enterprise network to provide high speed, transparent and highly functional connectivity among all information resources.
- Provide fast and reliable access to all information systems.
- Promote tne uses of technology within the organization through the support of exploratory and innovative application.
- Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.

ACCOMPLISHMENTS FOR FY 12-13

- Provided efficient customer support to county employees through the implementation of a helpdesk system, upgrading employee workstations, maintaining the network and continue to upgrade the data information center.
- Worked with the Finance Department to meet the schedule for the implementation of the New World Systems applications.
- Provided the necessary technical support to all county departments.
- Maintained the county website with current information to assist with the dissemination of information.

GOALS AND OBJECTIVES FOR FY 13-14

- Continue to work with all departments to provide current information on the county website in order to provide improved customer service to the public.
- Work with the Assessor's and Treasurer's Offices to meet the schedule for the implementation of the Tyler Technologies applications.
- Continue to improve network security, upgrade countywide connectivity and uptime.
- Provide quality, efficient technical support and training to all departments.
- Continue to focus on disaster recovery strategies and procedures.

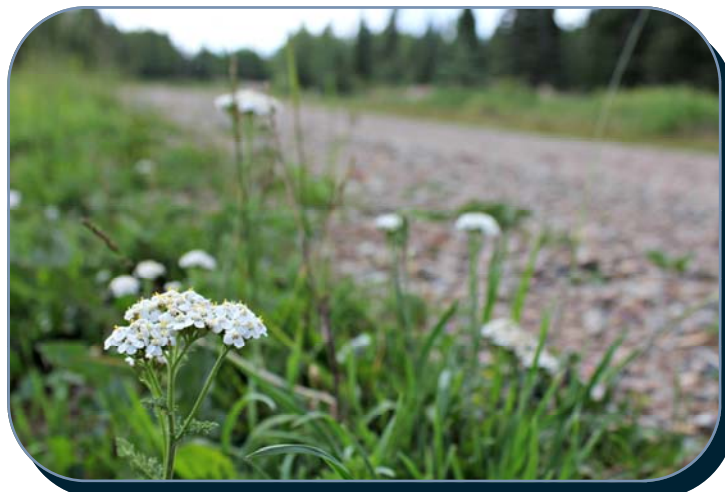
DEPARTMENT PROFILES

Apache County
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APACHE COUNTY INFORMATION TECHNOLOGY SERVICES (CONTINUED)

BUDGET:

DEPARTMENT/FUND		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 834,430	\$ 482,239	\$ 1,423,526
236	DP Services, Schools	11,455	256,385	373,135
Department Total		\$ 845,885	\$ 738,624	\$ 1,796,661



APACHE COUNTY LIBRARY DISTRICT

MISSION STATEMENT:

We work to make our best better.

DEPARTMENT DESCRIPTION:

The Apache County Library District has a full and part-time staff of 28 employees. Our public services, technical services, facilities and administrative staff work together to provide a range of library services, collections, programs, and facilities for the communities of Alpine, Concho, Greer, Round Valley, Sanders, St. Johns and Vernon, Arizona.

ACCOMPLISHMENTS FY 2012-2013

Round Valley Public Library: Robot Makerspace: A STEM Project. Awarded LSTA grant in the amount of \$25,150 to collaborate with Round Valley Middle School to help children improve their science, technology, engineering and math skills by building LEGO robots. To increase public awareness of the project, the library and middle school co-hosted a series of open houses, STEM Nights, and presentations by a working roboticist. The project concluded with a summer class at Kids College.

Vernon Public Library: Provided community outreach by staffing a booth at the Vernon Preparedness Fair.

District wide: With the assistance of 42 volunteers who worked 878 hours, we provided 10,191 library public service hours to the residents of Apache County. We served 130,949 people, an 8% increase in library attendance over last year. Throughout the district, staff handled 110,186 public service transactions, which included providing computer assistance to 4,897 library patrons and answering 5,322 reference questions.

Our patrons logged 52,087 sessions on 117 computers throughout the library district, for a 7% increase in computer use. Using library equipment and with the assistance of staff our customers made and sent 122,756 copies and faxes. Three of our libraries provided free notary services. Altogether our libraries housed 76,230 print, audio, video and electronic items. Polaris, our automated library system, reported that 166,939 items circulated last fiscal year, of which 43,971 were children's materials. Circulation of library materials increased 11% overall, and the circulation of children's materials increased by 14%.

Our staff planned and presented pre-school story times, children's reading programs, including special programming for homeschooled children, book discussions, art, textile and Arizona-related exhibits, author visits, movies, and a wide range of topical displays. Our libraries also provided classes in canning, food handling, Medicare, essential oils, blogging, meditation, pine needle basket making and writing memoirs. We presented workshops in genealogy, including Native American sources, basic computer troubleshooting, how to operate eReaders, and a variety of computer productivity software workshops.

APACHE COUNTY LIBRARY DISTRICT (CONTINUED)

In all, staff presented 468 programs with a total attendance of 8,825. Children's programs have long been a staple at our libraries. But this year staff expanded programming for teen and adult audiences which resulted in a 27% increase in attendance. In response to local demand, our library conference rooms were regularly booked by a wide variety of government and non-profit entities, community groups, and private organizations. As a recipient of a Broadband Technology Opportunities Program II grant, Round Valley Public Library served as a Job Help Hub for Apache County. The instructor hired through this grant provided assistance with job searching, computer skills, resume creation, interview strategies, career assessment, and job-related tests to County residents. In addition, five of our libraries received Virtual Workforce Workstations which allowed job seekers extended computer sessions for job searching and online job training and assessment.

Technical and Administrative Services: We doubled our bandwidth at Round Valley, Sanders and St. Johns libraries to address sluggish internet response times due to intensive audio and graphical data usage. The district was awarded \$18,652.70 in E-rate reimbursements. We ordered, cataloged, processed, and distributed 9,255 print, audio, and video materials. We also ordered and cataloged 1161 eBooks. Administrative staff provided community outreach by staffing booths at the SRP Agency Fair and the Apache County Fair. Staff also presented Dr. Seuss programming in local grocery store, schools, and Head Start programs, as well as presented poetry classes at Concho and St. Johns schools. In addition, the district maintained a web presence that featured our catalog, an events calendar, community information, tutorials and access to electronic resources.

GOALS & OBJECTIVES FY 2013-2014

Goal: Increase awareness and use of electronic resources available through the library district.

- **Objective:** Offer classes to teachers and library patrons outlining the variety of our resources as well as basic search techniques.
- **Objective:** Continue radio, newspaper, and brochure advertising campaigns to alert local residents to our electronic resources, some of which they may access from home.

Goal: Help Apache County families to develop early literacy skills for their children from birth to age five.

- **Objective:** Train and mentor library staff who volunteer to facilitate parent-focused workshops in their communities.
- **Objective:** Offer *Every Child Ready to Read* programs at our libraries.

Goal: Increase revenue by auctioning usable surplus items.

- **Objective:** Investigate possibility of using existing state contracts for online government surplus auction services.
- **Objective:** Transition to online auction service.

DEPARTMENT PROFILES

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APACHE COUNTY LIBRARY DISTRICT (CONTINUED)

GOALS & OBJECTIVES FY 2013-2014 (CONTINUED)

Goal: Foster partnerships, especially between libraries and schools.

- **Objective:** Sponsor Regional Forum in March 2014.
- **Objective:** Present workshops which explore successful joint projects and programs, and detail best practices.

BUDGET:

DEPARTMENT/FUND		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
202	Library District	\$ 1,556,287	\$ 1,533,799	\$ 2,319,393
580	Debt Service, Library Bond	705,725	705,825	713,000
	Department Total	\$ 2,262,012	\$ 2,239,624	\$ 3,032,393

APACHE COUNTY LIBRARY DISTRICT (CONTINUED)

ADDITIONAL ACCOMPLISHMENTS FOR FY 2012-2013

- Author visits
- Book discussion
- Genealogy classes, including custom classes for Native American genealogy sources and techniques
- Preschool reading
- Story times—including a group for home schooled children
- Canning class
- Food handlers' class
- Medicare class
- Essential oils class
- Forest service meeting
- Alpine Alliance meeting
- Summer Reading Programs
- Dr. Seuss' birthday program
- Career day
- Library services and resources class
- How to set up a blog
- Basic computer class
- Basic internet skills class
- Basic e-mail and social media class
- Job Search Assistance
- Expanded collections
- Zinio
- Art exhibits
- Quilt exhibit
- Themed displays
- Movie nights
- Meditation class
- Pine Needle Basket class
- Book sales
- Donations to other libraries and agencies
- Memoir writing workshop
- Arizona Rick Balloon Man
- Basic Word, Publisher and Excel classes
- Arizona State Quarter exhibit
- Arizona State Symbol exhibit
- We have seven public libraries with a combined square footage of 33,785.
- 11,452 registered library patrons throughout
- 32 licensed databases

DEPARTMENT PROFILES

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APACHE COUNTY MANAGER'S OFFICE

DEPARTMENT DESCRIPTION

The Apache County Board of Supervisors hires a County Manager who in turn hires department managers to conduct the daily business of the county. The County Manager carries out the mandates of the Board, working closely with the department heads and elected officials, to ensure the County is functioning according to those mandates. He also represents the County at various statewide and national meetings, looking out for the best interests of the County. As Clerk of the Board, Mr. Wengert has several official duties including preparing and posting the board agendas, publishing meeting minutes in the newspaper and conducting the back tax land sale.

- Delwin P. Wengert is currently the County Manager/Clerk of the Board for Apache County. Mr. Wengert served as the County Engineer/Deputy County Manager for seven years prior to accepting the County Manager position. He received his Bachelor of Science Degree in Engineering from Arizona State University in Tempe, Arizona. Mr. Wengert serves on the board of the White Mountain Regional Medical Center as well as the Eastern Arizona Stewardship Center. He has served for four years on the city council for the City of St. Johns.

BUDGET:

FUND	ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100General Fund	\$ 400,297	385,123	\$ 693,519
100General Fund - Contingencies	144,589	470,117	3,218,607
EDAC Pass Through	49,114	-	-
220Misc Revenue	-	289,411	300,000
225Forest Fees	985,938	-	200,000
279WIA	4	55	-
308EECBG	42,160	1,664	40,000
350Junior College Tuition Reimb.	2,100,000	2,197,000	2,600,650
351Post Secondary Education			
Junior Colleges	590,000	615,000	630,000
Technology for Education	175,000	200,000	378,000
510Debt Service, GADA Loan	177,175	254,767	3,242,001
520GIS Loan	75,767		
530Round Valley Complex	67,177		
540NACOG Headstart Building	40,392		
702Waste Tire Disposal	87,634	85,744	120,000
812Fire District Assistance	548,433	539,967	589,853
Department Total	\$ 5,483,680	\$ 5,038,848	\$ 12,012,630

APACHE COUNTY PROBATION

DEPARTMENT DESCRIPTION:

Apache County Probation Services is responsible for the supervision of persons placed on probation – both adults and juveniles. This includes enforcing court-ordered terms and conditions; ensuring probationer compliance with counseling; collecting court-ordered fees and fines; ensuring victim’s restitution is paid; and verifying Community Restitution Hours are completed. The biggest goal of Probation is to reduce offender recidivism with an objective of restoring the victims and the community, and to returning the offender to a productive member of the community.

ACCOMPLISHMENTS FOR FY2012-2013

- \$38,492.87 was collected in victim restitution – a 13% increase
- \$87508.53 was collected in probation fees – a 22% increase
- Staff met all mandated training – including Case Management and Evidence Based Practices
- Field Supervisor has been trained in EPICS II

GOALS AND OBJECTIVES FOR FY2013-2014

- Continue to promote Public Safety by reducing offender recidivism
- Continue to encourage staff development and education
- Increase Victim Restitution collections
- Increase collections of court-ordered fines and fees



DEPARTMENT PROFILES

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APACHE COUNTY PROBATION (CONTINUED)

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 423,629	\$ 443,777	\$ 498,203
229	Extra Juvenile Diversion	-	-	1,000
241	State Aid to Probation	156,859	159,709	179,324
242	Family Counseling	21,374	16,238	16,000
244	Adult Probation Fees	96,573	44,092	209,687
246	Adult Intensive Supervision	224,795	251,501	299,928
248	Juvenile Crime Reduction	-	-	6,000
249	Juvenile Treatment Services	69,628	75,000	86,384
250	Juvenile Probation Fees	6,843	2,000	10,000
251	J.I.P.S.	61,777	45,000	67,988
253	Diversion Fees	-	-	-
254	Adult Probation Enhancement	279,787	235,830	314,442
255	Parole	-	5,000	10,000
264	Detention Equalization	34,173	28,000	63,063
273	Extra Adult Probation Fees	-	-	400
274	Extra Juvenile Probation Fees	-	-	400
276	Drug Treatment & Education	14,119	8,000	16,723
280	Diversion Intake	69,595	56,106	59,746
281	Diversion Consequence	24,794	23,437	33,514
282	Drug Testing	23,888	23,390	26,283
284	BYRN Grant - Solutions Court			
289	Community Punishment	47,162	52,729	58,331
310	Title 1	32,877	990	46,392
311	Title 2	-	320	7,000
314	IDEA Basic	1,305	3,015	14,520
315	Secure Care	4,909	725	5,550
317	Drug Court	1,902	4,500	4,500
341	Juvenile Jail District	827,383	781,000	844,343
	Department Total	\$ 2,423,373	\$ 2,260,359	\$ 2,879,721

APACHE COUNTY PUBLIC FIDUCIARY

MISSION STATEMENT

The Office of the Public Fiduciary was established in 1974 by the Arizona State Legislature. A.R.S. Section 14-5601(A) requires each county board of supervisors to appoint a public fiduciary, and the cost incurred to conduct this office is charged against county government.

VISION STATEMENT

The Apache County Public Fiduciary is dedicated to improving the quality of life for people in need of guardianship and alternative protective services.

DEPARTMENT DESCRIPTION

The Public Fiduciary is the fiduciary of last resort and is referred those cases that no attorney, bank trust department, private fiduciary, family member or any other person or corporation is willing or able to accept. This results in the Public Fiduciary's Office having a caseload where there is either no money involved or the circumstances are complex. The ACPF currently has a staff of 2 and administers approximately 10 guardianships, conservator ships, and decedent estates.

PROGRAM ACTIVITIES

- Provide guardianship/conservator ship services as statutorily set forth in the Arizona Revised Statutes for persons whom we have been court-appointed as guardian/conservator.
- Administration of the indigent burial program
- Investigations on need for potential guardianship/conservator ship.
- Administration of decedent estates as statutorily set forth in the Arizona Revised Statutes for those estates on which we have been appointed by the Court.
- Collaborative effort with outside agencies to prevent and prosecute abuse/financial exploitation of the elderly and/or vulnerable adult.

APACHE COUNTY PUERCO'S JUSTICE COURT

MISSION STATEMENT

Puerco Justice Court continues to provide the best service possible by fulfilling the public's right to fair and justice in a timely manner. Our staff excels in communication between the court and people. Our efforts in service provide satisfaction in all services provided by the court.

In future years we hope to continue providing the Community Cleanup Project to the people of Apache County.

DEPARTMENT DESCRIPTION

Puerco Justice Court hears over 4,000 cases a year. Our hard working staff strives to serve the community and others by providing all needed documents and answering phone calls from clients. Anyone entering our court is treated with respect and greeted with professionalism.

Many cases are heard at our court throughout the week.

- Traffic Cases are done both weekly and daily. Puerco Justice Court receives numerous citations which are completed daily by both the staff and the Judge. Over 150 cases are heard a week, Title 28- transportation which are Civil and Criminal traffic cases.
- Criminal Cases are done on an average of 10 cases a week. These cases include Title 3- Livestock & Agriculture, Title 4- Liquor laws, Title 13, Homicide , Sexual offenses, Criminal trespass, Burglary, Prostitution , Sexual exploitation of children, Discharge of a deadly weapon, Threatening of a deadly weapon or instrument, and Infliction of serious injury.
- Felony Cases are done on an average of about five cases per week in our court calendar. We are able to hear Title-5 Felony cases and then they are bounded over to Superior Court.
- Civil Cases heard at the court house include Small Claims, Forcible and special detainer, and Orders of protection. On average four cases a week are heard.
- Along with court calendars and hearings we also are able to provide a service to the community. The Puerco Justice Court has started a Community Cleanup Project, which was started April 18th, 2011 continuing to present. By providing this option, we are able to reconnect to the community in a positive way.

GOALS AND OBJECTIVES FOR 2013-2014

- Continue its commitment to the citizens and strived to make the Puerco Justice Court the best court possible, to better serve Apache County Citizens.
- Keep education a high priority and make sure new laws are maintained in the court.
- Continue the Community Cleanup Project
- Keep costs down and save money for Apache County

DEPARTMENT PROFILES

Apache County
Annual Adopted Budget
Fiscal Year 2014

APACHE COUNTY PUERCO'S JUSTICE COURT (CONTINUED)

The Puerco Justice Court is a proud member of Apache County, and we strive to work hard. We are honored by the opportunity we are given to serve the people of Apache County.

BUDGET: COMPILATION OF ALL JUSTICE COURT BUDGETS.

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EXPENDITURES 2014</u>
100	General Fund	\$ 934,922	\$ 829,001	\$ 981,732
	Department Total	\$ 934,922	\$ 829,001	\$ 981,732



APACHE COUNTY ROUND VALLEY'S JUSTICE COURT

MISSION STATEMENT

The mission of the Round Valley Justice Court, Springerville, AZ, Apache County, is to provide all individuals who interact with Judicial Forum, equal access to justice, for just and timely resolution of disputes and cases filed. Our responsibility as the court, is to fulfill the public's right to fair and efficient justice, with professionalism, impartial treatment, dignity, courtesy, and timely resolution of all matters.

JUSTICE THROUGH EXCELLENCE

The court staff is dedicated to serving all who use our facilities in a professional and courteous manner, while providing the best customer service possible.

DEPARTMENT DESCRIPTION

- Round Valley Justice Court resolves matters such as civil lawsuits wherein:
- The dispute is \$10,000.00 or less.
- Landlord/Tenant matters.
- Small Claims cases.
- Criminal Matters and the full range of Civil and Criminal Traffic Offenses, including DUI'S & Serious Traffic Violations (e.g. Reckless Driving).
- Felony allegations through the Preliminary Hearing, and other types of Misdemeanor Allegations (e.g. Bad Checks, Theft Domestic Violence, Shoplifting, Order of Protections and Injunctions Prohibiting Harassment).

The court ensures accurate and safe handling of court ordered fees, fines and victim restitution, including disbursement of all funds. The court stores and safeguards exhibits and evidence of court cases, issues Marriage Licenses for the Clerk of the Superior Courts Office, compiles and maintains Statistic Reports, issues Search Warrants and completes Record Searches for various agencies.

ACCOMPLISHMENTS FOR FISCAL YEAR 2012-2013

- Uphold the rule of the law and ensuring that the public has access to a fair and efficient judicial system.
- The court is committed to public accountability: through building improvements and provide comfortable accommodations for our constituents.
- Secure holding facility for in-custody defendants.
- Participates in the Fine and Restitution Enforcement Program (FARE). This program assists the courts in upholding the rule of the law by requiring the court orders be enforced and that defendants pay the fines, fee's and restitution owed, but have avoided paying. The court has collected \$46,139.12 for the year 2012, through this program that may have gone uncollected.

APACHE COUNTY ROUND VALLEY'S JUSTICE COURT (CONTINUED)

ACCOMPLISHMENTS FOR FISCAL YEAR 2012-2013

- The court has collected over \$175,000.00 for the Apache County Justice Court Recovery Fund since the inception of the County Ordinance #2001-24 in October 2001. The County Ordinance was established to fund projects to enhance services provided through the Justices Courts.
- Implemented a home arrest program through SCRAM.
- Building Improvements have added Conference Rooms for Attorney/Clients, Jury/Mediation, and space has been added for additional storage files and documents for safe keeping.
- Collection of fines, fees and restitution through the State Tax Intercept Program.
- Implementation of E-Filings for Department of Public Safety citations.
- Transmitting Motor Vehicle Records electronically.
- Provide Interpreters and utilize Language Line Services which assist the courts with over a 180 different languages for Litigants/Defendants.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2013-2014

- Improve the automation system and to have improvements and developments for this procedure.
- Continue its commitment to the Arizona Judicial System and to the citizens it serves.
- Implement a new process for scheduling, to work with all Prosecutor's and Defense Attorney's schedules to allow more flexibility and convenience for all parties.
- Implement the National Center for States Courts Court Tools for case processing, Improving Court Management through Administrative Principles, Managerial Culture and Performance Measures to create cycle of effectiveness, efficiency, productivity to enhance procedural satisfaction.
- Case Management for trial date certainty to reduce continuance rates.
- Scanning Capabilities for the Courts.
- Automated DPS Disposition which reports convictions to Arizona Department of Public Safety electronically.
- Implement forms for Self Litigants in Spanish
- Implement Life skills Home Study Courses which will help built Accountability, Responsibility and Hope Through Cognitive Change

APACHE COUNTY ST. JOHNS' JUSTICE COURT

DEPARTMENT DESCRIPTION

Each county has justice courts that are presided over by a justice of the peace, who is elected for a four year term. These include civil lawsuits where the amount in dispute is \$10,000 or less, landlord and tenant controversies, small claims cases and the full range of civil and criminal traffic offenses, including DUIs. Justices of the peace also resolve other types of misdemeanor allegations (e.g. shoplifting, writing bad checks, violating restraining orders) and, like other trial judges, also handle requests for orders of protection and injunctions against harassment.

MISSION STATEMENT

To provide the public with fair and impartial treatment; building confidence in the Justice System. We strive to progressively lead the way in improving procedures in order to serve with accuracy and efficiency.

ACCOMPLISHMENTS FOR FY 2012-2013

- FARE
 - The Arizona Fines/Fees and Restitution Enforcement (FARE) Program is a statewide initiative of the Judicial branch with the goals of compliance with and respect for court orders and the law, enhanced customer service, increased revenues, consistency and uniformity in case processing and efficiencies in the collection process.
 - The program is a public/private partnership involving the state courts, the state Motor Vehicle Division, the state Department of Revenue and a private vendor. The court is responsible for entering case data and receipting funds collected into the case management system. The private vendor is responsible for the middle piece of ensuring proper defendant noticing, skip tracing, credit bureau reporting, outbound calling and supporting the vehicle registration hold system.
 - The early focus was on ease of access to pay court orders, fines and assessments. To this end a web-based and telephone payment system were implemented in English and Spanish.
 - In August, 2004, the Traffic Ticket Enforcement Assistance Program (TTEAP) was implemented as a component of the FARE program. The TTEAP statute, **A.R.S. § 28-1631**, allows the Motor Vehicle Division, on instruction from the court, to place a hold on a vehicle registration renewal. Before a hold is placed data from all participating courts is checked to see if there may be more than one citation for the offender. If so all cases are flagged and must be cleared with the court before the registration hold is released.
 - Effective March 25, 2009, **Administrative Order 2009-29** adopted **ACJA Code 5-205: Collections** which defines the implementation, services and benefits of the Fines/Fees and Restitution Enforcement (FARE) and Debt Setoff (DSO) Programs.

APACHE COUNTY ST. JOHNS' JUSTICE COURT (CONTINUED)

ACCOMPLISHMENTS FOR FY 2012-2013 (CONTINUED)

- Electronic Document Management System: St. Johns Justice & Magistrate Courts volunteered to be the first Limited jurisdiction Courts in Apache County to take advantage of the Centralized Electronic Document Management System developed by the Administrative Offices of the Courts. The Court has been equipped with a scanner and onsite training to ensure successful deposit and retrieval of documents. Participation in the system will enable us to destroy paper copies of imaged records and eventually accept E-Filings.
- MVD Electronic file Transmission: In January, 2012 we implemented the Motor Vehicle Division (MVD) file Transmission procedure. This will enable us to electronically transmit all MVD type cases saving time, money and accurately providing MVD with the disposition of a case. A disposition report is the official document that reports the conclusion of a criminal matter to the Department of Public Safety (DPS) for entry into the Central State Repository (CSR).
- The Central State Repository is also known as the Arizona Computerized Criminal History database (ACCH).

GOALS AND OBJECTIVES FOR FY 2013-2014

- Continue providing the public with service and confidence in the Justice System.
- Continue scanning files and comply with record retention statutes.
- Approach the oncoming year challenges with a proactive attitude.
- Continue to move forward updating procedures, meeting standards and goals, so the St. Johns Justice Court meets the Arizona Supreme Court's expectations .

APACHE COUNTY RECORDER'S OFFICE

MISSION STATEMENT

To provide efficient services to the public through the recordation and retrieval of records, and to maintain the voter registration data base and conduct early voting in accordance with the Federal and State statutes.

DEPARTMENT DESCRIPTION

The Recorder's Office is responsible to classify, index, image and preserve all recorded documents. The Office will:

- Provide access to all public records for research.
- Ensure that the public is treated professionally and fairly.
- Receive and record monies for services rendered.
- Records documents in compliance with the Arizona Revised Statutes. The recorded documents may consist of: Home site lease; Certificate (marriage, divorce, death), Real Estate Transactions; Mortgages; Military DD-214; Financial Statement Agreements; Living Wills, Deeds of Trust; Family Trust; Personal Property; Tax Liens, and Contract Agreements, etc.
- Provide access for the public to electronically record documents.

The Recorder's Voter Registration and the Voter Outreach Offices are responsible to disseminate voter information and to maintain the Voter registration data base. The Offices will:

- Register citizens in accordance with the Arizona Revised Statutes.
- Provide Voter registration forms to convenient places throughout the county (post offices, chapter houses, city or town, etc.).
- Conduct Early Voting at early voting sites throughout the county.
- Provide translations upon request in reference to all election and voting materials.
- Assist the Elections Department in the training of Poll Workers, and provide technical support during elections.
- Provide voter registration presentations to the schools and communities throughout the County.
- Mail out and receive Early Ballots and prepare reports for the Early Board.
- Receive and review Provisional Envelopes and prepares reports for the Elections Dept. in the preparation of the election related reports.
- Coordinate the Street File Project with the appropriate tribal and county organizations.

ACCOMPLISHMENTS FOR FY 2012 – 2013

- Participated with the Secretary of State's revision of the Elections Procedural Manual.
- Coordinated with the Navajo Nation to consolidate its Primary Election date to coincide with the Arizona State Primary election date.
- Assisted the Elections Department in providing the All Vote by Mail information to the towns of Eager, Springerville and St. Johns, which was approved and implemented by the City Councils.

APACHE COUNTY RECORDER'S OFFICE (CONTINUED)

ACCOMPLISHMENTS FOR FY 2012-2013 (CONTINUED)

- Partnership with the Navajo Nation to begin to implement the Rural Addressing initiative with the chapters within Apache County.
- Provided Voter Registration Training to the high school students in the seven Apache County school districts.
- Completed the review and reports for the Early Ballots for the towns of Eager, Springerville and St. Johns.
- Completed the Phase I of the Scanning Project which consisted of scanning of all recorded documents from the early 1800's, and prepared for the Phase II, the Meta Data and Indexing.
- Updated two brochures for the Recording and Voter Registration sections for public dissemination.
- Completed the Presidential Preference and the Presidential Primary and General Elections.
- Conducted Early Voting at various sites throughout the County for the Presidential Preference and the Presidential Primary and General Elections.

GOALS AND OBJECTIVES FOR FY 2013-2014

- Maintain operations within the allotted budget and coordinate closely with the county grant writer to seek outside funding.
- Coordinate with the Navajo Nation to partnership in writing a grant for the Partnership to Rural Addressing initiative.
- Partnership with the Navajo Nation to co-sponsor the 2nd Annual Rural Addressing Summit for the 29 chapters within Apache County.
- Increase voter registration from 49,991 to 52,000 in the county by visiting the schools, fairs, and community events.
- Continue to work in Phase II of the Back Scanning Project by completing the review and clean-up of 20 more Docket books.
- Continue in the Meta Data of the documents in preparation for the Indexing of 20 Docket Books.
- Complete the Street File for 10 of the 12 southern precincts.
- Coordinate with the Navajo Nation Addressing Authority and the 29 chapters to establish or revitalize their Local Rural Addressing Committee/Community Land Use Committee, and to begin Phase I of the Rural Addressing/Street File in each of the chapters.

DEPARTMENT PROFILES

Apache County
Annual Adopted Budget
Fiscal Year 2014

APACHE COUNTY RECORDER'S OFFICE (CONTINUED)

GOALS AND OBJECTIVES FOR FY 2013-2014 (CONTINUED)

- Mail out 50,000 voter identification cards to the citizens of the county.
- Coordinate with Pima County to seek alternative method to the state wide uniformed voter registration system.
- Seek and coordinate with the County to obtain funding for a GIS Project Coordinator to complete year 2 of the Street Project.

BUDGET:

DEPARTMENT/FUND		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 422,402	\$ 397,706	\$ 492,230
252	Recorder's Surcharge	18,123	16,946	31,000
Department Total		\$ 440,525	\$ 414,652	\$ 523,230

DEPARTMENT PROFILES

Apache County
Annual Adopted Budget
Fiscal Year 2014

APACHE COUNTY SHERIFF'S OFFICE

MISSION STATEMENT

The Apache County Sheriff's Office is dedicated to providing equal protection and fair service to all property and citizens of Apache County in a timely and professional manner. We will be accessible and accountable to the citizens of our communities. We are committed to the education of our youth about responsible conduct, and forming a partnership with our citizenry to combat crime and violence. We will constantly strive for improvement on these principles through ongoing training, an alliance with other criminal justice agencies, and a working relationship with all residents of the County.

DEPARTMENT DESCRIPTION

The Apache County Sheriff's Office is responsible for the full time Law Enforcement duties in Apache County including unincorporated towns and housing sub-divisions.

The Apache County Sheriff's Office employs 80 personnel including Detention Officers, Communication Specialists, Administrative and Maintenance staff, as well as 35 certified Deputies. Sheriff Dedman also utilizes volunteer assistance with both the Reserve Deputy program and the Northern and Southern Apache County Poses as well as organized citizen groups for Search and Rescue.

The Apache County Sheriff's Office houses all prisoners from the county courts as well as three incorporated city Police Departments. The Apache County jail also houses inmates from the Federal Bureau of Prisons and the Arizona Department of Corrections.

Although a portion of Northern Apache County is Navajo Nation, Apache County has jurisdiction for all the Non-Native American population living on the Navajo Nation.

Along with receiving and dispatching the routine and 911 calls for Apache County, the Apache County Sheriff's Office Communication Center also receives and dispatches calls for 3 Police Departments, 7 Fire Departments, 3 Ambulance Companies, as well as assisting the United States Forest Service and Arizona Game and

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
<u>DEPARTMENT/FUND</u>				
100	General Fund	\$ 2,416,052	\$ 2,285,676	\$ 2,521,752
224	Sheriff's Grants	-	161,977	71,500
240	Jail Enhancement	325,102	197,060	200,000
256	ACCENT/Sheriff	525,257	321,008	273,030
266	Jail Services, Sheriff's Canteen	38,913	37,000	250,000
340	Jail District	2,380,341	2,339,000	3,591,333
Department Total		\$ 5,685,665	\$ 5,341,721	\$ 6,907,615

APACHE COUNTY SUPERINTENDENT OF SCHOOLS

MISSION STATEMENT:

The mission of the Apache County Superintendent of Schools and staff is to provide fiscal management, business and payroll services; to promote educational excellence by building alliances with school districts, service organizations, communities, and others; and to foster innovations in education that will prepare students for college and careers.

VISION STATEMENT:

All students can find success, self-worth, and achieve individual college and career goals through quality education.

DEPARTMENT DESCRIPTION:

The Apache County Education Service Agency, office of the Superintendent of Schools (ACSS), is a constitutionally created office and the County Schools Superintendent is an elected official. By Arizona Revised Statute, the Superintendent of Schools office serves as the fiscal agent for the county school districts and is a proactive coordinator of educational opportunities for teachers and staff throughout the county.

Operating under the school superintendent's office is the Apache County Schools Business Consortium that provides broadband services, IT support, and a variety of technology related products that include email systems, school finance accounting systems and e-rate planning services.

ACCOMPLISHMENTS FOR FISCAL YEAR 2012-13:

The Office of the Superintendent has provided fiscal services and support to ten of the eleven school districts (Chinle USD maintains their own fiscal services), educational support and services to all eleven districts, Jail Education, and Juvenile Detention Education. Among the many duties and services performed have been:

- Coordinating with the Northeast Arizona Regional Center (Navajo, Coconino, and Apache Counties) to provide on-going training sessions in Common Core Math and Language Arts curriculum
- Coordinating with the Arizona Association of School Board Officials (AASBO) to sponsor a 9-session School Business Management course for Business Managers, Administrators, Business Office personnel, and anyone interested in Business Office procedures
- Arranging and implementing a multi-school teleconferencing system so outlying districts could participate in the AASBO training without having to travel long distances
- Opportunities for training to support newly elected school board members
- Advertising, conducting an unbiased interview process, and selecting individuals to fill vacated school board seats
- Sponsoring and coordinating the annual Apache County Spelling Bee
- Participating in Northeast Arizona Regional Center meetings and symposiums

APACHE COUNTY SUPERINTENDENT OF SCHOOLS (CONTINUED)

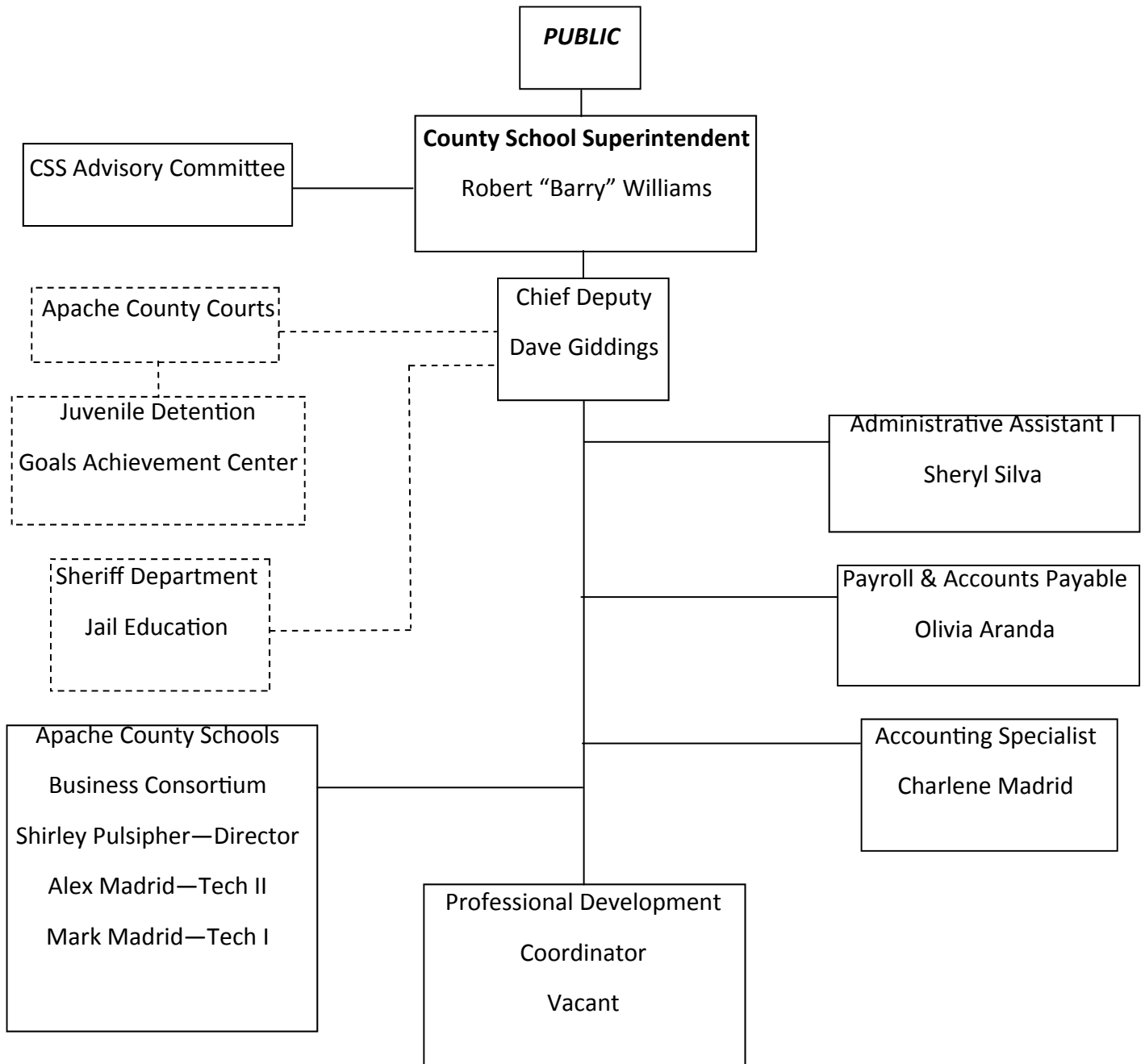
- Collaborating with school district superintendents and administrators to investigate, discuss and solve common concerns and issues
- Processing expense and payroll vouchers and printing warrants for ten of the eleven school districts in Apache County
- Processing and recording deposits for ten of the eleven school districts and coordinating with the County Treasurer’s office
- Reconciling fiscal records between school districts and the County Treasurer’s Office on a monthly basis
- Registering all home-school students
- Processing Out-Of-County Residence Affidavits for Community Colleges
- Recording and verifying all Certified Teacher Certificates for teachers within Apache County
- Processing federal grant applications and completion reports for all school districts and forwarding approved reports to the AZ Department of Education Grants Management Division
- Distributing “Arizona: Nations and Art” by Annica Benning to every 4th grade student in the Apache County public school system to promote literacy and cultural awareness
- Attending and participating in a multitude of State, regional and county meetings to facilitate common understanding of problems and issues facing all counties in Arizona
- Upgrading microwave data services provided by the Apache County Schools Business Consortium (ACSBC)
- Boosting, maintaining and monitoring bandwidth capabilities to school districts
- Assisting schools in preparing for the next generation of statewide student assessments
- Developing a software based teacher evaluation instrument to meet Arizona Ready goals

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 313,498	\$ 281,356	\$ 329,925
211	Schools Indirect Costs	-	-	-
	Department Total	\$ 313,498	\$ 281,356	\$ 329,925

APACHE COUNTY SUPERINTENDENT OF SCHOOLS (CONTINUED)

ORGANIZATIONAL CHART:



APACHE COUNTY SUPERIOR COURT

MISSION STATEMENT

The mission of the Superior Court of Apache County is to ensure the prompt and fair adjudication of all cases and to foster public confidence and trust in the Courts through accessibility, communication and education.

DEPARTMENT DESCRIPTION

As part of the State's only general jurisdiction court, the Superior Court of Apache County hears two types of cases, criminal and civil. All non-criminal cases are defined as civil and include divorce, paternity, child support and parenting time, collectively designated as family court matters. Juvenile matters which include delinquency, dependency, adoption and severance cases are also heard in Superior Court. In addition, Superior Court is the forum for mental health, probate and limited jurisdiction court appeals.

The Superior Court of Apache County is the anchor of the Judicial Branch that includes the Clerk of the Superior Court, four Justice of the Peace Courts, the Consolidated Adult and Juvenile Probation Department, the Juvenile Detention Center and the Court Appointed Special Advocate (CASA) Program.

ACCOMPLISHMENTS FOR FY 2012-2013

- Completed and put into service new courtroom and judge's chambers that has resulted in improved operational efficiency, enhanced court security and provided easier access for court users.
- Completed on-site Education and Training Center which has aided court departments in achieving maximum financial performance by eliminating travel costs for State-mandated education while strengthening staff knowledge, skills and professionalism.
- Expanded use of local Parenting Coordinator program to assist parents in resolving disputes about parenting their children. Utilization of this program is often more cost-effective for parents and provides judicial officers more time to hear other matters, resulting in more timely access to the court.
- Helped to improve the quality of the legal profession by partnering with the Administrative Office of the Courts to provide local continuing legal education (CLE) opportunities for attorneys.
- Expanded Adult Drug Court program services despite lack of funding, and strengthened juvenile treatment court program resulting in a reduction in jail costs for some adult drug offenders and enhancement of public safety due to intensive monitoring of both adult and juvenile high-risk offenders.

GOALS AND OBJECTIVES FOR FY2013-2014

- Increase community awareness and ensure that court processes are fair and understandable by employing public outreach to increase the public's basic understanding of the courts and judicial branch of government.

DEPARTMENT PROFILES

Apache County
Annual Adopted Budget
Fiscal Year 2014

APACHE COUNTY SUPERIOR COURT (CONTINUED)

GOALS AND OBJECTIVES FOR FY2013-2014 (CONTINUED)

- Utilize social media and other tools to expand Court Appointed Special Advocate (CASA) Program volunteer recruitment efforts to provide advocacy for the best interests of the increasing number of children involved in the juvenile court system due to abuse or neglect.
- Develop a succession plan to ensure recruitment, development and retention of high-quality staff and to develop future court leaders through mentoring and participation in state and national court management programs.
- Evaluate criminal case-processing and implement case flow management system to aid in achieving nationally established case processing guidelines.
- Assess and expand tools available to meet the needs of self-represented litigants.

BUDGET:

		ACTUAL EXPENDITURES 2012	ACTUAL EXPENDITURES 2013	BUDGETED EXPENDITURES 2014
100	General Fund	\$ 929,903	\$ 851,115	\$ 969,732
203	Law Library	2,100	11,700	22,500
227	Juvenile High Risk Court	52,810	47,091	51,165
235	Norviel Decree	12,619	12,004	16,350
245	CASA	40,096	35,500	61,081
268	Field Trainer	24,097	25,057	25,094
285	Case Processing Assistance	9,605	2,941	20,000
297	Fill the Gap, Courts	713	196,649	175,103
298	Fill the Gap, Indigent Defense	91,323	-	-
		25,773		
299	Fill the Gap, Court Administra-			
320	Prosecution Recovery Sup Ct	3,065	20,250	25,000
	Department Total	\$ 1,192,102	\$ 1,202,307	\$ 1,366,025

APACHE COUNTY TREASURER'S OFFICE

MISSION STATEMENT

To deliver the highest levels of assistance to the residents of Apache County with integrity and enthusiasm. To responsibly invest monies on behalf of Apache County while keeping at the forefront safety, liquidity and yield.

DEPARTMENT DESCRIPTION

The Apache County Treasurer's Office is responsible for the following duties:

- Collection of Real and Personal/Commercial property taxes
- Distribution of tax money collected to all taxing entities
- Changes to the tax roll when authorized
- Submittal of monthly reports to various entities including the Board of Supervisors
- Conducts annual tax lien sales
- Maintains tax lien records
- Accounts for over 300 separate funds for the county

ACCOMPLISHMENTS FOR FISCAL YEAR 2012-13

- Reconciliation of Treasurer's General Account completed
- Reconciled all quarterly interest distribution
- Revamped and streamlined the organizational structure to compliment the internal control and customer service.
 - Hired a new team member to focus on customer service
 - Organized the vault and centralized records
- Upgrade Technology/Equipment
 - Replaced Creditron (Cost Saving)
 - Installed safe in vault for better safekeeping of funds
 - Purchased new cashbox with keys

GOALS AND OBJECTIVES FOR FY2013-2014

- Smooth transition to the New Tyler Eagle Software
 - Elimination of negative balance funds.
 - Revenue Posting
 - Reduce the period of monthly closings.

DEPARTMENT PROFILES

Apache County
Annual Adopted Budget
Fiscal Year 2014

APACHE COUNTY TREASURER’S OFFICE (CONTINUED)

GOALS AND OBJECTIVES FOR FY2013-2014 (CONTINUED)

- Implement process and procedures to compliment the Segregation of Duties/Internal Control. To be more accountable and transparent for the county.
 - Cash Management
 - Refunds
 - Reconciliation
 - Interest Calculation, etc.
- Expedite payment processing for customers
 - Turnaround time for posting payments
 - Improve Customer Service
 - Improving payment methods by installing Debit payments at the counter or via on-line.

BUDGET:

<u>DEPARTMENT/FUND</u>		<u>ACTUAL EXPENDITURES 2012</u>	<u>ACTUAL EXPENDITURES 2013</u>	<u>BUDGETED EX- PENDITURES 2014</u>
100	<u>General Fund</u>	\$ 307,492	\$ 271,313	\$ 407,810
	Department Total	\$ 307,492	\$ 271,313	\$ 407,810

A photograph of a stone building with a sign that reads "Tasty Pot 9421 6413 and more!". A window to the right has a sign that reads "BUDGET SUMMARY". The building is made of rough-hewn stone and has a wooden door. There are some items, including a basket and a barrel, in front of the door. The ground is covered in snow.

Budget Summary

Apache County Purchasing Policy

INTRODUCTION

The purchasing policy is to promote efficient use of financial resources and minimize administrative time, cost, and effort. An effective purchasing system allows the County to identify the goods and services required for County operations and acquire them as economically as possible within acceptable standards of quality.

The County has developed internal controls over purchasing that provide adequate authorization of and accountability for County expenditures and ensures that procurement policies are consistent with legal requirements and sound business practices.

The purchasing policies and procedures have been developed in sufficient detail to identify the responsibilities, duties, and tasks of employees.

LEGAL REQUIREMENTS

The legal requirements governing County purchasing policies and procedures are primarily derived from the Arizona Revised Statutes (A.R.S.).

1. The Board of Supervisors has the exclusive power to contract for the County. The County may cancel any contract within three years of execution without penalty or further obligation if any person involved in initiating, negotiating, securing, drafting, or creating the contract on the County's behalf is, or becomes, an employee, agent, or consultant of the other parties to the contract. The cancellation is effective when all other parties to the contract receive written notice, unless the notice specifies a later time. Notice of this legal provision must be included in every contract to which the County is a party. A.R.S. §§11-201 and 38-511
2. The County must use sealed, competitive bidding procedures for purchases of supplies, materials, equipment and contractual services, except professional services, with an estimated cost exceeding \$50,000. A.R.S. §11-254.01, 41-2535 and 41-2501(C)

The following are exceptions to the requirement:

- a. Sole source purchasing: A contract may be awarded for materials, goods, services or construction items without competition, if the department head determines in writing that there is only one source for the required submission of cost or pricing data in connection with an award under this section. Sole source purchasing shall be avoided except when no reasonable alternative sources exist. A written determination of the basis for the sole source purchasing shall be included in the contract file. A.R.S. §41-2536
- b. Emergency purchasing: Notwithstanding any other purchasing policy, the Board of Supervisors by a two-thirds vote may make or authorize others to make emergency procurements if there exists a threat to public health, welfare or safety or if a situation exists which makes compliance with section A.R.S. §41-2533, 41-2534, 41-2578, 41-2579 or 41-2581 impracticable, unnecessary or contrary to the public interest as defined in rules adopted by the Board, except

that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

c. Search & Rescue: Notwithstanding any other purchasing policy, the Sheriff may make or authorize others to make Search and Rescue procurements if there exists a threat to public health, welfare or safety, or if a situation exists which makes compliance with A.R.S. §41-2533, 41-2534, 41-2578, 41-2579 or 41-2581 impracticable, unnecessary or contrary to the public interest as defined in rules adopted by the Board of Supervisors, except that such Search and Rescue procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the Search and Rescue and for the selection of the particular contractor shall be included in the contract file.

d. Purchases of \$50,000 or less shall be made using the following procedures as recommended by the Auditor General A.R.S. §11-254.01, 41-2535 and 41-2501(c):

- Elected officials and department heads may approve purchases, within their board approved budget, costing less than \$5,000. Board pre-approved budget overrides shall be required for any purchases that exceed approved budgets. The elected official or department head must use reasonable efforts to obtain the lowest and best price.
- The finance department may approve purchases costing at least \$5,000 but less than \$35,000. Requesting department shall obtain at least three written price quotations, or retain documented evidence of reasonable attempts to obtain three price quotations prior to PO being issued.
- The County Manager may approve purchases costing at least \$35,000, but not more than \$50,000. Requesting department shall obtain at least three written price quotations, or retain documented evidence of reasonable attempts to obtain three price quotations prior to PO being issued.
- The Board of Supervisors shall approve all purchases for services \$50,000 and above. The purchase must have sealed competitive bids and department will provide the bid specifications to the Clerk of the Board of Supervisors.
- The vendors contacted and their price quotations should be indicated on, or attached to, the file copy of the purchase order. If three quotations cannot be obtained, the County should also document the vendors contacted who did not offer price quotations and the reason why they did not. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented.
- The invitation for price quotes must be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition. Normally, ten working days is sufficient time.

- For purchases of \$4999.00 or less, the department head must use reasonable efforts to obtain the lowest and best price. All purchases over \$500 shall be made by purchase order.

The only exceptions to this are:

1. Professional services
2. Jury and witness fees
3. Travel
4. Utilities and communications (telephone, gas, electricity)
5. Postage
6. Uniforms
7. Indigent medical expenses
8. Maintenance agreements
9. Library books
10. Subscription renewals

3. Professional Services A.R.S. §11-254.01

- Professional services shall not be purchased by sealed bids or proposals, but will be negotiated between the Elected Official or Department Head which requires the service and the professional or professionals.
- Persons or businesses engaged in providing the service(s) required, shall submit written statements of qualifications and expressions of interest in providing such service(s) to the Elected Official or Department Head.
- The Elected Official or Department Head will recommend to the Board of Supervisors the professional service provider to which a contract should be awarded, after considering the qualifications and making a determination that the compensation is fair and reasonable.
- The written statements of qualifications and expressions of interest shall be maintained with the contract file.

4. The County may enter into an annual cooperative procurement agreement with the State Procurement Office that allows them to purchase goods or services from any vendor on the state contract. The County may also enter into a written cooperative purchasing agreement with a federal agency. A.R.S. §§41-2632 and 41-2634. A list of these agreements is on file in the Finance Department.

5. The County may enter into agreements with one or more public agencies to make joint purchases. The County may also form separate legal entities, including nonprofit corporations, to contract or perform some or all of the services specified in the contract or agreement. If a separate legal entity is formed, the contract or agreement must specify its precise organization, composition, title, and

nature. Any agreement with another public entity must specify the following: duration; purpose; method of financing, establishing, and maintaining a budget; method of accomplishing the agreement's partial or complete termination; method for disposing of property on termination; and any other necessary matters. The County Attorney must review the agreement. A.R.S. §11-952

6. The County may enter into long-term agreements for the purchase of personal property, provided that the County includes a provision allowing it to cancel the agreement at the end of each fiscal year of the agreement. A.R.S. §11-251
7. For construction, the Board of Supervisors must award the contract to the lowest responsible bidder with a satisfactory proposal. However, preference must be given to contractors and bidders who have paid real or personal property taxes in accordance with A.R.S. §§34-241 and 34-243, over any competing contractor or bidder who has not paid such taxes, whenever the bid of the competing contractor or bidder is less than 5 percent lower. In addition, preference must be shown to bidders who furnish materials produced or manufactured in Arizona in accordance with A.R.S. §34-242 over any competing bidder who furnishes materials not produced or manufactured in Arizona whenever the bid of the competing bidder, quality and suitability considered, is less than 5 percent lower.
8. The County must use sealed, competitive bids for any building, structure, addition, or alteration if the total cost of the work, excluding materials and equipment previously acquired by bid, exceeds \$14,000 beginning in fiscal year 1994-95, adjusted each year thereafter for the annual percentage change in the GDP price deflator as defined in A.R.S. §41-563. A.R.S. §34-201.
9. The County Treasurer must disburse County monies either by a warrant issued by the Board of Supervisors or an electronic transfer authorized by the Board of Supervisors. A.R.S. §11-493
10. The County may pay claims exceeding \$500 only upon presentation of a demand, except for payment to jurors, witnesses, victims, and salaries. A.R.S. §11-621
11. At year-end, all outstanding encumbrances will be terminated after 60 days. Warrants may be issued to pay for these liabilities up to 60 days after fiscal year-end. After that, no further payments may be made for prior-year claims. A.R.S. §11-624.01 The County must pay in full for goods and services purchased on account from a nongovernmental entity within 30 days after the goods and services are received and properly billed. A.R.S. §35-342
12. The County must prepare and mail IRS 1099 Forms to vendors by January 31st. Vendors typically include independent contractors, attorneys, accountants, and other professionals to whom \$600 or more is paid in fees, commissions, and other forms of compensation. Vendors requiring 1099 forms

may include individuals, partnerships, estates, and, on rare occasions, corporations. The County does not need to prepare 1099 forms for most corporations and all tax-exempt organizations. The County must also file Form 1099 with the IRS by February 28th each year. The County must also obtain taxpayer ID numbers from vendors for 1099 reporting purposes. As such, all vendors must have a Form W-9 with their taxpayer ID number on record with the Finance Department prior to any purchase.

13. The Board of Supervisors must not consider a demand unless prepared as prescribed in A.R.S. §11-622 and filed by the clerk at least one day prior to the session at which it is to be considered. Demands so filed shall be considered and passed upon at the next regular session after they are presented, unless for good cause the Board postpones consideration of them to a future session. A.R.S. §11-625
14. The County shall not approve or pay a demand in which a County officer is personally interested, or arising out of a contract to which a County officer while in office has been a party of or otherwise personally interested in, and such contract, claim or demand is null and void, except for official compensation of the persons in whose name it is presented. A.R.S. §11-627
15. The Board of Supervisors shall not allow a demand in favor of a person indebted to the County without first deducting such indebtedness, or in favor of an officer whose accounts have not been rendered and approved, or who has neglected or refused to make his/her official returns or report in writing, as required by law, or in favor of any officer who willfully neglects or refuses to perform the duties of his office. The Board may examine the claimant, or any other person, on oath to determine the justness of the demand. A citizen or taxpayer of the County may appear before the Board and oppose the allowance of any demand. A.R.S. §11-628
16. The Board of Supervisors must reject any demand if the demand is not a proper County charge. If the demand is a proper County charge, but larger than is just, the Board may allow the claim in part and draw a warrant for the part allowed. A.R.S. §11-629

PROCEDURES

The purchasing cycle consists of five functions: requisitioning, budgetary control, purchasing, receiving, and accounts payable. Duties must be adequately segregated among employees so that no individual performs all steps of a transaction.

Requisitioning

Generally, County departments are responsible for planning purchase requirements and communicating them to the Finance Department far enough in advance that goods may be ordered in economical quantities. A designated employee within each department should prepare the requisition forms to help

ensure that they are accurately completed. Requisitions should include the following information: requesting department, date, description of items, quantity, unit cost, estimated total cost, fund, function, object code, delivery site, and date required. The required services or materials should be described on the requisition in enough detail to allow competitive purchasing. Brand or trade names and catalog numbers may be considered, but they should not be the sole determining factor in the final selection. The department head or a designated employee should review all requisitions for propriety and approve them. The requisition should be maintained on file in the Finance Department. Once the goods are ordered, the department should match its requisition against the purchase order to ensure the proper goods or services were ordered. If requisitions are prepared online, the County should have equivalent procedures to maintain evidence of applicable reviews and approvals.

Emergency Purchases

An emergency or Search and Rescue condition threatens the functioning of the County, the preservation or protection of property, or the health or safety of the County's citizens and creates an immediate and serious need for materials or services that cannot be met through normal purchasing methods. Emergency and Search and Rescue purchases should be limited to only the materials or services necessary to satisfy the emergency and Search and Rescue need.

For emergency and Search and Rescue purchases to be exempt from legal restrictions, or normal County purchasing requirements, the Board of Supervisors must determine, by at least a two-thirds vote, that an emergency exists, or existed, that requires immediate action to protect the public health or safety. A.R.S. §11-254.01

The department requesting the emergency purchase should prepare all demands attaching the minutes of the Board meeting that declared the emergency. They also must have in writing requests documenting the existence of an emergency or Search and Rescue condition and explaining the immediate purchase need. A copy of each request and amount processed under this procedure should be kept on file in the department requesting the emergency purchase and at the County Finance Department. If the nature of the emergency does not permit time to submit a written request, the department may verbally request approval for the purchase. The Finance Department may approve a written request subsequent to the purchase if:

- The emergency necessitated immediate response and it was impracticable to contact the Finance Department.
- The purchase was made with as much competition as was practicable under the circumstances.
- The price paid was reasonable given the circumstances of the emergency.

Budgetary Control

The budgetary control function is responsible for verifying that sufficient budget capacity exists before the Finance Department issues purchase orders to vendors. The budgetary control function is established within the Finance Department. The estimated cost recorded on completed requisition forms should

be compared to budget capacity. If budget capacity is not sufficient for the proposed purchase, this should be noted on the requisition and the requisition should be returned to the Finance Department. If budget capacity is available, the requisition should be approved. Evidence of the budgetary check should be documented on the requisition. After receiving an approved requisition from the budgetary control function, the Finance Department should issue a purchase order to a vendor. If encumbrance accounting is used, monies should be encumbered at that time. The County should maintain records that identify monies committed for expenditures so that an unencumbered and unexpended budget balance may be determined.

Purchasing

The individual departments negotiate purchases with vendors and follow up with vendors when goods are not received or are returned. The County may use several different purchasing methods. The most common method is an outright purchase through the formal purchasing process. Lease purchases and installment purchases may be used to acquire assets when feasible. Some expenditures are specifically exempted from the formal purchasing process. Exempt expenditures may include salaries and related costs, jury and witness fees, utilities, communications, and postage. Other purchases for small dollar amounts and orders that require immediate cash outlay may be paid from petty cash or by check from a revolving fund bank account. The department should select a qualified vendor based on the price quotations or bids received. The department should then complete the requisition by adding the price quotation or bid amount submitted by the selected vendor and a total cost, including tax, delivery, insurance, and other ancillary costs. If the total cost exceeds the estimate recorded on the requisition, budget capacity should again be verified.

Competitive Purchasing - The County must use sealed, competitive bidding procedures for purchases of supplies, materials, equipment, and contractual services, except professional services, with an estimated cost exceeding \$50,000.

Purchases of \$50,000 or less shall be made using the following procedures as recommended by the Auditor General:

1. For purchases costing less than \$5,000, the County should use procedures providing for adequate and reasonable competition.
2. For purchases costing at least \$5,000 but less than \$35,000, the County shall obtain at least three written price quotations or retain documented evidence of reasonable attempts to obtain three price quotations.
3. For purchases costing at least \$35,000 but not more than \$50,000, the County shall obtain at least three written price quotations or retain documented evidence of reasonable attempts to obtain three price quotations.

Whether to request an oral or written price quotation is determined by analyzing the known requirements for an item or a collection of items that, in the aggregate, may result in the purchase of the item(s), above the applicable threshold, from one vendor. The vendors contacted and their price quotations should

be written on or attached to the file copy of the purchase order. If three price quotations cannot be obtained, the County should also document the vendors contacted who did not offer price quotations and, if known, the reasons they did not do so. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons should be fully documented. The invitation for price quotations should be issued in sufficient time before the purchase is made and in sufficient detail to allow vendors to respond. An exception to the above guidelines for price competition may be made in the event of an emergency.

When the County determines that a purchase meets the criteria requiring that it be bid, the County must issue the invitation for bids and specifications in sufficient time before the purchase is made and in sufficient detail to permit free competition.

Notice of the invitation for bids must be published in a newspaper and should be published in the notice in the official newspaper of the County. The official newspaper of the County is that to which the County annually awards the contract for advertising publications and printing required by the County pursuant to the requirements in A.R.S. §11-255.

Note that unless otherwise specified in law, written notice must be published in a daily paper four consecutive times or a weekly paper once each week for two consecutive weeks. A.R.S. §39-204 The County must retain an affidavit attached to a copy of the published notice from the newspaper as proof of the publication. A.R.S. §39-205

Copies of the invitation and specifications must be supplied to and bids must be solicited from qualified sources consistent with the item to be purchased as determined by the County purchasing agent. Those sources include all qualified suppliers who, before the invitation is issued, notify the Finance Department in writing that they desire to bid on materials, supplies, equipment, or contractual services. A.R.S. §11-254.01

Bids must be opened publicly at the time and place stated in the invitation. On Board approval, the County purchasing agent must make awards with reasonable promptness by giving written notice to the qualified bidder whose bid conforms to the invitation and whose bid is the most advantageous to the County concerning price, conformity to the specifications, and other factors. The Board may reject all bids if rejection is in the public interest. A.R.S. §11-254.01

Construction

The County must use sealed, competitive bids for any building, structure, addition, or alteration if the total cost of the work, excluding materials and equipment previously acquired by bid, exceeds \$14,000 beginning in fiscal year 1994-95, adjusted each year for inflation. A.R.S. §34 201(C)

The County must, upon acceptance and approval of the working drawings and specifications, publish a notice to contractors of intention to receive bids and contract for the proposed work. A.R.S. §34-201

The notice must state:

- The nature of the work required, the type, purpose, and location of the proposed building, and where the plans, specifications, and full information as to the proposed work may be obtained.
- That those contractors desiring to submit proposals may obtain copies of full or partial sets of plans and specifications for estimate on request or by appointment. The return of the plans and specifications must be guaranteed by a deposit, which must be refunded on return of the plans and specifications in good condition.
- That a certified check, cashier's check, or surety bond must accompany every proposal for ten percent of the amount of the proposed bid as a guarantee that the contractor will enter into a contract to perform the proposal in accordance with the plans and specifications. The certified check, cashier's check, or surety bond must be returned to the contractors whose proposals are not accepted and to the successful contractor on the execution of a satisfactory bond and contract. However, A.R.S. §34-201 discusses in detail the following exceptions to soliciting bids for construction contracts:
 - Construction of public buildings or additions or alterations to public buildings by inmates of the institution and County employees. A.R.S. §34-201(B)
 - Construction of recreational projects including trails, playgrounds, ballparks, and other similar facilities, excluding buildings, structures, and building additions using volunteer workers or workers provided by a nonprofit organization, subject to limitations on the project's cost. A.R.S. §34-201(F)

Construction contracts must be awarded to preferred bidders, as defined in A.R.S. §§34-241 through 243, whenever the bid is within five percent of the lowest bid. The amount of any applicable sales or use tax must not be a factor in determining the lowest bidder if a competing bidder is not subject to sales or use tax. A.R.S. §34-243.01. The Board of Supervisors may reject any or all construction proposals. It may also withhold the award for any reason it determines. A.R.S. §34-201. However, before any contract is executed for construction of a public building, the contractor must furnish the Board of Supervisors with the following bonds made payable to the County. The County should review A.R.S. §34-222 for specifics.

- A performance bond equal to the full contract amount to ensure performance in accordance with the contract's plans, specifications, and conditions.
- A payment bond equal to the full contract amount for the protection of claimants supplying labor or materials to the contractor or his subcontractors in the performance of the work provided for in the contract.

When the Board of Supervisors enters into a construction contract with the selected bidder, the terms of payment must include the following:

- The Board must retain ten percent of all estimates as a guarantee for complete performance of

the contract. The monies retained must be paid to the contractor within 60 days after completion or filing notice of completion of the contract. A.R.S. §34-221(B)(2) and (B)(5)

- Instead of the retention explained above, the Board may accept certain securities described in A.R.S. §34-221 in an amount equal to ten percent of all estimates that will be retained by the Board as a guarantee for complete performance of the contract. A.R.S. §34-221(B)(5)
- The County may make progress payments on contracts of less than 90 days and must make monthly progress payments on all other contracts. The progress payments, less any applicable monies retained, must be made within 14 days after the work estimate is certified and approved. A.R.S. §34-221(B)(2)
- When the contract is 50 percent completed, the County may pay one-half of the amount retained, including any securities substituted, on the contractor's request, if the contractor is making satisfactory progress on the contract and there is no specific cause or claim requiring a greater amount to be retained. After the contract is 50 percent completed and if the contractor is making satisfactory progress, no more than 5 percent of any subsequent progress payments may be retained. However, if at any time the County determines that satisfactory progress is not being made, ten percent retention must be reinstated for all progress payments made under the contract after that determination. A.R.S. §34-221(B)(3)
- On completion and acceptance, payment may be made in full, including retained percentages, less authorized deductions. A.R.S. §34-221(B)(4) In addition, the County should refer to A.R.S. Title 34, Chapter 6 for specific requirements relating to services from architects, assayers, engineers, geologists, and landscape architects, and for construction and land surveying.

Professional Services

The Board of Supervisors must adopt written procedures for the procurement of professional services other than those specified in A.R.S. Title 34. A.R.S. §11-254.01 (See A.R.S. Title 34 for exceptions to these following procedures):

1. Professional services shall not be purchased by sealed bids or proposals, but will be negotiated between the head of the department which requires the service(s) and the professional(s).
2. Persons or businesses engaged in providing the service(s) required, shall submit written statements of qualifications and expressions of interest in providing such service(s) to the department head.
3. The department head will recommend to the Board of Supervisors the professional services provider to which a contract should be awarded after considering the qualifications and making a determination that the compensation is fair and reasonable.
4. The written statements of qualifications and expressions of interest shall be maintained with the contract file.

Vendor Selection

The County should establish criteria for selecting vendors to ensure that each vendor is a legitimate, established business; is financially responsible; and is able to meet the County's requirements, including but not limited to, proper permits. When a new vendor is being considered, the County may wish to contact the Better Business Bureau, local Chamber of Commerce, or former customers for references. Prices paid to vendors should be periodically reviewed to evaluate the competitiveness of the purchasing function. All County governing board members, officers, and employees are required to complete or update conflict-of-interest statements annually, if any changes exist. A.R.S. §38-503. The County may purchase limited supplies, materials, and equipment from a member of the Board of Supervisors without using public competitive bidding procedures. These purchases are limited to \$300 in any single transaction and no more than \$1,000 annually from any Board of Supervisors member. The policy to allow such purchases must be approved annually. A.R.S. §38-503(C)(2)

Purchase Orders

Purchase orders should be pre-numbered. These procedures provide control over copy distribution and facilitate purchase order filing. Purchase orders should include the County name, pre-numbered purchase order number, account code, date prepared, vendor, County department, expected delivery date, destination, quantity, description, unit, unit price, total cost, and an authorizing signature and date. An authorized employee should prepare and sign the purchase order. Open purchase orders should be closed at the end of the fiscal year. The accounts payable personnel should maintain an open purchase order file for all outstanding purchase orders. This file should be reviewed periodically to investigate all unmatched or outstanding purchase orders.

Blanket Purchase Orders - The County may use blanket purchase orders for items, such as auto parts, office supplies, and gasoline that are purchased on a recurring basis from the same vendor within a specified time frame. Procedures for preparing, approving, and processing blanket purchase orders are subject to the same internal controls as standard purchase orders. A blanket purchase order should also state a specific time period that the purchase order is in effect and a maximum dollar limit. Invoice amounts paid against a blanket purchase order should be deducted from the total limit to determine the unexpended balance remaining. The County should periodically review open blanket purchase orders and investigate and cancel purchase orders outstanding for more than the specified time period. All blanket purchase orders must be closed with the vendor at year-end and new blanket purchase orders should be issued.

Lease Agreements - Lease agreements are classified as either operating or capital leases (also known as lease purchase agreements). An operating lease is an agreement between a lessee and a lessor for the use of an asset. Title of ownership does not pass to the lessee in an operating lease. Under the provisions of a capital lease, title to the asset passes to the lessee at the end of the lease term. All lease agreements are subject to competitive purchasing requirements. The County may require a requisition and purchase order to be prepared at the inception of the lease agreement and at the beginning of each subsequent fiscal year. The

accounts payable personnel should process payments in the same manner as invoices for purchases of goods and services. However, the current portion of a capital lease payable should be encumbered in its entirety at the start of the fiscal year.

Lease-Purchase Agreements - A lease-purchase agreement must be executed for a period of one fiscal year only and allow the County to continue the agreement for succeeding one-year periods until the purchase is completed. The Board of Supervisors may cancel any lease-purchase agreement by giving written notice to the seller. Title to the equipment remains with the seller until full payment has been made. A.R.S. §§11-651, 11-652, and 11-653. The County may also enter into lease-purchase agreements for real property and improvements to real property. The agreement may not extend beyond 25 years. In addition to lease-purchases, the County may enter into other long-term agreements for the purchase of personal property, provided that a provision is included allowing the County to cancel the agreement at the end of each fiscal year of the agreement. A.R.S. §11-251

Installment Purchase Contracts - Installment purchase contracts are similar to capital leases in that the contract requires a specified number of periodic payments. Title may pass at the time the property is transferred, after a specified number of payments, or following the final payment. A requisition and purchase order should be prepared at the initiation of the installment purchase contract to check for sufficient budgetary capacity to make the current year's payments. For budgetary control purposes, a new requisition and purchase order should be prepared in each subsequent year of the installment purchase contract. The current portion of the contract should be encumbered at the beginning of each fiscal year. Vendor invoices for installment purchase contracts should be processed by the accounts payable personnel in the same manner as invoices for other purchases of goods and services.

Receiving

Each department should designate employees within certain departments to perform the receiving function. Receiving personnel should inspect goods to verify that they meet County specifications and note any damaged goods. The goods should be counted, weighed, or measured, and the quantities received should be recorded on the receiving report. The employee receiving the goods is responsible for signing and dating the receiving report. After delivery, the receiving personnel submit the receiving report to the Finance Department with applicable shipping documents, such as a bill of lading or packing slip. The receiving personnel retain a copy of the receiving report. If goods received are damaged, of substandard quality, or otherwise unsatisfactory, the Finance Department should initiate a request for a credit memo from the vendor. Return shipments are documented by recording the date, vendor name, quantity, description, purchase order number, and other pertinent information. A receipt should be obtained from the vendor or independent carrier for all return shipments. Additionally, all documents relating to the return shipment should be submitted to the Finance Department. The employee responsible for procuring the services or planning the project prepares such receiving reports. Receiving reports are to be signed, dated, and submitted to the Finance Department.

Accounts Payable

All demands or purchase orders must be submitted to the Finance Department by Monday at 12:00pm in order to be included in the current week's run. The Finance Department verifies that all supporting documents are attached, mathematically accurate and that fund distribution is appropriate. All out-of-state vendors are identified for Use Tax Reporting purposes. In addition, all capital assets are identified for proper recording within the capital asset records.

Demands and purchase orders are input into the computer system and a report of all inputs is printed. The Finance Department reconciles what was input into the system with the demand or purchase order to confirm accuracy. An outstanding invoice report is printed and signed by the Finance Department. An open invoice report is printed and given to the Clerk of the Board for the Board's signatures. The checks are printed and disbursed by separate individuals.

The Finance Department maintains and continually updates accounts payable records. Monthly statements from vendors are periodically reconciled to the accounts payable records. The Finance Department should periodically review accounts payables in the accounting records for debit balances, and investigate and resolve such balances.

The County must issue warrants in a timely manner to comply with statute and ensure that vendor discounts may be taken. A.R.S. §35-342 requires that the County pay in full for goods and services received from a nongovernmental entity within 30 days after receipt of the goods and services and written notice of the amount due. If the County fails to do so, it must pay interest on the outstanding balance at the rate prescribed in A.R.S. §44-1201 until the account is paid in full, unless a good faith dispute exists as to the obligation to pay all or a portion of the account. After warrants are issued to the vendor, invoices are canceled to prevent duplicate payment. This may be accomplished by stamping the invoice with the date of payment and recording the warrant number on it. The canceled invoice, with its attached supporting documentation, is filed in a paid invoice file by vendor. Signature Authorization Sheets must contain a list of employees that are authorized to approve purchase orders and demands for each department and should be submitted to the Finance Department.

Payments on Demand

The County may make payments exceeding \$500 on presentation of a demand. A "demand," as used within the statute, refers primarily to a claim. Claims for goods or services must be submitted in writing. A.R.S. §§11-621 and 11-622 A County may not pay a demand unless it is received within 6 months after the goods have been received or the services have been performed. Payments due to jurors and witnesses, official salaries, and amounts not exceeding \$500 may be paid without presentation of a demand. The required supporting documentation consists of a purchase order, receiving report, and an itemized invoice. A.R.S. §§11-621 and 11-622

The Board's minutes must contain the following demand payment information: the demand number, presenter, amount, and paying fund. The minutes must also contain the following warrant information: warrant number, payee, amount, and purpose of payment. A.R.S. §11-623. The Board's published minutes must report all approved demands and warrants in excess of \$1,000. Published minutes must also report

multiple demands and warrants under \$1,000 that were for a single supplier or individual whose cumulative total exceeded \$1,000 in a single reporting period, which must not exceed 30 days. A.R.S. §11-217

The full minutes of each Board meeting must be published in the County's official newspaper no later than two months after the meeting. Each newspaper that publishes the Board's minutes must supply a copy of the published minutes to County public libraries. In addition, the newspaper must make the minutes for the prior three-month period available for use by the public on an online computer information service at no expense to the County. A.R.S. §11-217

Credit Memos

Goods that are returned and the resulting credit memos should be accounted for properly. Documents verifying return shipments from the Finance Department, and credit memos that include reference to the information on the original invoices from vendors should be obtained. The credit memo should include all pertinent information relating to goods returned to vendors, and all other claims, such as short deliveries, freight claims, and claims for damaged goods not returned. If credit memos are not resolved within a specified time period, the accounts payable personnel should contact the vendor to initiate a refund. Credits applicable to current year unpaid invoices should be netted against those invoices prior to payment. Credits applicable to current year invoices that have already been paid should be accounted for as reductions of expenditures. If the credit memo is to be received after the fiscal year in which the goods were purchased, the County should request a cash refund, which is generally recorded as miscellaneous revenue. However, if the credit memo is for a material amount, the County should adjust the beginning fund balance. When the credit memo is issued after the invoice has been paid, a journal entry should be recorded to reflect the receivable due from the vendor.

Year-End Cutoff

At fiscal year-end, the County should prepare a listing of Encumbrances by fund for goods received or services rendered on or before June 30th that will not be paid by June 30th. The list of Encumbrances should include the vendor name, receiving report date, purchase order number, and estimated cost as recorded on the purchase order, or actual cost if the County has received the invoice. The Board may draw warrants on these amounts for up to 60 days after the close of the fiscal year. Any encumbrances outstanding at the end of 60 days lapse.

APACHE COUNTY INVESTMENT POLICY

PURPOSE

It is the investment policy of Apache County to invest public funds to maintain the safety of principal, maintain liquidity to meet cash flow needs, and provide competitive investment returns while conforming to all federal and state statutes governing the investment of public funds.

SCOPE

This investment policy applies to all financial assets of Apache County under the authority and control of the Apache County Treasurer. These funds are accounted for in Apache County's Annual Financial Report.

Investments shall be made with judgment and care, under circumstances existing at the time the investment is made, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person rule" standard and shall be applied in the context of managing an overall portfolio. Treasurer officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments

AUTHORITY

The Apache County Treasurer follows A.R.S. Title 35, Chapter 2, Article 2.0, and other investment guidelines mandated by statute. The Treasurer, however, does not determine the legal capacity or statutory investment restrictions that will apply to specific depositors (such as investment restrictions set by statute, regulation or local charter). Any participant in the County's investment pool depositing monies with the Treasurer must assure itself the investments contained in the Treasurer's pool comply with the subdivision's specific investment authority. In addition, the Treasurer does not limit or restrict yield on pools unless specifically mentioned herein. Depositors wishing to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations must make their own determinations as to whether the investment pool deposit meets any restricted yield obligation pertaining to the funds deposited.

OBJECTIVES

The primary objectives, in priority order, of Apache County's investment activities shall be:

Safety – Safety of principal is the foremost objective of the investment program. Investments of Apache County shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Acceptable levels of risk are as follows:

APACHE COUNTY INVESTMENT POLICY (CONTINUED)

1. Credit Risk – The County limits its portfolio to investments with the top rating issued by nationally recognized statistical rating organizations.
 - a. Investments in Government Sponsored Enterprise (GSE) agency paper must be senior debt of the GSE and of investment grade with a rating by one or more of the three major rating agencies (Standard & Poor's, Moody's Investor Service or Fitch, Inc.) at the time of purchase.
 - b. Commercial Paper must be rated "A1", or better, by Standard & Poor's or rated "P1", or better, by Moody's Investors Service at the time of purchase.
 - c. Corporate Bonds must be rated "A" or better by Standard & Poor's or Moody's Investor Service at the time of purchase.
 - d. Repurchase Agreement securities used as collateral must meet the same credit ratings as if the security was to be purchased and included in the portfolio.
2. Custodial Credit Risk – County securities that are held in custody of safekeeping account must be held under the name of Apache County or Apache County Treasurer.
3. Concentration Risk – The County will diversify the investment portfolio by limiting investments to avoid over-concentration in securities from a specific issues, excluding obligations issued or guaranteed by the United States of any of the senior debt of its agencies or sponsored agencies.
4. Interest Rate Risk – The County will purchase a combination of short, medium, and long term investments such that maturities occur evenly over time as necessary to provide the cash flow needed for operations.

Liquidity – Apache County's investment portfolio will remain sufficiently liquid to enable Apache County to meet all operating requirements that might be reasonably anticipated.

Return on Investments – Apache County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles commensurate with the County's investment risk, always secondary to safety and liquidity.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

APACHE COUNTY INVESTMENT POLICY (CONTINUED)

AUTHORIZED FINANCIAL INSTITUTIONS

No Apache County deposit shall be made except in a qualified public depository as established by state laws.

AUTHORIZED INVESTMENTS AND COLLATERALIZATION REQUIREMENTS

Eligible investments and collateralization requirements are set forth in Arizona Revised Statutes §35-323.

SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by Apache County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

INVESTMENT POLICY ADOPTION

Apache County's investment policy and any modifications thereto shall be approved by the Apache County Board of Supervisors.



Policy Requirements of the Budget

The Board of Supervisors adopted policies and strategic goals and priorities which are used by the departments to guide them through the budget process. Early in the budget process cycle, departments are required to provide revenue and expenditure estimates for the current fiscal year and planned revenues for the following year. The budget team uses these estimates to assist in the compilation of the budget documents. Departments also provide an estimate of available fund balances in their Special Revenue Funds to be carried over to the next fiscal year. Departmental requests for incremental increases emphasize funding for program and service changes rather than specific items to be purchased. All decisions are subject to the availability of the County's financial resources and consistency with program and policy goals set for the budget process.

State Legal Requirements of the Budget

Apache County's budget process is developed each year to meet the requirements of both Arizona State Statutes and the County's management and policy needs. The State Statutes that govern the process are ARS §§11-705, and 42-17101 through 42-17110. These statutes establish a fiscal year ending date of June 30th, along with specific schedules for the adoption of the Tentative Budget, the adoption of the final Adopted Budget, and the setting of tax rates for all counties in Arizona.

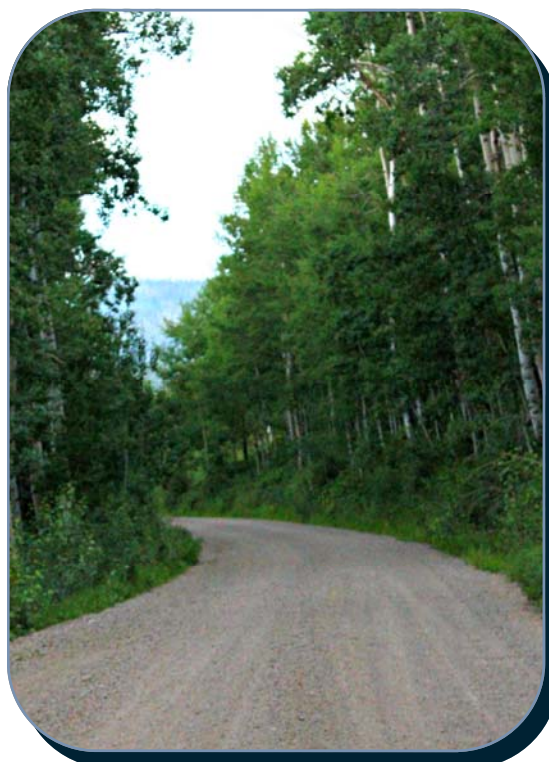
The County is required by Statute to adopt a balanced budget each year. A balanced budget has the sum of estimated net revenues and estimated fund balances equal to appropriated expenditures. Once the final Adopted Budget is approved (legally required by the first Monday in August), it may not be increased and State Statutes prohibit expenditures in excess of this budget total. Additionally, actual expenditures may not legally exceed the expenditure appropriations at the level the budget is adopted and must comply with ARS §42-17106. During the year, the Board of Supervisors may make changes to the budget, which can include adjusting appropriation levels between funds or departments, as long as these changes do not increase the Adopted Budget total. Adjustments to the budget are processed by the budget team and are reviewed in accordance with State laws and the County policies.

APACHE COUNTY DEBT POLICY

Responsible debt management policy maintains the County's ability to incur present and future debt at minimal interest rates in amounts needed for infrastructure and economic development without endangering its ability to finance essential County services.

- The County will not fund current operations from the proceeds of borrowed funds.
- The County will confine long-term borrowing to capital improvements or projects.
- When the County finances capital projects by issuing debt, it will repay the debt within a period not to exceed the expected useful life of the project.

The legal debt limit of the County is equal to 15% of the County's net secondary assessed valuation. For FY14 this would total \$79,745,717.



BUDGET SUMMARY

Apache County
Annual Adopted Budget
Fiscal Year 2014

Basis of Budgeting

Apache County's basis for budgeting is the same as their basis for accounting. The County prepares its budget on a modified accrual basis of accounting. This governmental basis of accounting means that revenues are recognized when they become both measurable and available. The County considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. Principal and interest on long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for as liabilities expected to be incurred during the current period.

Budget Process

The County's Final (or Adopted) Budget authorizes and limits any and all expenditures by County departments, functions and Elected Officials. The Board of Supervisors (BOS) has designated the County Manager to monitor and administer the budget, working through the Finance Department. The Final Budget adopted by the BOS cannot be increased during the fiscal year, except for certain grant-related funds. This requires that budgets be developed at 100% of total estimated sources. Any budget modifications to increase expenditures require BOS approval. Staff or budget increases in personnel services also require BOS approval.

Apache County adopts its budget on a fiscal year basis beginning on July 1 and ending on June 30 of the following year. The County Manager has the responsibility to develop and present a balanced proposed budget annually to the BOS for all County functions and agencies. A balanced budget is defined as a budget where total expenditures do not exceed total revenues. This is accomplished in a two step process consisting of a preliminary budget submitted for approval in July and a final budget submitted in August, after final property assessed values are available from the Arizona Department of Revenue and the Apache County Assessor's Office. By statute, it should be noted the final budget cannot exceed the preliminary budget in total.

BUDGET SUMMARY

Apache County
Annual Adopted Budget
Fiscal Year 2014

FISCAL YEAR 2013 - 2014 BUDGET CALENDAR		
DATE	DEADLINE	ACTION
April 10		01 Letter from County Manager regarding FY 13-14 Budget and Budget Calendar
April 8-11		02 Finance and IT prepare payroll projections and budget worksheets
April 1-25		03 Complete compilation of the forthcoming fiscal year's revenue estimates, debt service requirements, etc., expenditure trends by fund and department
April 16		05 Departments receive budget packets
May 7		06 Final Day for each department to submit budget to Finance
May 8-12		07 Finance reviews submitted budgets
May 13-15		09 Individual department meetings (Finance, Human Resources and County Manager)
May 15-21		10 Make approved changes, revisit with departments if necessary and prepare summary of tentative budget
May 21		12 Deliver draft of proposed budget to Supervisors for review
June 10		13 Send notice to newspaper of tentative budget hearing (once a week for 2 weeks - Publish dates: June 07 and June 14)
June 18	On or before 3rd Monday in July.	15 Tentative Budget Hearing (ARS § 42-17101 and ARS § 42-17102)
June 18	Depends on newspaper publishing dates	16 Notify Publisher. Publish budget once a week for two consecutive weeks. Also, include time and place of budget hearing and a statement indicating where the proposed budget may be examined (County Libraries, County Managers Office or County Web site) ARS§42-17103. Publish dates: June 28 and July 5 Notify Publisher. Publish Truth in Taxation notice (if applicable) ARS§42-17107
August 5	14 days prior to the day on which Tax levy will be adopted.	17 Hold public hearing for proposed expenditure or tax levy and truth in taxation pursuant to ARS § 42-17104 and ARS § 42-17107. Adopt final proposed budget ARS § 42-17105.
August 12	On or before 3rd Monday in August.	18 Adopt property tax levy ARS § 42-17151.
August 19	No more than 30 days after adoption of final budget	19 Publish notice that a summary of the Adopted Budget is available for inspection at specified locations. Publish date: August 23

BUDGET SUMMARY

Apache County
Annual Adopted Budget
Fiscal Year 2014

MAJOR FUNDS

Major funds can be any Governmental Fund type; they do not include Internal Service or Fiduciary Funds. Major funds are defined as those meeting both of the following criteria:

1. 10% or more of the associated total revenues, expenditures/expenses, assets, or liabilities of:
 - a. All Governmental Funds
 - or*
 - b. Enterprise Funds

And

2. 5% or more of revenues, expenditures/expenses, assets, or liabilities of:
 - a. All Governmental Funds
 - and*
 - b. All Enterprise Funds

Apache County does not have any Enterprise Funds. Government officials may elect to report a fund as major if they believe that the public interest is served by the reporting — regardless of the quantitative criteria.

The following funds are considered major funds by Apache County in FY13:

General Fund

The General Fund is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in other funds.

Road Fund

The Road Fund accounts for monies from specific revenue sources that are restricted for road maintenance and operations and for pavement preservation.

Government Building Fund

The Government Building Fund accounts for monies from grant revenues and debt issued to fund the development of public infrastructure.

Library Bond Fund

The Library Bond Fund accounts for resources accumulated and payments made for principal and interest on long-term general obligation bond debt issued for the construction of libraries.

NON-MAJOR FUNDS

The total of all other Governmental Funds not considered major funds.

BUDGET SUMMARY

Apache County
Annual Adopted Budget
Fiscal Year 2014

Governmental Funds

Governmental Funds focus on near-term inflows and outflows of spendable resources and the balances of spendable resources available at year-end. These funds are reported using the modified accrual accounting method. This method measures cash and all other financial assets that can readily be converted to cash.

The County reports the following major governmental funds:

The *General Fund* is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Road Fund* accounts for monies from specific revenue sources that are restricted for road maintenance and operations and for pavement preservation.

The *Government Building Fund* accounts for monies from grant revenues and debt issues to fund the development of public infrastructure.

The *Library Bond Fund* accounts for resources accumulated and payments made for principal and interest on long-term general obligation bond debt issued for the construction of libraries.

Fiduciary Funds

Fiduciary Funds account for assets held in a trustee or agency capacity for others and therefore cannot be used to support the County's own programs. Fiduciary Funds include the following fund types:

The County reports the following fund types:

The *investment trust funds* account for pooled assets held and invested by the County Treasurer on behalf of other governmental entities.

The *agency funds* account for assets held by the County as an agent for the State and various local governments, and for property taxes collected and distributed to the State, local school districts, community college districts, and special districts.

What is fund balance?

Fund balance is the difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances, carried forward into the next fiscal year, or reverted back to a granting agency if doing so is contractually stipulated.

Apache County's reserve policy for the General Fund and Special Revenue Funds is 25%. If the balance falls below 25%, budgets will be cut until the 25% reserve policy is met.

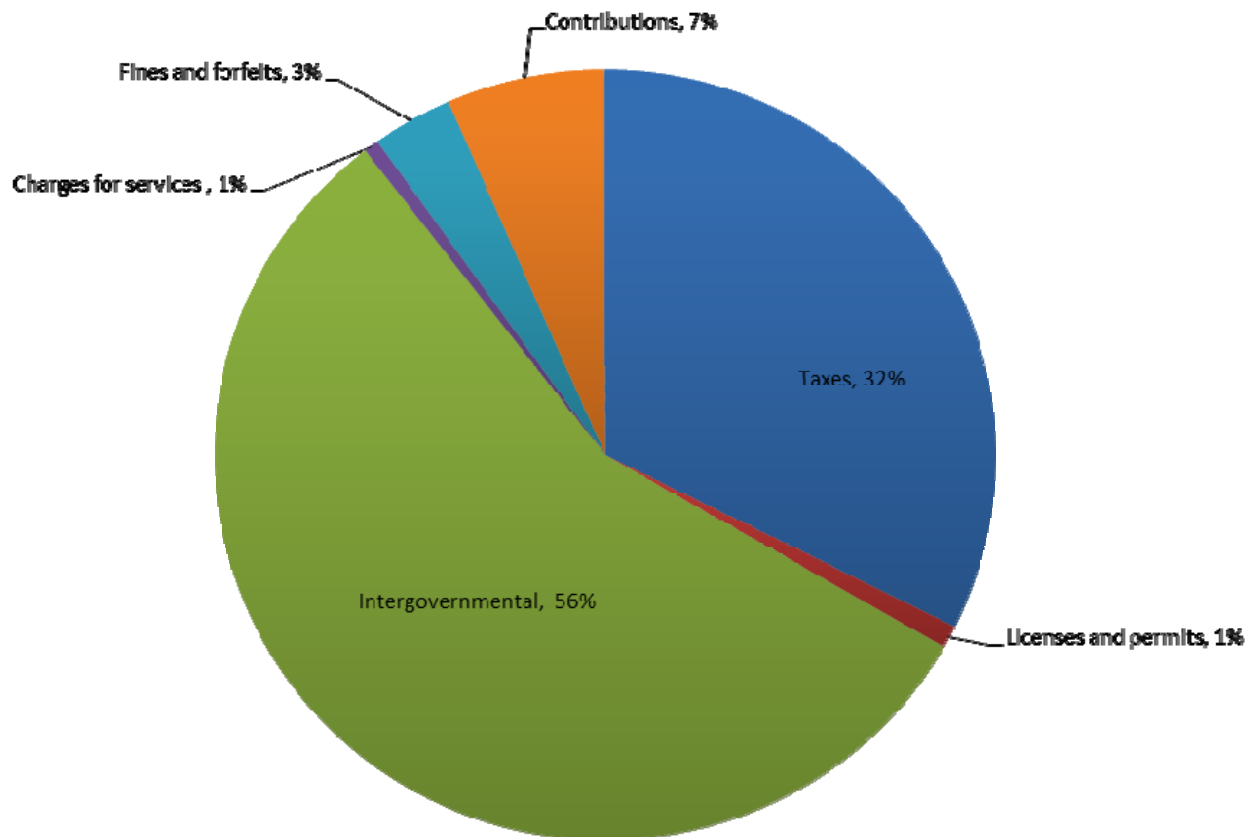
REVENUES AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

Apache County uses a trend analysis to project both revenues and expenditures for the budget. The economic forecast updates are also used to help prepare the budget. Apache County is aware that there are times when unexpected events happen and revenues fall short or expenditures are greater than expected. In order to counter this, the County budgets revenues slightly lower than the projected amount and expenditures are slightly increased over what they are expected to be.

REVENUE ANALYSIS:

FY 2014 Budgeted Revenues



REVENUES:

	FY10 Actuals	FY11 Actuals	FY12 Actuals	FY13 Actuals	FY14 Budgeted
Taxes	\$ 4,727,566	\$ 5,170,851	\$ 5,915,126	\$ 3,171,862	\$ 4,424,985
Licenses and permits	137,225	140,959	134,695	130,514	129,180
Intergovernmental	8,382,667	8,531,277	7,280,542	7,357,663	7,687,165
Charges for services	397,866	359,187	79,057	128,618	86,000
Fines and forfeits	596,079	565,849	532,912	435,534	457,000
Contributions			1,601,900	744,295	895,193
Total Revenues	\$ 14,376,095	\$ 14,456,309	\$ 15,798,990	\$ 11,996,714	\$ 13,704,598

REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

Taxes

The majority of Apache County's taxes are comprised of property tax. The amount of revenues projected for fiscal year 2014 is based on the tax rate that is levied. In FY2014, Apache County's assessed valuation declined by \$18,896,951. Due to the decline in valuation, Apache County increased the primary tax rate by .0450, an additional amount produced of \$158, 285.

Other Taxes

Apache County assesses secondary taxes to fund the Library District, Library Construction Bond, Public Health District, Jail District, Juvenile Jail District, Flood Control District, Fire District Assistance Tax, Jr. College Tuition, and the Post Secondary Education. Again, most fluctuations are due to the decreased assessed value of Apache County. However, the Jr. College Tuition rate increased due to the increase of attendance of Junior Colleges and the increased payment required.

Licenses and Permits

Apache County's licenses and permits consist of Business Licenses, Variance Permits, Building Permits, Flood Plain Review, Subdivision Fees, and Minor Division Fees. The revenues for licenses and permits fluctuate depending on the local economy. For FY14, the only estimated increase was the Building Permits.

Intergovernmental

Intergovernmental revenues include Payment in Lieu of Taxes (PILT), State Shared Revenue, County Excise Tax, Charges for Magistrate, Boat Patrol and State Reimbursement of JP Salaries. State Shared Revenue, County Excise Tax, and PILT are significant sources of revenue to Apache County. PILT is federally funded through the Department of Interior. The PILT program provides payments to counties and other local governments to offset losses in tax revenues due to the presence of tax-exempt federal land in their jurisdictions.

Charges for Services

The budgeted charges for services include Recorder fees, Election Charges and charges for other miscellaneous services. Apache County expects the Recorder fees to be consistent with the prior fiscal year, while we estimate the Election Charges to increase by about \$6,000 and an additional \$5,000 increase to other miscellaneous services.

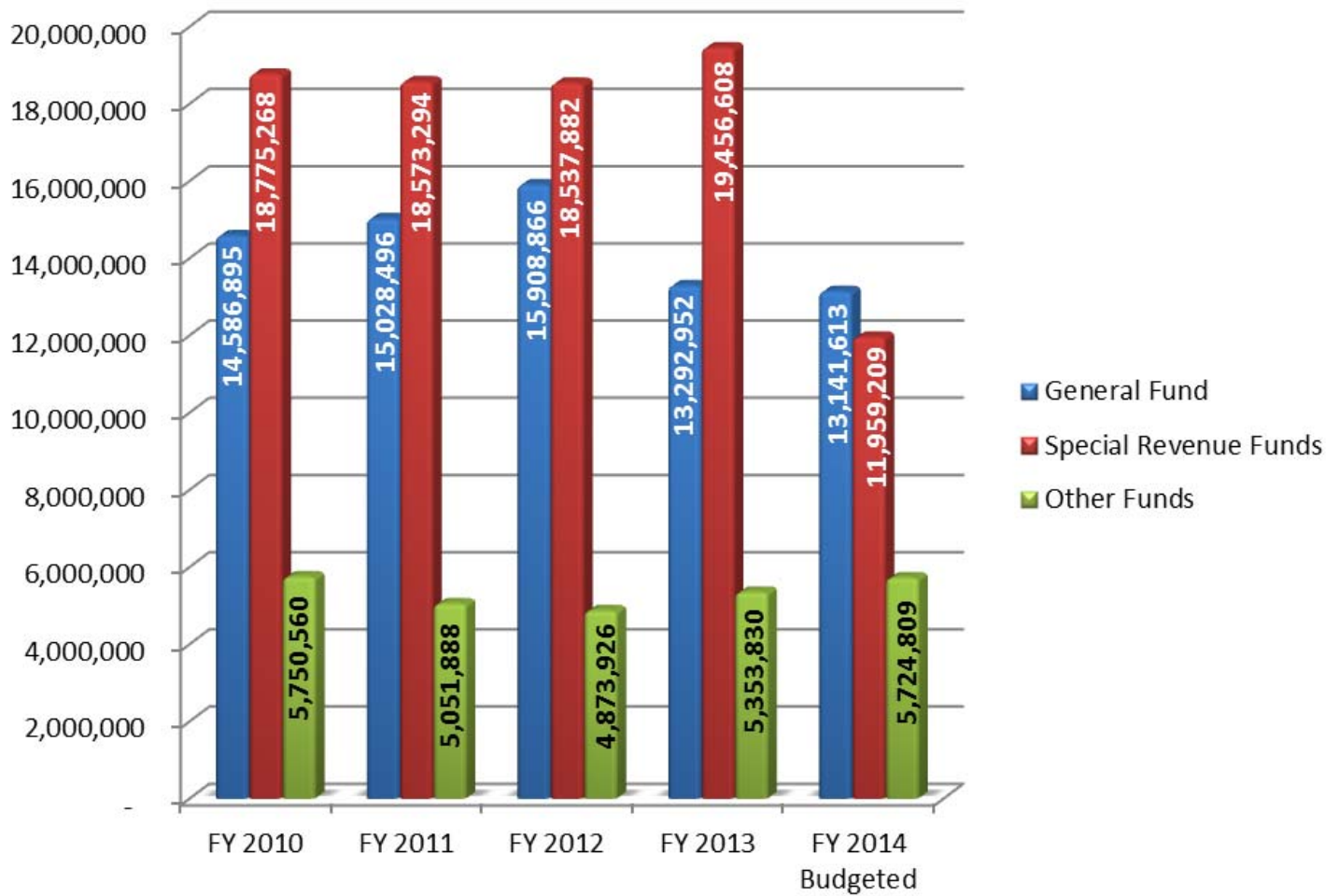
Fines and Forfeits

These revenues are generated from the Justice and Superior Courts collection of fines. Apache County does not expect much fluctuation in its collection of fines and forfeits.

REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

Apache County FY 2010– FY2014 Revenues

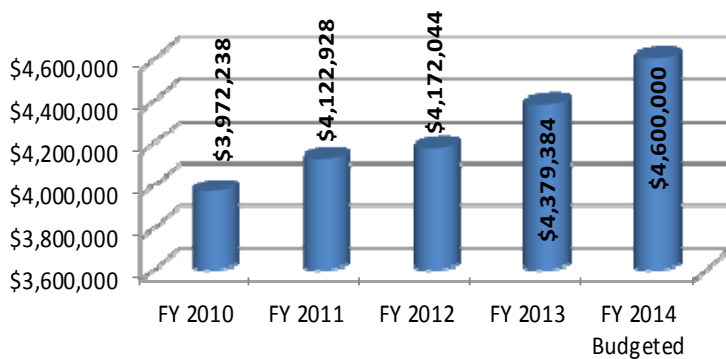


	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014 Budgeted
General Fund	\$14,586,895	\$15,028,496	\$15,908,866	\$13,292,952	\$13,141,613
Special Revenue Funds	18,775,268	18,573,294	18,537,882	19,456,608	11,959,209
Other Funds	5,750,560	5,051,888	4,873,926	5,353,830	5,724,809
	\$39,112,723	\$38,653,678	\$39,320,674	\$38,103,391	\$30,825,631

REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

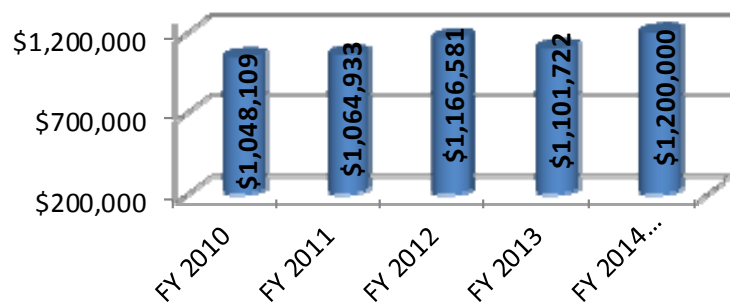
Apache County FY 2010 - FY 2014 State Shared Revenue



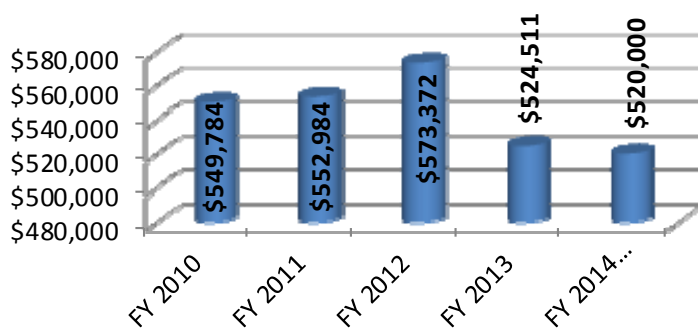
State Shared Revenue is a transaction privilege tax collected at the state level. The State legislature develops a formula in which the money is distributed to cities, towns, and counties. After the downturn of the economy, Apache County is now seeing an upward trend and continues to budget accordingly.

County Excise Tax is a half-cent sales tax charged on most goods sold in Apache County. The revenues produced from this tax are a good indicator of the overall economic condition of the County. Apache County expects a slight increase in this revenue for FY 2014 and has budgeted an amount of \$1.2 million.

Apache County FY 2010 - FY 2014 County Excise Tax



Apache County FY 2010 - FY 2014 Vehicle License Tax



Vehicle owners in Arizona pay a Vehicle License Tax, assessed in place of a personal property tax charged by other states. Revenues from the Vehicle License Tax are distributed as follows: State Highways 22.72%, County Roads 14.38%, City Roads 13.72%, County General Fund 24.59% and City/Town General Fund 24.59%. Apache County has budgeted their revenues level with last fiscal year.

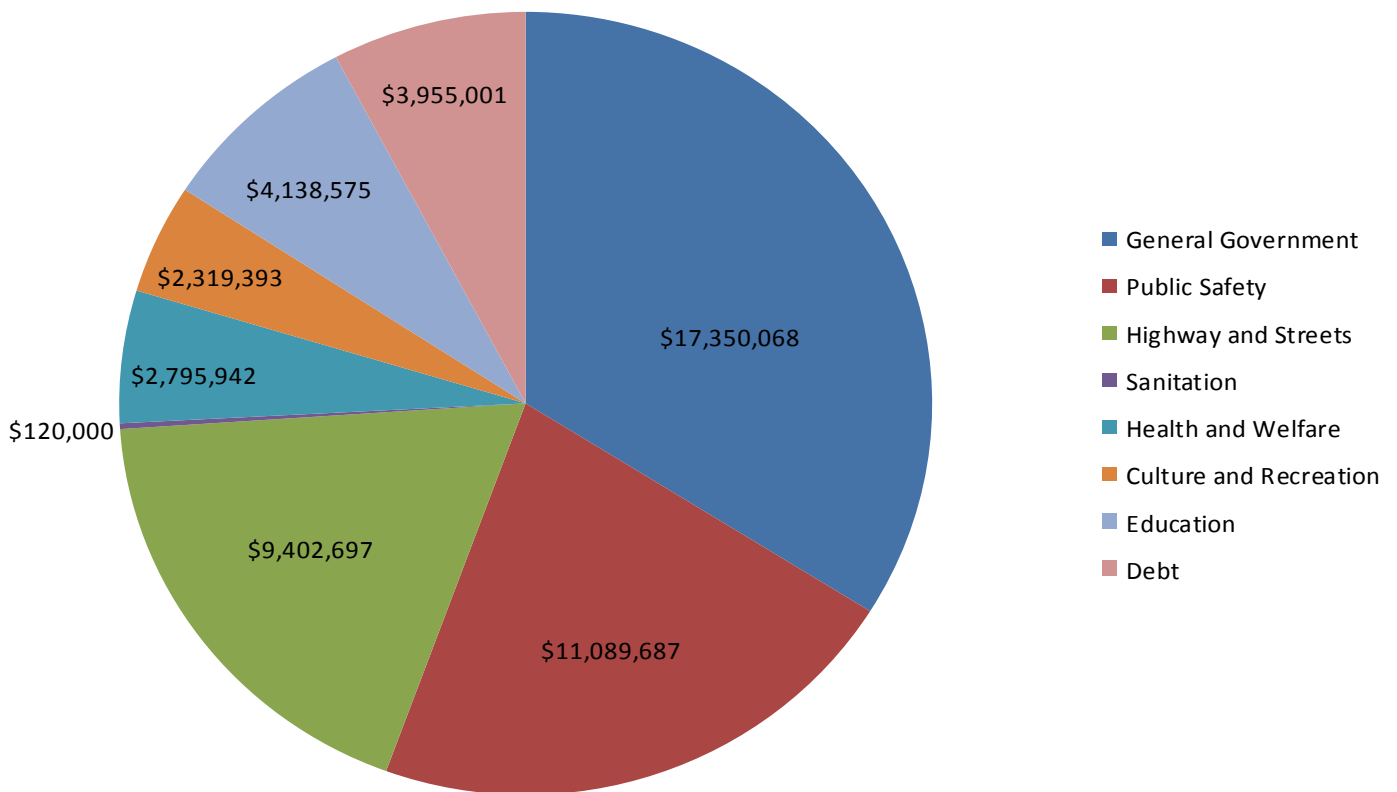
REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

EXPENDITURE ANALYSIS:

Apache County categorizes its expenditures in the following functions: General Government, Public Safety, Health and Welfare, Highways and Streets, Education, Debt Service, Culture and Recreation, and Sanitation. The County's total budgeted expenditures decreased from \$51,492,813 in FY2013 to \$51,171,363 in FY 2014, a difference of \$321,450.

Budgeted Expenditures by Function FY 2014



Apache County FY 2014 Expenditures by Function			
Function	Expenditures	% of Total	
General Government	\$ 17,350,068	34%	
Public Safety	11,089,687	22%	
Highway and Streets	9,402,697	18%	
Health and Welfare	2,795,942	5%	
Culture and Recreation	2,319,393	5%	
Education	4,138,575	8%	
Sanitation	120,000	0%	
Debt Service	\$ 3,955,001	8%	

REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

Apache County Expenditures by Function General Fund - FY 2013

Organization	Organization Description	Expenditures
Fund 100 - General Fund		
Function 410 - General Government		
100-0100	General Fund, Assessor	\$659,969
100-0200	General Fund, Attorney	808,263
100-0400	General Fund, Board of Supervisors - Gen	339,898
100-0404	General Fund, Board of Supervisors - MGR	264,019
100-0405	General Fund, Human Resources	230,963
100-0407	General Fund, Wellness	3,743
100-0408	General Fund, Records Management	12,849
100-0461	General Fund, BOS - District I	222,377
100-0462	General Fund, BOS - District II	221,289
100-0463	General Fund, BOS - District III	103,352
100-0700	General Fund, Clerk of Superior Court	457,021
100-1000	General Fund, Contingency	492,853
100-1100	General Fund, Information Technology Service	392,143
100-1101	General Fund, IT Capital Improvements	124,066
100-1200	General Fund, Elections	352,362
100-1400	General Fund, Finance	437,386
100-1410	General Fund, Grant Management	16,480
100-1500	General Fund, Grounds and Maintenance	858,334
100-1600	General Fund, J.P. - Chinle	162,879
100-1800	General Fund, J.P. - Puerco	263,383
100-1900	General Fund, JP St. Johns	151,304
100-1910	General Fund, SJ Magistrate	36,965
100-2000	General Fund, JP Round Valley	178,742
100-2020	General Fund, Springerville Magistrate	49,347
100-2021	General Fund, Eagar Magistrate	49,365
100-2200	General Fund, Communications	92,918
100-2400	General Fund, Community Development	352,981
100-2440	General Fund, Forest Service Contract	14,718
100-2441	General Fund, County Fair	15,000
100-2500	General Fund, Building Inspector	54,472
100-2800	General Fund, Recorder	410,660
100-2900	General Fund, Superior Court	422,910
100-3000	General Fund, Public Defender	394,422
100-3050	General Fund, Jury Fees and Expenses	88,932
100-3070	General Fund, Support and Care of Persons	5,240
100-3100	General Fund, Treasurer	326,953
100-5140	General Fund, Public Fiduciary	53,439
100-5400	General Fund, AHCCCS/ALTCS	1,166,475
100-8500	General Fund, Agriculture Extension	25,000
100-9970	General Fund, Fleet Management	82,804
	Function 410 - General Government Totals	10,396,279

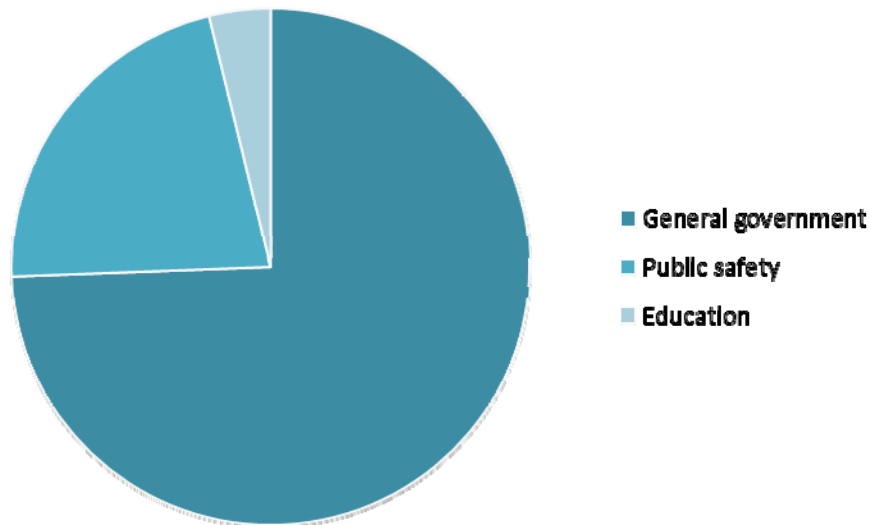
REVENUE AND EXPENDITURES

Apache County
Annual Adopted Budget
Fiscal Year 2014

Apache County Expenditures by Function (continued) General Fund - FY 2013

Function 420 - Public Safety		
100-0916	General Fund,Constable, Chinle	16,179
100-0918	General Fund,Constable, Puerco	23,132
100-0919	General Fund,Constable, St Johns	25,040
100-0920	General Fund,Constable, Round Valley	25,488
100-3500	General Fund,Adult Probation	\$271,165
100-3700	General Fund,Juvenile Probation	\$208,691
100-3900	General Fund,Sheriff	\$2,581,989
100-3911	General Fund,Game and Fish Boating Grant	\$115
100-3970	General Fund,Forest Patrol	\$4,187
100-3974	General Fund,Search and Rescue	\$840
	Function 420 - Public Safety Totals	\$3,156,825
Function 460 - Education		
100-8800	General Fund,Insurance	\$226,145
100-9100	General Fund,School Superintendent	\$301,340
100-9122	General Fund,IDEA Secure Care, Special Ed.	\$14,420
	Function 460 - Education Totals	\$541,906
	General Fund Totals	<u>\$14,095,010</u>

General Fund Functions:



CAPITAL ASSETS

Capital Assets

Capital assets are reported at actual cost. Donated assets are reported at estimated fair value at the time received.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the government-wide statements are as follows:

	<u>Capitalization Threshold</u>		
Land	All		
Improvements other than buildings	\$5,000		
Construction in progress	\$5,000		
		<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Buildings	\$5,000	Straight Line	25-40 years
Machinery and equipment	\$5,000	Straight Line	5-8 years
Infrastructure	\$5,000	Straight Line	40-45 years

Due to the unstable position of the economy, Apache county has no significant nonrecurring capital expenditures budgeted for FY 2014.

DEBT

The following schedule details the County's long-term liability and obligation activity for the year ended June 30, 2012:

	<u>Balance</u> <u>July 1, 2011</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2012</u>	<u>Due within</u> <u>1 Year</u>
Governmental Activities:					
Bonds Payable					
General Obligation Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
Library Bond	\$ 5,660,000	\$ -	\$ 390,000	\$ 5,210,000	\$ 470,000
GADA Loan	3,980,000	-	-	3,980,000	-
RV Complex (Whiting) Loan	426,939	-	426,393	-	-
Special Assessment Bonds with governmental commitment	-	-	-	-	-
Total Bonds Payable	<u>10,066,939</u>	<u>-</u>	<u>816,393</u>	<u>9,190,000</u>	<u>470,000</u>
G.I.S. Lease Purchase	108,532	-	71,515	37,017	37,017
Capital Leases Payable (Motor Grader)	-	302,140	65,310	236,830	15,804
Capital Leases Payable (Zipper)	132,939	-	(24,415)	108,525	25,445
Capital Leases Sheriff's Vehicles	-	406,684	101,402	305,282	90,778
Compensated Absences Payable	<u>1,273,283</u>	<u>1,017,259</u>	<u>719,454</u>	<u>1,571,088</u>	
Governmental Activities Long-term					
Liabilities	<u>\$ 11,581,694</u>	<u>\$ 1,726,083</u>	<u>\$ 1,749,660</u>	<u>\$ 11,448,742</u>	<u>\$ 639,044</u>

Bonds- The County's bonded debt consists of various issues of general obligation and special assessment bonds that are noncallable with interest payable semiannually. Bond proceeds primarily pay for acquiring or constructing capital facilities. The County repays general obligation bonds from voter-approved property taxes and County savings. Special assessment bonds are secured by pledges of revenues from special assessments levied against the benefiting property owners.

Bonds outstanding at June 30, 2012:

<u>Description</u>	<u>Original</u> <u>Amount</u>	<u>Maturity</u> <u>Ranges</u>	<u>Interest</u> <u>Rates</u>	<u>Outstanding</u> <u>Principal</u>
Library Bond	\$ 7,190,000	4/18/07-7/1/21	4.5 - 5.0%	\$ 5,210,000
GADA Loan	3,980,000	8-2008 - 8-2027	4.0 - 5.0%	3,980,000
RV Complex (Whiting) Loan	575,000	7-2008 -9-2013	8.00%	-
NACOG Head Start Bldg Loan	165,000	1-2008 -1-2012	7.00%	-
Greer Acres-Little Colorado Improvement District	575,000	1/1/04-10	6.10%	-
				<u>\$ 9,190,000</u>

DEBT

The following schedule details debt service requirements to maturity for the County's bonds payable at June 30, 2012:

Year Ending	Library Bonds		GADA Loan	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2013	470,000	234,450	-	176,513
2014	495,000	213,300	195,000	172,613
2015	520,000	191,025	205,000	164,613
2016	545,000	167,625	210,000	156,313
2017	575,000	143,100	220,000	147,713
2018+	2,605,000	300,150	3,150,000	863,225
Total	1,485,000	638,775	3,980,000	1,680,988

The following schedule details debt service requirements to maturity for the County's capital leases payable at June 30, 2012:

Year Ending June 30,	G.I.S Lease Purchase
2013	37,884
2014	-
2015	-
2016	-
2017	-
2018+	-
Total minimum lease payments	37,884
Less amount representing interest	866
Present value of net minimum lease	\$ 37,017

Year Ending June 30,	Zipper Lease Purchase
2013	30,091
2014	30,091
2015	30,091
2016	30,091
2017	-
2018+	-
Total minimum lease payments	120,365
Less amount representing interest	11,841
Present value of net minimum lease	\$ 108,525

DEBT

The following schedule details debt service requirements to maturity for the County's capital leases payable at June 30, 2012: (Continued)

Year Ending <u>June 30,</u>	Motor Grader <u>Lease Purchase</u>
2013	23,382
2014	23,382
2015	23,382
2016	23,382
2017	23,382
2018+	161,764
Total minimum lease payments	<u>278,675</u>
Less amount representing interest	<u>41,845</u>
Present value of net minimum lease	<u>\$ 236,830</u>

Year Ending <u>June 30,</u>	Sheriffs Vehicles <u>Lease Purchase</u>
2013	101,402
2014	76,533
2015	76,533
2016	76,533
2017	-
2018+	-
Total minimum lease payments	<u>331,001</u>
Less amount representing interest	<u>25,723</u>
Present value of net minimum lease	<u>\$ 305,278</u>



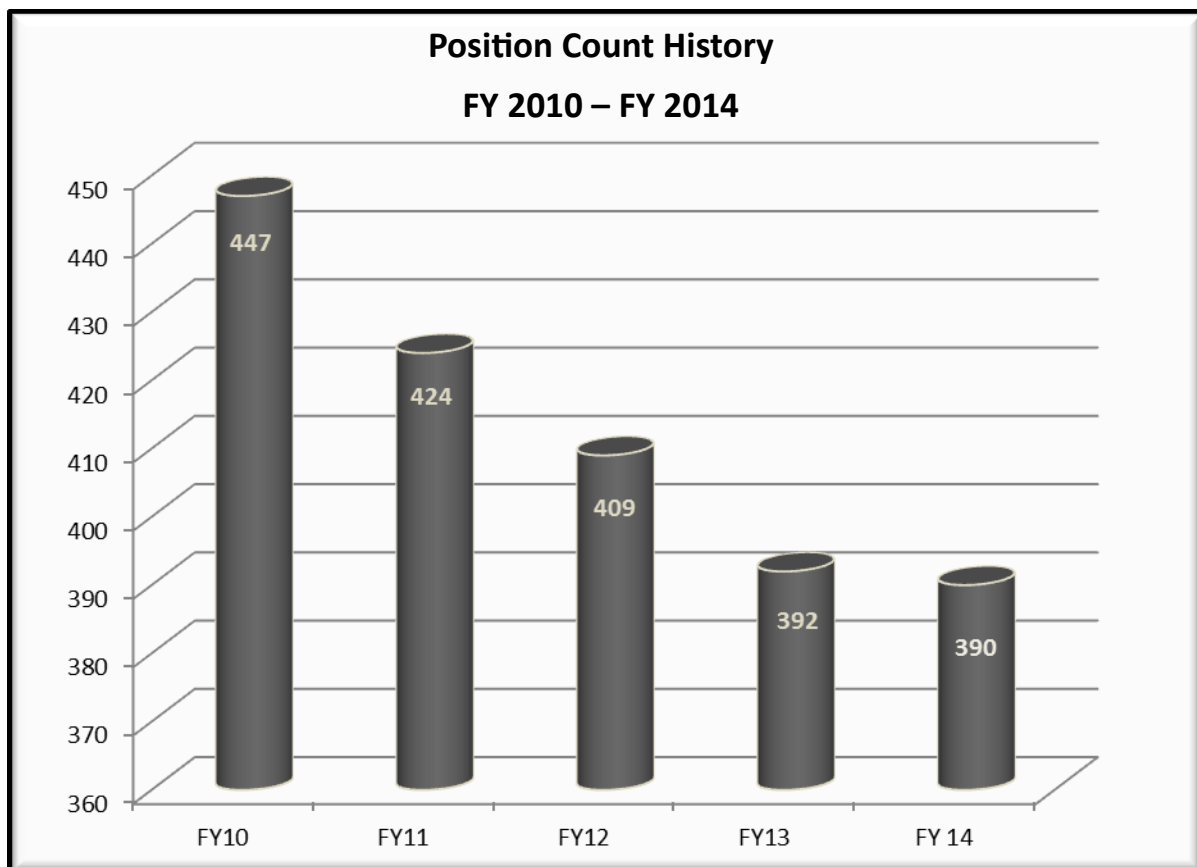
County Personnel

COUNTY PERSONNEL

Apache County staffing levels decreased steadily from FY 2010 – FY 2013. Budget reductions, due to the economic downturn, are primarily responsible for this continual decrease.

An additional reason for a reduction of county personnel, is that FY 2012 was the final year of the county’s seven-year secondary property tax override. The county went to voters during the 2010 and 2011 elections to request an extension to the override, but the question was rejected. The loss of this override created an additional reduction in positions for Fiscal Year 2013.

In FY 2014, Apache County has only two less positions than in FY 2013. This leveling is due to the recovering economy and having already absorbed the affects of the loss of the above mentioned override tax.



APACHE COUNTY
Full-Time Employees and Personnel Compensation
Fiscal Year 2014

FUND	Full-Time Equivalent (FTE) 2014	Employee Salaries and Hourly Costs 2014	Employee Related Expenses 2014	Total Estimated Personnel Compensation 2014
GENERAL FUND	154.0	\$ 6,531,918	\$ 3,354,376	\$ 9,886,294
SPECIAL REVENUE FUNDS	235.75	\$ 7,881,507	\$ 3,801,187	\$ 11,682,694
TOTAL ALL FUNDS	390	\$ 14,413,425	\$ 7,947,181	\$ 21,568,988



Tax Rates

TAX RATES

Apache County
Annual Adopted Budget
Fiscal Year 2014

**APACHE COUNTY
RESOLUTION SETTING FY2013-14 TAX LEVIES AND RATES**

RESOLUTION NO. 2013-15

	<u>RATE</u>	<u>ASSESSED VALUE</u>	<u>AMOUNT PRODUCED</u>
STATE OF ARIZONA	-	525,723,278	-
APACHE COUNTY			
Primary:			
County	0.4593	525,723,278	2,414,647
County Schools Equalization	0.5123	525,723,278	2,693,280
Total Primary Rate	<u>0.9716</u>		
Secondary:			
General Fund Override		531,638,110	-
Library District	0.2160	531,638,110	1,148,338
Public Health District	0.1274	531,638,110	677,307
Jail District	0.2000	531,638,110	1,063,276
Juvenile Jail District	0.0930	531,638,110	494,423
Jr. College Tuition	0.2982	531,638,110	1,585,345
Post 2ndry Education	0.1000	531,638,110	531,638
Flood Control	-	223,646,043	-
Library Construction Bond	0.0813	531,638,110	432,222
Fire Dist. Assistance	0.0812	531,638,110	431,690
Total Secondary Rate	<u>1.1971</u>		
TOWN OF EAGAR			
Primary	-	23,573,834	-
Secondary	-	23,936,599	-
TOWN OF SPRINGERVILLE			
Primary	-	10,007,818	-
Secondary	-	10,186,920	-
CITY OF ST. JOHNS			
Primary	-	10,957,763	-
Secondary	-	11,134,663	-
ST. JOHNS SCHOOL #1			
Primary	3.2986	36,269,174	1,196,375
Secondary	0.4034	37,084,377	149,598
CONCHO SCHOOL #6			
Primary	3.6045	28,027,610	1,010,255
Secondary	0.4013	28,341,621	113,735
ALPINE SCHOOL #7			
Primary	2.5991	21,308,834	553,838
Secondary		22,254,583	-
WINDOW ROCK SCHOOL #8			
Primary		15,317,109	-
Secondary	2.4626	15,328,438	377,478

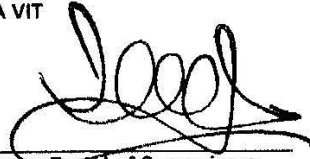
TAX RATES

Apache County
Annual Adopted Budget
Fiscal Year 2014

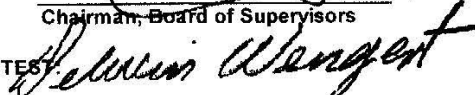
**APACHE COUNTY
RESOLUTION SETTING FY2013-14 TAX LEVIES AND RATES**

VERNON SCHOOL #9			
Primary	3.1269	21,615,710	675,902
Secondary		22,232,312	-
ROUND VALLEY SCHOOL #10			
Primary	1.6792	356,631,494	5,988,556
Secondary	0.4592	359,619,623	1,651,373
SANDERS SCHOOL #18			
Primary	-	16,770,399	-
Secondary	-	16,994,208	-
GANADO SCHOOL #20			
Primary	-	25,266,989	-
Secondary	-	25,266,989	-
McNARY SCHOOL #23			
Primary	-	788,327	-
Secondary	-	788,327	-
CHINLE SCHOOL #24			
Primary	-	2,712,928	-
Secondary	-	2,712,928	-
RED MESA SCHOOL #27			
Primary	-	1,014,704	-
Secondary	-	1,014,704	-
CONCHO FIRE DISTRICT	2.4607	5,707,618	140,447
GREER FIRE DISTRICT	1.5588	24,338,329	379,386
PUERCO VALLEY FIRE DISTRICT	2.9836	13,493,100	402,580
GANADO FIRE DISTRICT	3.2500	25,266,989	821,177
GANADO FIRE DISTRICT (Bond)	0.3333	25,266,989	84,215
ALPINE FIRE DISTRICT	1.4000	21,025,718	294,360
VERNON FIRE DISTRICT	3.0666	18,686,669	573,045
NUTRIOSO FIRE DISTRICT	1.4775	10,427,824	154,071
ALPINE SANITARY DISTRICT	1.6500	7,598,968	125,383
ALPINE DOMESTIC WID	-	7,598,968	-
NAVAPACHE HOSPITAL DISTRICT	-	806,059	-
OJO BONITO WATER DISTRICT	-	446,122	-
VERNON WATER DISTRICT	-	227,443	-
LITTLE COLO. SANITARY	0.4733	22,478,530	106,391
WHITE MOUNTAIN HCD	0.4262	140,035,813	596,833
NO. APACHE COUNTY HCD	3.0096	61,317,267	1,845,404
NO. ARIZONA VIT	0.0500	396,704,000	198,352
NATIVE	0.0500	61,317,267	30,659

APPROVED:


Chairman, Board of Supervisors

ATTEST:


Clerk, Board of Supervisors



Budget Schedules A-G

APACHE COUNTY
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2014

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2013	ACTUAL EXPENDITURES/EXPENSES** 2013	FUND BALANCE/NET POSITION*** July 1, 2013**	PROPERTY TAX REVENUES 2014	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2014	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014		TOTAL FINANCIAL RESOURCES AVAILABLE 2014	BUDGETED EXPENDITURES/EXPENSES 2014
						SOURCES	<USES>	IN	<OUT>		
1. General Fund	\$ 15,488,797	\$ 12,926,910	\$ 4,000,000	Primary: \$ 2,414,647	\$ 10,141,613	\$	\$	\$ 2,756,829	\$ 969,233	\$ 18,343,856	\$ 18,343,857
2. General Fund - Override Election				Secondary:							
3. Total General Fund	15,488,797	12,926,910	4,000,000	2,414,647	10,141,613			2,756,829	969,233	18,343,856	18,343,857
4. Special Revenue Funds	30,831,110	21,721,352	4,815,341	5,849,833	19,994,927			1,033,233	2,820,829	28,872,505	28,872,505
5. Debt Service Funds Available	5,172,906	960,592		432,222						432,222	3,955,001
6. Less: Amounts for Future Debt Retirement											
7. Total Debt Service Funds	5,172,906	960,592	3,522,779	432,222						3,955,001	3,955,001
8. Capital Projects Funds											
9. Permanent Funds											
10. Enterprise Funds Available											
11. Less: Amounts for Future Debt Retirement											
12. Total Enterprise Funds											
13. TOTAL ALL FUNDS	\$ 51,492,813	\$ 35,608,854	\$ 12,338,120	\$ 8,696,702	\$ 30,136,540	\$	\$	\$ 3,790,062	\$ 3,790,062	\$ 51,171,362	\$ 51,171,363

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2013	2014
1. Budgeted expenditures/expenses	\$ 51,492,813	\$ 51,171,363
2. Add/subtract: estimated net reconciling items	(15,322,755)	(15,322,755)
3. Budgeted expenditures/expenses adjusted for reconciling items	36,170,058	35,848,608
4. Less: estimated exclusions	20,740,042	20,173,450
5. Amount subject to the expenditure limitation	\$ 15,430,016	\$ 15,675,158
6. EEC expenditure limitation	\$ 15,771,478	\$ 16,116,284

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

APACHE COUNTY
Tax Levy and Tax Rate Information
Fiscal Year 2014

	2013	2014
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 2,347,313	\$ 2,414,647
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$	
3. Property tax levy amounts		
A. Primary property taxes	\$ 2,256,361	\$ 2,414,647
B. Secondary property taxes		
County Library	1,240,009	\$ 1,148,338
Public Health District	685,053	677,307
Jail District	1,118,987	1,063,276
Juvenile Jail District	418,957	494,423
Junior College Tuition	1,312,690	1,585,345
Post Secondary Education	783,291	449,454
Flood Control District	-	-
Libraries Construction Bond	625,627	432,222
Fire District Assistance	409,476	431,690
Total secondary property taxes	\$ 6,594,090	\$ 6,282,055
C. Total property tax levy amounts	\$ 8,850,451	\$ 8,696,702
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies		
(3) Total primary property taxes	\$	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies		
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$	
5. Property tax rates		
A. County tax rate		
(1) Primary property tax rate	0.4143	0.4593
(2) Secondary property tax rate		
County Library	0.2216	0.2160
Public Health District	0.1224	0.1274
Jail District	0.2000	0.2000
Juvenile Jail District	0.0749	0.0930
Junior College Tuition	0.2346	0.2982
Post Secondary Education	0.1400	0.1000
Flood Control District	-	-
Libraires Construction Bond	0.1118	0.0813
Fire District Assistance	0.0732	0.0812
(3) Total county tax rate	1.5928	1.6564
B. Special assessment district tax rates		
Secondary property tax rates		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES	ACTUAL REVENUES*	ESTIMATED REVENUES
	2013	2013	2014
GENERAL FUND			
Taxes			
Delinquent Taxes Interest	\$ 240,000	\$ 268,000	\$ 280,000
Vehicle License Tax	520,000	523,111	520,000
SRP Auto Lieu	12,000	11,876	12,000
Prior Year's Taxes	50,000	11,030	50,000
Prior Year's Override Taxes	95,000	-	-
Licenses and permits			
Business Licenses	500	-	500
Variance Permits	3,000	3,000	3,000
Building Permits	110,000	123,000	120,000
Flood Plain Review	180	350	180
Subdivision Fees	500	500	500
Minor Division Fees	5,000	4,500	5,000
Intergovernmental			
Federal PILT	1,602,166	1,551,945	1,551,945
State Reimb. JP Salaries	42,400	42,400	42,400
State Shared Revenue	4,285,000	4,310,000	4,600,000
County Excise Tax	1,100,000	1,126,000	1,200,000
Liquor License	1,500	412	1,500
Charges for Magistrate	133,476	133,476	114,918
Charges for Services	-	-	101,842
St. in Lieu of Tax	2,056	2,094	2,056
Boat Patrol	72,504	72,504	72,504
Charges for services			
Recorder	56,000	62,000	56,000
Election Charges	14,000	38,349	20,000
Other Service Fees	5,000	200	10,000
Fines and forfeits			
Defensive Driving	20,000	26,000	20,000
JP Surcharge	33,000	32,000	32,000
JP Puerco	200,000	180,000	220,000
JP Round Valley	65,000	60,000	65,000
JP St. Johns	20,000	22,000	24,000
JP Chinle	50,000	54,000	50,000
Clerk of the Court	40,000	54,000	44,000
Fines	3,000	80	1,000
Unclaimed/Forfeited Bonds	1,000	761	1,000
Investments			
Interest Earnings	90,000	3,718	8,000
Rents, royalties, and commissions			
Rents	4,801	4,801	4,801
Contributions			
Salt River Project - Primary	738,689	738,689	895,193
Miscellaneous			
Vending Machine Fees	336	272	336
Puerco Constable Fees	600	394	600
St. Johns Constable Fees	600	814	600
RV Constable Fees	-	818	600
Fiduciary Fees	220	-	1,500
Chinle Constable Fees	400	181	400
Grazing Fees	238	-	238
Auction Proceeds	3,000	-	3,000
Other	5,000	10,212	5,000

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES	ACTUAL REVENUES*	ESTIMATED REVENUES
SOURCE OF REVENUES	2013	2013	2014
Total General Fund	\$ <u>9,626,166</u>	\$ <u>9,473,487</u>	\$ <u>10,141,613</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES	ACTUAL REVENUES*	ESTIMATED REVENUES
	2013	2013	2014
SPECIAL REVENUE FUNDS			
Road Fund			
Highway User Revenue Funds	\$ 5,200,000	\$ 5,211,000	\$ 5,200,000
Auto Lieu Tax	2,100,000	1,789,000	2,100,000
Other Road Fund Revenues	757,200	-	416,000
Total	\$ 8,057,200	\$ 7,000,000	\$ 7,716,000
Library District Fund			
Preceding Year's R.E. Taxes	\$ 40,000	\$ 40,000	\$ 40,000
Federal LSTA	25,125	-	-
State Grant	25,000	25,000	25,000
SRP Contribution	395,163	395,163	385,183
Other Service Fees	10,000	10,050	10,000
Fees/Fines	3,500	4,655	3,500
Donations	10,000	25,000	10,000
Other Miscellaneous	2,000	19,812	2,000
Interest Earning	3,000	5,056	3,000
Library Grants	10,000	-	10,000
Total	\$ 523,788	\$ 524,736	\$ 488,683
Jail District			
Preceding Year's R.E. Taxes	\$ 17,000	\$ 26,000	\$ 17,000
Inmate Housing	12,000	11,500	12,000
Federal Inmate Housing	650,000	780,000	750,000
Southwest Border	900,000	275,564	900,000
SCAAP	25,000	-	-
Salt River Project	356,596	256,596	389,808
Other (find, misc.)	102,000	102,000	102,000
Total	\$ 2,062,596	\$ 1,451,660	\$ 2,170,808
Juvenile Jail District			
Preceding Year's R.E. Taxes	\$ -	-	7,000
Salt River Project	133,512	133,512	165,817
Juvenile Jail District Housing	1,000	-	1,000
Interest Earnings	500	853	800
Total	\$ 135,012	\$ 134,365	\$ 174,617
Junior College			
Preceding Year's R.E. Taxes	-	\$ 30,605	\$ 30,000
State Tuition Assistance	\$ 466,000	\$ 466,000	\$ 466,000
Salt River Project	418,325	418,325	531,635
Total	\$ 884,325	\$ 914,930	\$ 1,027,635
Post Secondary Education			
Preceding Year's R.E. Taxes	-	\$ 30,605	\$ 30,000
Salt River Project	\$ 249,617	\$ 249,617	\$ 143,231
Grants/Misc	50,000	-	50,000
Total	\$ 299,617	\$ 280,222	\$ 223,231
Flood Control			
SRP	-	-	-
Preceding Year's R.E. Taxes	3,100	1	-
Total	\$ 3,100	\$ 1	\$ -
Fire District Assistance			
SRP	\$ 130,491	\$ 130,491	\$ 158,235

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES	ACTUAL REVENUES*	ESTIMATED REVENUES
	2013	2013	2014
Total	\$ 130,491	\$ 130,491	\$ 158,235
Health Service Fund			
SRP	218,311	218,311	227,152
Tuberculosis	12,000	18,681	12,000
CHIPP	86,243	90,000	90,000
State Mini Grant (GOHS)	30,502	912	42,148
Vital Records	35,000	39,475	40,500
STD Prevention	2,320	2,320	2,320
Teen Pregnancy Prevention	139,003	163,210	187,420
AZ Nutrition Network	56,000	56,000	48,327
Immunizations	20,476	95,184	105,024
NACCHO	-	5,500	5,500
Tobacco Prevention	184,179	184,179	185,000
Smoke-Free AZ	74,588	74,588	74,588
Dental Sealant	5,000	-	5,000
Well Women Health Check	107,000	100,725	119,725
WIC	152,775	166,612	102,996
SRTS Grants	-	20,059	22,075
Public Health Accreditation	45,000	40,000	-
Family Planning	10,385	22,360	24,200
Health Start	123,405	109,170	110,000
Volunteer Recruitment	5,000	4,000	4,000
Bioterrorism,(PHEP)	282,272	220,424	183,499
HIV	6,498	6,498	-
Service Fees	30,000	30,000	-
Environmental Fees - ADHS	34,000	35,953	30,000
Septic Certification ADEQ	20,000	21,600	15,500
Future Grants	300,000	-	300,000
Total	\$ 1,979,957	\$ 1,725,761	\$ 1,936,974
Total Special Revenue Funds	\$ 14,076,086	\$ 12,162,166	\$ 13,896,183
Other Funds			
203 # Law Library	\$ 18,000	\$ 11,500	\$ 22,500
204 # HAVA	90,000	12,000	100,000
207 # TEA21, NN Bus Routes	320,000	625,000	320,000
211 Schools Indirect Cost	25,500	-	-
214 3 Forest Thinning EECO	250,000	10,000	250,000
219 # Transit Funds	100,000	500	100,000
220 # Misc. Revenue	500,000	289,341	500,000
EDAC Passthrough	300,000	-	-
223 Attorney Grants	950	-	-
224 Sheriff's Grants	1,000,000	161,977	-
225 # Forest Fees	1,000,000	-	500,000
226 # Emergency Services	300,572	79,867	155,000
226 1 Local Emergency Planning	41,000	-	-
227 # Juvenile High Risk Court	51,165	42,751	51,165
229 # Extra Juvenile Diversion Fees	1,000	490	1,000
230 # Criminal Justice, Attorney	184,178	127,277	121,500
231 # RICO, State & Other	8,400	26,166	50,050
235 # Norviel Decree	14,800	13,580	16,350
236 # DP Services, Schools	337,200	256,385	373,135
239 # Local Court Automation	47,259	25,367	47,259
240 # Jail Enhancement	182,149	124,801	200,000
241 # State Aid to Probation	185,691	141,002	179,324
242 # Family Counseling	16,403	13,251	16,000
243 Accent/Attorney	72,114	49,500	76,914
244 Adult Probation Services	122,283	61,358	209,687
245 # CASA	49,641	47,184	61,081

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES	ACTUAL REVENUES*	ESTIMATED REVENUES
	2013	2013	2014
246 Adult IPS	233,305	200,300	299,928
248 # Juvenile Crime Reduction	400	50	6,000
249 # Juvenile Treatment Services	81,720	65,000	86,384
250 Juvenile Probation Services	19,865	2,200	10,000
251 # JIPS	62,067	45,000	67,988
252 # Recorder's Surcharge	16,946	23,222	31,000
253 # Diversion Fees	3,500	834	-
254 Adult Probation Enhancement	301,711	206,828	314,442
255 # Parole	10,000	194	10,000
256 Accent/Sheriff	321,008	421,165	261,030
257 # Victim's Compensation	54,473	16,472	54,473
258 # Superior CT. Docket Storage	8,000	5,100	8,000
260 Victim's Assistance/Rights	47,150	47,150	47,450
262 # Fair & Legal Employment	72,000	7,550	45,000
263 # Bad Check Prosecution	35,597	412	15,000
264 Detention Equalization	63,399	100	63,063
265 # Victim's Comp - Restitution	35,000	4,400	7,000
266 Jail Services	250,000	28,466	250,000
267 # Victim's Comp - Subrogation	-	40	-
268 # Field Trainer	25,057	25,057	25,094
270 # SW Border Prosecution	281,384	209,000	280,000
273 # Extra Adult Probation Fees	1,500	300	400
274 # Extra Juvenile Probation Fees	1,500	110	400
276 # Drug Treatment & Ed	18,816	11,194	16,723
280 # Diversion Intake	56,106	56,106	56,746
281 # Diversion Consequence	28,253	22,000	33,514
282 # Drug Testing	23,390	10,508	26,283
285 Case Processing Assistance	21,775	51	20,000
286 # JCEF	60,000	36	60,000
289 # Community Punishment	52,729	52,729	58,431
294 # Prosecution Recovery	170,000	32,809	20,650
296 Fill the Gap, Attorney	3,000	5,880	6,000
297 # Fill The Gap, Courts	196,649	62,000	175,103
298 # Fill The Gap, Indigent Defense	12,000	20	-
299 # Fill The Gap, Court Administration	21,375	21,375	25,000
308 # EECBG Grant	-	30,000	40,000
310 # Title 1	18,212	20,000	46,392
311 # Title 2	5,903	6,107	7,000
314 # IDEA Basic	14,520	14,520	14,520
315 # Secure Care	5,545	5,550	5,550
317 # Drug court	4,500	-	4,500
321 # Prosecution Recovery COC	14,745	10,000	24,000
334 Attorney Diversion	215,368	78,000	75,800
701 # Cinder Pit	28,915	100	28,915
702 # Waste Tire Disposal	120,000	57,457	120,000
Total	\$ 8,235,688	\$ 3,924,689	\$ 6,098,744
Total Special Revenue Funds	\$ 22,311,774	\$ 16,086,855	\$ 19,994,927
DEBT SERVICE FUNDS			
Library District GOB			
SRP	\$ 199,373	\$ 199,373	\$ 199,373
Total Debt Service Funds	\$ 199,373	\$ 199,373	\$ 199,373
CAPITAL PROJECTS FUNDS			
Library	\$ -	\$ -	\$ -
GO Bond	-	-	-
Total Capital Projects Funds	\$ -	\$ -	\$ -

APACHE COUNTY
Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
PERMANENT FUNDS			
N/A	\$	\$	\$
Total Permanent Funds	\$	\$	\$
ENTERPRISE FUNDS			
N/A	\$	\$	\$
Total Enterprise Funds	\$	\$	\$
TOTAL ALL FUNDS	\$ 32,137,313	\$ 25,759,715	\$ 30,335,913

*

Includes actual revenues recognized on the modified accrual or accrual basis of the date the proposed budget was prepared, plus estimated revenues

APACHE COUNTY
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2014

FUND	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
County Library District	\$	\$	\$ 251,293	\$
Road Fund			927,682	
Public Health District			351,997	105,688
Emergency Management Match				40,420
Flood District			112,361	
Special Districts Flood/Health/Jails/Library			500,000	
Accent/Sheriff - Match				49,202
Victim's Assistance/Rights Match				4,583
Family Counseling				3,271
Drug Testing				3,503
Jail District			400,000	448,175
Juvenile Jail District			213,496	314,391
Total General Fund	\$	\$	\$ 2,756,829	\$ 969,233
SPECIAL REVENUE FUNDS				
County Library District	\$	\$	\$	\$ 251,293
Road Fund				991,682
Public Health District			105,688	351,997
GIS			64,000	
Special Districts Flood/Health/Jails/Library				500,000
Flood District				112,361
Emergency Management Match			40,420	
Accent/Sheriff - Match			49,202	
Victim's Assistance/Rights Match			4,583	
Family Counseling			3,271	
Drug Testing			3,503	
Jail District			448,175	400,000
Juvenile Jail District			314,391	213,496
Total Special Revenue Funds	\$	\$	\$ 1,033,233	\$ 2,820,829
DEBT SERVICE FUNDS				
	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 3,790,062	\$ 3,790,062

APACHE COUNTY
Expenditures/Expenses by Fund
Fiscal Year 2014

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013	ACTUAL EXPENDITURES/ EXPENSES* 2013	BUDGETED EXPENDITURES/ EXPENSES 2014
GENERAL FUND				
Assessor	\$ 541,875	\$	\$ 650,226	\$ 583,345
Attorney	810,263		878,778	852,604
Board of Supervisors, Gn'l	400,000		367,882	400,000
BOS Manager	287,908		242,854	296,605
Vehicle Replacement	300,000		82,126	300,000
Human Resources	247,000		215,090	251,121
Records Management	20,812		11,797	21,573
District #1	227,575		153,224	234,139
District #2	227,575		209,366	234,139
District #3	123,812		94,724	149,547
Clerk of the Court	452,367		416,138	519,402
Constable Chinle	19,108		15,823	19,108
Constable Puerco	20,317		21,226	27,925
Constable St. Johns	25,525		22,766	25,525
Constable Round Valley	25,525		23,285	25,525
Contingencies	1,000,000		470,117	3,218,607
Data Processing	394,929		358,174	477,526
IT Capital Imp. & Software Maintenance	914,865		124,065	946,000
Grant Administration	60,000		13,000	60,000
Elections	358,066		362,124	229,039
Finance	442,299		436,275	458,241
Ground & Maintenance	762,690		790,934	820,056
J.P. Chinle	149,111		151,464	158,067
J.P. Puerco	255,297		240,321	279,569
J.P. St. Johns	151,353		141,520	164,860
SJ Magistrate	37,784		33,724	38,918
J.P. Round Valley	212,412		170,146	264,318
Springerville Magistrate	47,846		47,252	38,000
Eagar Magistrate	47,846		44,575	38,000
Communication Specialist	94,973		83,369	100,509
Community Development	389,121		279,728	397,998
Recorder	409,624		397,706	492,230
Superior Court	415,587		389,227	435,380
Public Defenders	400,000		371,358	400,000
Jury Fees & Expenses	106,334		84,801	107,708
Jury Trial Costs	20,915		-	20,915
Support & Care of Persons	5,729		5,729	5,729
Treasurer	338,282		271,313	407,810
Probation/Adult	272,606		241,131	279,606
Probation/Juvenile	213,125		202,646	218,597
Sheriff	2,407,161		2,284,724	2,521,752
Search & Rescue	8,366		953	-
Public Fiduciary	75,341		48,346	75,341
AHCCCS/ALTCS	1,073,500		884,156	1,078,500
Agriculture Extension	22,500		25,000	25,000
Legal Svcs./Judgments	25,098		-	25,098
Insurance	265,393		271,374	230,000
School Superintendent	320,982		281,356	329,925
Retirement Reserve	45,000		-	45,000
County Fair	15,000		15,000	15,000
Total General Fund	\$ 15,488,797	\$	\$ 12,926,910	\$ 18,343,857
SPECIAL REVENUE FUNDS				
203 2900 Law Library	\$ 18,000	\$ -	\$ 11,700	\$ 22,500
204 1200 HAVA	200,000	-	25,079	100,000
205 Roads				
205 4300 Engineer	520,000	-	520,000	520,000
205 4310 Safety	-	-		
205 4800 District #1	1,820,000	-	1,558,983	1,820,000
205 4810 Carryover Reserve, District #1	457,000	-	457,000	31,595
205 4700 District #2	1,820,000	-	1,589,338	1,820,000
205 4710 Carryover Reserve, District #2	468,500	-	468,500	440,930
205 4446 District #3	2,745,970	-	1,886,515	2,745,970
205 4510 Carryover Reserve, District #3	517,000	-	517,000	161,287
205 8800 Liability Insurance	285,000	-	285,000	285,000
205 1000 Contingency	496,080	-	85,000	500,000

205	Deferred	650,000	-	-	-
205	RAC Grant	60,000	-	-	57,000
207	TEA21, Bus Routes	320,000	-	-	320,000
211	Schools Indirect Costs	25,500	-	-	-
214 2431	Forest Thinning - EECO	250,000	-	51,555	250,000
218 4300	GIS	64,000	-	64,000	64,000
219	Transit Funds	100,000	-	16	100,000
220 0400	Misc Revenue	500,000	-	289,411	300,000
	EDAC Passthrough	300,000	-	-	-
223	Victim's Interest Fund	950	-	-	500
224	Sheriff's Grants	81,686	-	161,977	71,500
225 9300	Forest Fees	1,000,000	-	-	200,000
226 1300	Emergency Management	300,572	-	250,048	309,271
226 1313	Local Emergency Planning	41,000	-	11,349	40,420
	Homeland Supplemental	-	-	-	121,000
227 2900	Juvenile High Risk Court	51,165	-	47,091	51,165
229 3700	Extra Juvenile Diversion	1,000	-	-	1,000
230 0200	Criminal Justice, Attorney	184,178	-	-	159,623
231 0200	RICO, State & Other	8,400	-	82,889	40,000
235 2900	Norviel Degree	14,800	-	12,004	16,350
236 1111	DP Services, Schools	337,200	-	256,385	373,135
239 0700	Local Court Automation	47,259	-	39,715	47,259
240 3400	Jail Enhancement	182,149	-	197,060	200,000
241 3700	State Aid To Probation	185,691	-	159,709	179,324
242 3700	Family Counseling	16,403	-	16,238	16,000
243 0283	Accent/Attorney	72,114	-	84,173	76,914
244 3500	Adult Probation Fees	122,283	-	44,092	209,687
245 2900	CASA	49,641	-	35,500	61,081
246 3500	Adult Intens. Supervision	233,305	-	251,501	299,928
248 3700	Juv. Crime Reduction	400	-	-	6,000
249 3700	Juvenile Treatment Services	81,720	-	75,000	86,384
250 3700	Juv. Probation Fees	19,865	-	2,000	10,000
251 3700	J.I.P.S.	62,067	-	45,000	67,988
252 2800	Recorder's Sur-Charge	16,946	-	16,946	31,000
253 3700	Diversion Fees - Probation	3,500	-	-	-
254 3500	Adult Prob. Enhancement	301,711	-	235,830	314,442
255 3700	Parole	10,000	-	5,000	10,000
256	Accent/Sheriff	321,008	-	321,008	273,030
257 0200	Victim's Compensation	54,473	-	39,194	54,473
258 2900	S. Court Docket Storage	8,000	-	2,700	8,000
260 0200	Victim's Assist./Rights	47,150	-	47,150	47,450
262 0200	Fair & Legal Employment	72,000	-	-	45,000
263 0200	Bad Check Prosecution	35,597	-	-	15,000
264 3700	Detention Equalization	63,399	-	28,000	63,063
265 0200	Victim's Comp - Restitution	35,000	-	500	7,000
266 3400	Jail Services	250,000	-	37,000	250,000
268 2900	Field Trainer	25,057	-	25,057	25,094
270 0200	SW Border Prosecution	281,384	-	173,133	280,000
273	Extra Adult Probation Fees	1,500	-	-	400
274 3700	Extra Juvenile Probation Fees	1,500	-	-	400
276 3500	Drug Treatment & Education	18,816	-	8,000	16,723
279 6400	WIA	4,000	-	55	-
280 3700	Diversion Intake - Probation	56,106	-	56,106	59,746
281 3700	Diversion Consequence	28,253	-	23,437	33,514
282 3500	Drug Testing	23,390	-	23,390	26,283
285	Case Processing Assistance	21,775	-	2,941	20,000
286	JCEF	60,000	-	7,843	60,000
289	Community Punishment	52,729	-	52,729	58,331
294 0200	Prosecution Recovery	170,000	-	-	120,475
296	Fill the Gap, Attorney	3,000	-	-	6,000
297 2900	Fill The Gap, Courts	196,649	-	196,649	175,103
298 2900	Fill The Gap, Indigent Defense	12,000	-	-	-
299 2900	Fill The Gap, Court Administration	21,375	-	20,250	25,000
308	EECBG Grant	-	-	1,664	40,000
310	Title 1	18,212	-	990	46,392
311	Title 2	5,903	-	320	7,000
314	IDEA Basic	14,520	-	3,015	14,520
315	Secure Care	5,545	-	725	5,550
317	Drug Court	4,500	-	4,500	4,500
321	Prosecution Recovery COC	14,745	-	34,963	24,000
334	Attorney Diversion	215,368	-	215,368	115,776
701 4900	Cinder Pit	28,915	-	-	28,915
702 7000	Waste Tire Disposal	120,000	-	85,744	120,000
888 4300	Specific Road Projects	126,000	-	-	126,000
Special Revenue/Secondary Assessment					
202	County Library				
1000	Contingency	100,000	-	-	100,000

8000	Operating	1,602,892	-	1,456,685	1,623,000
8010	Building Project	587,700	-	8,300	475,000
8029	State Grant	25,000	-	25,000	25,000
8030	Federal E-Rate	60,308	-	24,175	66,026
8060	Donations	29,079	-	9,255	30,367
	State Grant	10,000	-	10,384	-
212	Public Health District				
1000	Contingency	200,000	-	-	263,711
5100	Health Services	499,089	-	499,089	447,058
5115	Tuberculosis	18,861	-	18,861	15,115
5121	GOHS	30,502	-	30,502	-
5122	Injury Prevention (CHIPP)	86,243	-	86,243	90,000
5124	GOHS-Health	-	-	-	42,148
5125	Vital Records	47,661	-	47,661	45,542
5126	STD Prevention	2,320	-	2,320	2,320
5127	Teen Pregnancy Prevention	139,003	-	139,003	187,420
5128	AZNN	56,000	-	56,000	48,327
	NACCHO	-	-	-	5,500
5130	Immunization	82,191	-	82,191	132,662
5300	Tobacco Prevention	184,179	-	184,179	185,000
5350	Smoke Free AZ	74,588	-	74,588	74,588
5627	Dental Sealant	5,000	-	5,000	5,000
5632	Well Woman Health Check	110,082	-	110,082	119,725
5634	WIC	152,775	-	152,775	102,996
5636	SRTS	-	-	-	22,075
	Public Health Accreditation	45,000	-	45,000	-
5644	Family Planning	10,385	-	10,385	25,557
5645	Health Start	123,405	-	123,405	110,000
5651	Volunteer Recruitment	5,000	-	5,000	12,000
5655	PHEP	282,272	-	282,272	205,500
5664	HIV	10,195	-	10,195	-
5700	Environmental Health, ADHS	57,850	-	57,850	59,462
5701	Environmental Health, ADEQ	34,112	-	34,112	42,009
3800	Medical Examiner	57,838	-	57,838	252,227
	Future Grants	300,000	-	-	300,000
340	Jail District	3,300,673	-	2,339,000	3,591,333
341 3700	Juvenile Jail District	886,538	-	781,000	844,343
350 9200	Junior College Tuition	2,200,000	-	2,197,000	2,600,650
351	Post Secondary Education				
9200	Junior Colleges	615,000	-	615,000	630,000
9400	Technology for Education	416,099	-	200,000	378,000
571 4300	Flood Control	382,379	-	150,000	382,000
812 3600	Fire District Assistance	539,967	-	539,967	589,853
	Total Special Revenue Funds	\$ 30,831,110	\$ -	\$ 21,721,352	\$ 28,872,505
DEBT SERVICE FUNDS					
	GADA Loan	\$ 4,391,314	\$ -	\$ 178,000	\$ 3,242,001
	Library District GOB	705,825	-	705,825	713,000
	GIS Loan	75,767	-	76,767	-
	Total Debt Service Funds	\$ 5,172,906	\$ -	\$ 960,592	\$ 3,955,001
CAPITAL PROJECTS FUNDS					
		\$	\$	\$	\$
	Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS					
		\$	\$	\$	\$
	Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS					
		\$	\$	\$	\$
	Total Enterprise Funds	\$	\$	\$	\$
	TOTAL ALL FUNDS	\$ 51,492,813	\$ -	\$ 35,608,854	\$ 51,171,363

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

APACHE COUNTY
Expenditures/Expenses by Department
Fiscal Year 2014

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013	ACTUAL EXPENDITURES/ EXPENSES* 2013	BUDGETED EXPENDITURES/ EXPENSES 2014
ASSESSOR:				
100 General Fund	\$ 541,875	\$ -	\$ 650,226	\$ 583,345
Department Total	\$ 541,875	\$ -	\$ 650,226	\$ 583,345
ATTORNEY:				
100 General Fund	\$ 810,263	\$ -	\$ 878,778	\$ 852,604
223 Attorney Grants	950	-	-	500
230 Criminal Justice, Attorney	184,178	-	-	159,623
231 RICO, State & Other	8,400	-	82,889	40,000
243 ACCENT/Attorney	72,114	-	84,173	76,914
257 Victim's Compensation	54,473	-	39,194	54,473
260 Victim's Assistance / Rights	47,150	-	47,150	47,450
262 Fair & Legal Employment	72,000	-	-	45,000
263 Bad Check Prosecution	35,597	-	-	15,000
265 Victim's Compensation - Restitution	35,000	-	500	7,000
270 SW Border Prosecution	281,384	-	173,133	280,000
294 Prosecution Recovery	170,000	-	-	120,475
296 Fill the Gap, Attorney	3,000	-	-	6,000
334 Attorney Diversion	215,368	-	215,368	115,776
Department Total	\$ 1,989,877	\$ -	\$ 1,521,185	\$ 1,820,815
BOARD OF SUPERVISORS:				
100 General Fund	\$ 1,351,953	\$ -	\$ 1,136,570	\$ 1,357,923
Department Total	\$ 1,351,953	\$ -	\$ 1,136,570	\$ 1,357,923
COUNTY MANAGER:				
100 General Fund	\$ 684,061	\$ -	\$ 385,123	\$ 693,519
100 General Fund - Contingencies	1,000,000	-	470,117	3,218,607
EDAC Pass Through	300,000	-	-	-
220 Misc Revenue	500,000	-	289,411	300,000
225 Forest Fees	1,000,000	-	-	200,000
279 WIA	4,000	-	55	-
308 EECBG	-	-	1,664	40,000
350 Junior College Tuition Reimburseme	2,200,000	-	2,197,000	2,600,650
351 Post Secondary Education				
Junior Colleges	615,000	-	615,000	630,000
Technology for Education	416,099	-	200,000	378,000
510 Debt Service, GADA Loan	4,467,081	-	254,767	3,242,001
702 Waste Tire Disposal	120,000	-	85,744	120,000
812 Fire District Assistance	539,967	-	539,967	589,853
Department Total	\$ 11,846,208	\$ -	\$ 5,038,848	\$ 12,012,630
HUMAN RESOURCES:				
100 General Fund	\$ 247,000	\$ -	\$ 215,090	\$ 251,121
Department Total	\$ 247,000	\$ -	\$ 215,090	\$ 251,121
CLERK OF THE COURT:				
100 General Fund	\$ 452,367	\$ -	\$ 416,138	\$ 519,402
239 Local Court Automation	47,259	-	39,715	47,259
258 S. Court Docket Storage	8,000	-	2,700	8,000

286	JCEF	\$	60,000	\$	-	\$	7,843	\$	60,000
321	Prosecution Recovery COC		14,745		-		34,963		24,000
	Department Total	\$	<u>582,371</u>	\$	<u>-</u>	\$	<u>501,359</u>	\$	<u>658,661</u>

CONSTABLES:

100	General Fund	\$	90,475	\$	-	\$	83,101	\$	98,083
	Department Total	\$	<u>90,475</u>	\$	<u>-</u>	\$	<u>83,101</u>	\$	<u>98,083</u>

DATA PROCESSING:

100	General Fund	\$	1,309,794	\$	-	\$	482,239	\$	1,423,526
236	DP Services, Schools		337,200		-		256,385		373,135
	Department Total	\$	<u>1,646,994</u>	\$	<u>-</u>	\$	<u>738,624</u>	\$	<u>1,796,661</u>

ELECTIONS:

100	General Fund	\$	358,066	\$	-	\$	362,124	\$	229,039
204	HAVA		200,000		-		25,079		100,000
	Department Total	\$	<u>558,066</u>	\$	<u>-</u>	\$	<u>387,203</u>	\$	<u>329,039</u>

EMERGENCY SERVICES:

226	Emergency Services	\$	341,572	\$	-	\$	261,397	\$	470,691
	Department Total	\$	<u>341,572</u>	\$	<u>-</u>	\$	<u>261,397</u>	\$	<u>470,691</u>

FINANCE:

100	General Fund	\$	442,299	\$	-	\$	436,275	\$	458,241
	Grant Administration		60,000		-		13,000		60,000
	Department Total	\$	<u>502,299</u>	\$	<u>-</u>	\$	<u>449,275</u>	\$	<u>518,241</u>

GROUNDS AND MAINTENANCE:

100	General Fund	\$	762,690	\$	-	\$	790,934	\$	820,056
	Department Total	\$	<u>762,690</u>	\$	<u>-</u>	\$	<u>790,934</u>	\$	<u>820,056</u>

JUSTICES OF THE PEACE:

100	General Fund	\$	901,649	\$	-	\$	829,001	\$	981,732
	Department Total	\$	<u>901,649</u>	\$	<u>-</u>	\$	<u>829,001</u>	\$	<u>981,732</u>

COMMUNICATIONS:

100	Communications Specialist	\$	94,973	\$	-	\$	83,369	\$	100,509
	Department Total	\$	<u>94,973</u>	\$	<u>-</u>	\$	<u>83,369</u>	\$	<u>100,509</u>

COMMUNITY DEVELOPMENT:

100	General Fund	\$	389,121	\$	-	\$	279,728	\$	397,998
214	Forest Thinning		250,000		-		51,555		250,000
	Department Total	\$	<u>639,121</u>	\$	<u>-</u>	\$	<u>331,283</u>	\$	<u>647,998</u>

RECORDER:

100	General Fund	\$	409,624	\$	-	\$	397,706	\$	492,230
252	Recorder's Surcharge		16,946		-		16,946		31,000
	Department Total	\$	<u>426,570</u>	\$	<u>-</u>	\$	<u>414,652</u>	\$	<u>523,230</u>

SUPERIOR COURT:

100	General Fund	\$	948,565	\$	-	\$	851,115	\$	969,732
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203	Law Library	18,000	-	11,700	22,500
227	Juvenile High Risk Court	51,165	-	47,091	51,165
235	Norviel Decree	14,800	-	12,004	16,350
245	CASA	49,641	-	35,500	61,081
268	Field Trainer	25,057	-	25,057	25,094
285	Case Processing Assistance	21,775	-	2,941	20,000
297	Fill the Gap, Courts	196,649	-	196,649	175,103
298	Fill the Gap, Indigent Defense	12,000	-	-	-
299	Fill the Gap, Court Administration	21,375	-	20,250	25,000
	Department Total	\$ 1,359,027	\$ -	\$ 1,202,307	\$ 1,366,025

TREASURER:

100	General Fund	\$ 338,282	\$ -	\$ 271,313	\$ 407,810
	Department Total	\$ 338,282	\$ -	\$ 271,313	\$ 407,810

PROBATION:

100	General Fund	\$ 485,731	\$ -	\$ 443,777	\$ 498,203
229	Extra Juvenile Diversion	1,000	-	-	1,000
241	State Aid to Probation	185,691	-	159,709	179,324
242	Family Counseling	16,403	-	16,238	16,000
244	Adult Probation Fees	122,283	-	44,092	209,687
246	Adult Intensive Supervision	233,305	-	251,501	299,928
248	Juvenile Crime Reduction	400	-	-	6,000
249	Juvenile Treatment Services	81,720	-	75,000	86,384
250	Juvenile Probation Fees	19,865	-	2,000	10,000
251	J.I.P.S.	62,067	-	45,000	67,988
253	Diversion Fees	3,500	-	-	-
254	Adult Probation Enhancement	301,711	-	235,830	314,442
255	Parole	10,000	-	5,000	10,000
264	Detention Equalization	63,399	-	28,000	63,063
273	Extra Adult Probation Fees	1,500	-	-	400
274	Extra Juvenile Probation Fees	1,500	-	-	400
276	Drug Treatment & Education	18,816	-	8,000	16,723
280	Diversion Intake	56,106	-	56,106	59,746
281	Diversion Consequence	28,253	-	23,437	33,514
282	Drug Testing	23,390	-	23,390	26,283
289	Community Punishment	52,729	-	52,729	58,331
310	Title 1	18,212	-	990	46,392
311	Title 2	5,903	-	320	7,000
314	IDEA Basic	14,520	-	3,015	14,520
315	Secure Care	5,545	-	725	5,550
317	Drug Court	4,500	-	4,500	4,500
341	Juvenile Jail District	886,538	-	781,000	844,343
	Department Total	\$ 2,704,587	\$ -	\$ 2,260,359	\$ 2,879,721

SHERIFF:

100	General Fund	\$ 2,415,527	\$ -	\$ 2,285,676	\$ 2,521,752
224	Sheriff's Grants	81,686	-	161,977	71,500
240	Jail Enhancement	182,149	-	197,060	200,000
256	ACCENT/Sheriff	321,008	-	321,008	273,030
266	Jail Services, Sheriff's Canteen	250,000	-	37,000	250,000
340	Jail District	3,300,673	-	2,339,000	3,591,333
	Department Total	\$ 6,551,043	\$ -	\$ 5,341,721	\$ 6,907,615

ENGINEER

205	Roads	\$ 9,839,550	\$ -	\$ 7,367,336	\$ 8,381,782
207	Tea 21, Bus Routes	320,000	-	-	320,000
218	GIS	64,000	-	64,000	64,000
219	Transit Fund	100,000	-	16	100,000
701	Cinder pit	28,915	-	-	28,915

571 Flood Control	<u>382,379</u>	<u>-</u>	<u>150,000</u>	<u>382,000</u>
888 Special Roads	<u>126,000</u>	<u>-</u>	<u>-</u>	<u>126,000</u>
Department Total	\$ <u>10,860,844</u>	\$ <u>-</u>	\$ <u>7,581,352</u>	\$ <u>9,402,697</u>

HEALTH SERVICES:

212 Public Health District	<u>\$ 2,614,551</u>	<u>\$ -</u>	<u>\$ 2,114,551</u>	<u>\$ 2,795,942</u>
Department Total	\$ <u>2,614,551</u>	\$ <u>-</u>	\$ <u>2,114,551</u>	\$ <u>2,795,942</u>

INDIGENT HEALTH

100 General Fund	<u>\$ 1,073,500</u>	<u>\$ -</u>	<u>\$ 884,156</u>	<u>\$ 1,078,500</u>
Department Total	\$ <u>1,073,500</u>	\$ <u>-</u>	\$ <u>884,156</u>	\$ <u>1,078,500</u>

COUNTY LIBRARY:

202 Library District	<u>\$ 2,414,979</u>	<u>\$ -</u>	<u>\$ 1,533,799</u>	<u>\$ 2,319,393</u>
580 Debt Service, Library Bond	<u>705,825</u>	<u>-</u>	<u>705,825</u>	<u>713,000</u>
Department Total	\$ <u>3,120,804</u>	\$ <u>-</u>	\$ <u>2,239,624</u>	\$ <u>3,032,393</u>

SCHOOL SUPERINTENDENT:

100 General Fund	<u>\$ 320,982</u>	<u>\$ -</u>	<u>\$ 281,356</u>	<u>\$ 329,925</u>
211 Schools Indirect Costs	<u>25,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Department Total	\$ <u>346,482</u>	\$ <u>-</u>	\$ <u>281,356</u>	\$ <u>329,925</u>

TOTAL DEPARTMENTAL EXPENDITURE	\$ <u>51,492,813</u>	\$ <u>-</u>	\$ <u>35,608,854</u>	\$ <u>51,171,363</u>
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* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

APACHE COUNTY
Full-Time Employees and Personnel Compensation
Fiscal Year 2014

FUND	Full-Time Equivalent (FTE) 2014	Employee Salaries and Hourly Costs 2014	Retirement Costs 2014	Healthcare Costs 2014	Other Benefit Costs 2014	Total Estimated Personnel Compensation 2014
GENERAL FUND	154.0	\$ 6,531,918	\$ 1,169,736	\$ 1,358,786	\$ 825,854	\$ 9,886,294
SPECIAL REVENUE FUNDS						
202 County Library	28.50	\$ 691,000	\$ 72,360	\$ 201,000	\$ 72,140	\$ 1,036,500
205 Roads	87.00	2,762,359	290,196	597,354	430,210	4,080,119
212 Health Department	27.75	1,068,619	121,396	234,141	99,166	1,523,322
226 Emergency Management	2.00	92,508	23,148	12,000	18,850	146,506
227 Juvenile High Risk Court	0.50	34,500	2,005	6,048	2,708	45,261
236 DP Services, Schools	3.00	264,712	29,912	45,024	21,487	361,135
239 Local Court Automation	1.00	13,766	1,556	3,024	1,106	19,452
240 Jail Enhancement	2.50	84,385	8,253	18,144	6,455	117,237
241 State Aid To Probation	4.00	117,155	1,369	32,000	27,300	177,824
243 Accent/Attorney	1.00	58,352	6,594	7,238	4,730	
244 Adult Probation Fees	1.50	69,567		17,624	117,246	204,437
245 CASA	0.50	28,894	3,265	6,048	2,303	40,510
246 Adult Intens. Supervision	6.00	194,924	5,723	58,203	41,078	299,928
249 Juvenile Treatment Services	1.00	56,068	6,336	6,030	5,450	73,884
251 J.I.P.S.	1.50	44,296	2,903	12,060	6,729	65,988
252 Recorder's Sur-Charge	0.50				18,503	18,503
254 Adult Prob. Enhancement	5.50	209,848	9,415	55,473	39,706	314,442
256 Accent/Sheriff	4.00	81,514	23,609	17,824	20,486	143,433
260 Victim's Assist./Rights	1.00	34,530	3,902	6,220	2,798	
264 Detention Equalization	1.25	36,302	4,102	6,030	3,529	49,963
268 Field Trainer	1.00	16,699	1,887	5,178	1,330	25,094
280 Diversion Intake - Probation	1.50	38,804	2,177	10,320	6,445	
281 Diversion Consequence	0.50	22,393	2,530	5,914	2,177	
282 Drug Testing	0.50	18,605		3,015	4,663	
297 Fill The Gap, Courts	3.00	99,000	7,600	29,048	8,355	144,003
334 Attorney Diversion	0.50	29,348	3,316	3,192	2,370	
340 Jail District	34.25	1,263,359	152,064	308,280	96,647	1,820,350
341 Juvenile Jail District	14.50	450,000	6,000	125,231	113,939	695,170
Total Special Revenue Funds	235.75	\$ 7,881,507	\$ 791,618	\$ 1,831,663	\$ 1,177,906	\$ 11,403,061
DEBT SERVICE FUNDS						
		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$

APACHE COUNTY
Full-Time Employees and Personnel Compensation
Fiscal Year 2014

FUND	Full-Time Equivalent (FTE) 2014	Employee Salaries and Hourly Costs 2014	Retirement Costs 2014	Healthcare Costs 2014	Other Benefit Costs 2014	Total Estimated Personnel Compensation 2014
Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS		\$	\$	\$	\$	\$
Total Enterprise Funds		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	390	\$ 14,413,425	\$ 1,961,354	\$ 3,190,449	\$ 2,003,760	\$ 21,289,355



Glossary

Accrual Basis of Accounting - A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

Adopted Budget - A plan of financial operations approved by the Board of Supervisors and established by resolution which reflects approved tax rates, estimates of revenues, expenditures, transfers, departmental objectives and performance/workload indicators for a fiscal year.

Agency Funds - These funds account for assets held by an entity in a trustee capacity or as an agent for individuals, private organizations, other governmental organizations or other funds. This is a type of fiduciary fund.

AHCCCS - An acronym for "Arizona Health Care Cost Containment System." Arizona counties make a contribution to the State-managed AHCCCS system based on a formula proscribed by State law. The AHCCCS program provides indigent health care.

ALTCS - An acronym for "Arizona Long-Term Care System" which provides indigent long-term care. Counties make a contribution to ALTCS based on a formula established by State law.

Annual Financial Audit - The independent review of the financial position and reporting procedures of a local government entity. Apache County is audited by the State Auditor General.

Annualize - To calculate the full-year cost of any budget changes made mid-fiscal year for the purpose of adding that cost to a prepared annual budget.

Appropriation - An authorized amount approved by the Board of Supervisors for a specified unit or agency of the County government against which expenditures may be incurred and obligations made for specific purposes within a specified fiscal year.

Assessed Valuation - The valuation of real estate or certain personal property for purposes of taxation, which is a statutorily determined percentage of market value.

Assessment Ratio - The ratio at which the tax rate is applied to the tax base.

Asset - Resources owned or held by a government which have monetary value.

Balanced Budget - A budget in which the sum of estimated net revenues and appropriated fund balances are equal to appropriated expenditures.

Bond - A long-term promise to repay a specified amount (on the face of the bond) on or by a particular date; used primarily to finance capital projects.

Bond Refinancing - The payoff and re-issuance of bonds in order to obtain an improved interest rate and/or bond conditions.

Budget - A plan for financial activity for a specified period of time.

Budget Amendment - A change to the Adopted Budget for the purposes of re-allocating appropriations during a fiscal year.

Budgetary Basis - The basis of accounting used by a government agency to estimate financing sources and uses in its budget, which are generally GAAP, cash or modified cash accrual basis.

Budget Calendar - The schedule of key dates which a government follows in the preparation and adoption of its budget.

Budgetary Control - The management of a government in accordance with its approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets - Assets of a determined value (\$5,000 or more for Apache County) which generally have an assigned useful life of several years; also called fixed assets.

Capital Outlay - An expenditure used from a department's operating budget for the acquisition of a capital asset. A capital asset is an item that costs \$5,000 or more and has an assigned useful life of at least one year. Capital assets should be budgeted and itemized in the capital outlay object codes.

Capital Project - A major construction, acquisition or renovation activity which adds value to a government's physical assets or significantly increases its useful life; also called a capital improvement.

Capital Projects Fund - A type of governmental fund established to account for expenditures related to capital projects.

Capitalized Interest - A portion of the proceeds of an issue that is set aside to pay interest in the securities for a specified period of time. Interest is commonly capitalized for the construction period of a revenue-producing project and sometimes for a period thereafter, so that debt service expense does not begin until the project is expected to be operational and producing revenues. Sometimes referred to as —funded interest.

Capitalization Threshold - The dollar values above which asset acquisitions are added to the capital asset accounts.

Carry Forward - Cash available at the end of the fiscal year.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Chart of Accounts - A chart that assigns a unique number to each type of transaction (e.g., salaries or property taxes) and to each budgetary unit in the organization. The chart of accounts provides a system for recording revenues and expenditures that fits the organizational structure and adheres to statutory and financial reporting requirements.

Commodities - Expendable items that are consumable or have a short life span, such as office supplies, gasoline, and small equipment.

Compensated Absences - Compensated absences are absences for which employees will be paid, such as vacation, sick leave, or other leave.

Consumer Price Index - A statistical description of price levels provided by the U.S. Department of Labor and used as a measure of the increase in the cost of living to reflect economic inflation.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Services rendered to a government by private firms, individuals or other governmental agencies, e.g. rents, maintenance agreements and professional consulting services.

County Sales Tax - A general excise tax levied on all applicable categories of sales expressed as a percentage of the State Sales Tax.

Debt Service Fund - A fund used to account for the accumulation of resources and payments of general long-term debt principal and interest; such as that associated with general obligation and special assessment.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - An organizational unit directed by a director or elected official. In terms of financial structure, departments can have multiple funding sources (i.e. general fund, special revenues etc) and are approved for specified uses.

Depreciation - This is the amount of expense charged against earnings by an organization to write off the cost of a capital asset over its useful life, giving consideration to wear and tear, obsolescence and salvage value. If the expense is assumed to be incurred in equal amounts in each business period over the life of the asset, the depreciation method used is straight line (SL).

Designated Fund Balance - Current operating funds that have been limited for a specific purpose by specific action of the Board of Supervisors for fiscal reserve purposes or by an administrative unit authorized by the Board to designate funds.

Employee Related Expenditures (ERE) - The ERE included in the Adopted Budget are the County's share of an employee's fringe benefits and taxes. ERE provided by Apache County include FICA (Social Security), Medicare, employee and dependent health insurance, dental, vision, unemployment, life insurance, retirement and workers compensation.

Encumbrance - A reservation of funds for an anticipated expenditure prior to actual payment of that specific item. Funds usually are reserved or encumbered with a purchase order prior to the actual cash payment being disbursed.

Enterprise Fund - A proprietary fund established to account for governmental facilities and services that are entirely or predominantly self-supporting by user charges; or when the governmental unit has decided periodic determination of revenues earned, expenses and/or net income is appropriate, (i.e., governmentally owned utilities.)

Expenditure - A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, capital outlays and debt service.

Expenditure Limit - In 1980 the Arizona Constitution was amended to limit the expenditures for counties and other local governments. Adjustments are allowed for increases in inflation or deflation and population growth. Set expenditure limitations can only be adjusted by a vote of the constituents.

Expense - Charges incurred for operations, maintenance, interest or other charges.

Fees - Charges for direct receipt of a public service on the party receiving the service.

Fiduciary Fund - Fund held by a governmental unit in a fiduciary capacity for an external party.

Financial Accounting Standards Board (FASB) - Financial Accounting Standards Board. This private, non-profit organization is responsible for determining standards of accounting principles. These principles are commonly referred to as the Generally Accepted Accounting Principles (GAAP).

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fiscal Policy - A government agency's adopted policy for managing revenues, spending and debt related to the government services and programs it provides and its capital investment; fiscal policy establishes agreed-upon principles and guidelines for the planning and programming of government budgets and their funding.

Fiscal Year (FY) - the 12-month period to which the annual operating budget applies. The Apache County fiscal year begins July 1 and ends June 30. The County's fiscal year is expressed in terms of the ending date, for example, "FY 2011" refers to the fiscal year that begins July 1, 2010 and ends June 30, 2011.

Full Accrual Accounting - A basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

Full-Time Equivalent (FTE) - A value equivalent to the number of employees paid full time (forty hours per week, or from 2,080 to 2,096 hours per year – depending on the calendar). A half-time position that is paid 20 hours per week equates to a .5 FTE.

Fund - A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or objectives in accordance with specific regulations, restrictions, or limitations. The County has several funds. Governmental accounting information is organized into funds, each with separate revenues, expenditures, and fund balances.

Fund Balance/Equity - The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances, carried forward into the next fiscal year, or reverted back to a granting agency if such is contractually stipulated.

Fund Transfers - Transferring monies between funds is a tool for maintaining a structurally balanced budget.

Greater Arizona Development Authority (GADA) - Created by the Arizona Legislature in 1997 to assist local and tribal governments and special districts with the development of public infrastructure.

GASB 34 - Refers to Statement 34 issued by the Government Accounting Standards Board which establishes new requirements for the annual financial reports of State and local governments. The statement was developed to make annual reports easier to understand and more useful to the people who use governmental financial information to make their decisions (or who may do so in the future): legislators, their staff and members of oversight bodies; investors, creditors and others who provide resources to governments; and citizen groups and the public in general.

Generally Accepted Accounting Principles (GAAP) - These are the uniform minimum standards for financial accounting and reporting, reflecting the rules and procedures that define accepted accounting principles.

General Fund - A fund accounting for all financial resources of the County that serves as the County's primary operating fund.

General Obligation (GO) Bond - General Obligation Bonds must be approved by a majority of Apache County residents. They are sold to raise funding for capital expenditures. Funding for repayment would be provided by the County's secondary debt service property tax levy.

Geographic Information System (GIS) - A geographic information system (GIS) is a system designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.

Goal - A goal is the purpose towards which an endeavor is directed. A goal supports a department's Mission Statement and a County-wide priority. Goals should include expected performance levels (i.e. citizen satisfaction levels, turnaround times, efficiencies, etc.) and are results-oriented, specific, state outcomes in measurable terms and attainable within a specifically stated time frame.

Governmental Accounting Standards Board (GASB) - An independent not-for-profit organization that is responsible for issuing accounting standards for state and local governments.

Governmental Fund - A generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds. The General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service funds are the types of funds referred to as governmental funds. Governmental funds are said to be expendable; that is, resources are received and expended, with no expectation that they will be returned through user or departmental charges. Revenues and expenditures (not expenses) of governmental funds are recognized on the modified accrual basis of accounting.

Grant - A contribution made by one governmental unit or other organization to another to support a specific function. Grants may be classified as either operational or capital, depending upon the grantee.

Grant Reversion - When a government entity in receipt of a grant reverts any unexpended funds from the grant award to the granting agency.

Help America Vote Act (HAVA) - The Help America Vote Act of 2002 (HAVA) is civil rights legislation to ensure voters are treated equally across the United States of America. The significant changes brought about by HAVA improve the elections process significantly.

Highway User Revenue Fund (HURF) - This revenue is derived from the gas tax, a portion of which is returned to counties by the State.

Improvement District - In accordance with Arizona Revised Statute Title 48, Chapter 6, a special district created for the purpose of, among other actions, maintaining, landscaping, grading, regarding or otherwise improving the whole or any portion of one or more streets in the proposed district.

Incremental Budgeting - A budgeting process in which precedent determines how funds will be allocated among departments and programs. Under incremental budgeting, increases in allocations usually occur in small increases over past levels.

Increments - The term used in the County budget process to identify increased costs due to a program or service demand change. A program increment covers: maintenance of an existing program, an expansion/improvement of an existing program, a new program, or a proposal to fund from local dollars a program which has previously been supported by non-local sources of revenue. Sometimes an increment is adding staff or other resources to a program in order to continue the present level of service. Absence of an increment in the face of a growing population's service demands could lower the quality of service.

Indirect Cost - A fixed or overhead cost that cannot be attributed directly to the production of a particular item and is incurred even when there is no output. Indirect costs may include the cost center functions of finance and accounting, information technology, administration and personnel.

Infrastructure - The physical assets of a government (for example streets or bridges).

Intergovernmental Revenue - Revenues from other governments, such as the State and Federal government, in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Service Funds - One or more funds that account for the goods and services provided by one department to another within government on a cost-reimbursement basis. This is a type of proprietary fund.

Land Development - Capital improvements to preserve land or to enhance its public use. This includes fencing, outdoor lighting, drainage/storm runoff, and planting vegetation, as well as forest thinning.

Lease Purchase - This method of financing allows the County to construct or acquire property and pay for it over a period of time by installment payments rather than an outright purchase. The time payments include an interest charge, which is typically lower than standard rates because the recipient does not have to pay income tax on the interest.

Levy - To impose taxes for the support of governmentally provided services.

Levy Limit - In 1980 the Arizona Constitution was amended to limit the amounts which could be levied on property by counties and other local governments.

Liability - Resources owned by a government which have monetary value.

Limited Appointment - A position whose appointment is made for a specific project within a specific time frame. Limited appointments must be for no more than 24 months in duration.

Line Item Budget - A budget that reflects appropriation by specific expenditure categories.

Long-Term Debt - This is all debt, including bonds, debentures, bank debt, mortgages, and capital lease obligations with a repayment period greater than one year.

Lottery Revenue - The State allocates a portion of the lottery proceeds to counties based on a formula.

Major Fund - A fund consisting of: 10% or more of the associated total revenues, expenditures/expenses, assets or liabilities of all governmental or all enterprise funds, and 5% or more of revenues, expenditures/expenses, assets or liabilities of all governmental funds and enterprise funds.

Marginal Cost - The additional cost of providing service to one more resident or consumer. Once capacity is reached, additional service capacity must be funded, and marginal cost increases substantially.

Mission Statement - A clear, concise statement of purpose for the entire County or department. The mission's focal point is broad, yet distinctly describes the County or department goals.

Modified Accrual Basis of Accounting - A type of accounting in which revenue is recognized when it is measurable and available to finance the expenditures of the current period and expenditures are generally recorded when the related fund liability is incurred (with some exceptions).

Net Present Value (NPV) - A method used to calculate the economic value of capital projects. NPV uses a discount rate to take account of the discrepancy between the present costs of undertaking a project and its future stream of benefits. The greater the NPV of a project, the more economically attractive it will be.

Object Code - Identifies the expenditure type (e.g., cash, accounts payable, salaries and wages etc).

Obligations - Amounts which a government may be legally required to meet out of its resources, including both actual liabilities and encumbrances not yet paid.

Operating Budget - That portion of a budget which deals with recurring expenditures such as salaries, electric bills, postage, printing and duplicating, paper supplies, and gasoline. Taken together, the operating and the capital budgets should equal the total amount of spending for the fiscal period.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing day-to-day operations; includes taxes, fees from specific services, interest earnings and grant revenues.

Payment in Lieu of Taxes (PILT) - This revenue is received from the Federal government by counties with public lands. Some counties have a large percentage of their area in public lands, and find themselves responsible for providing services to thousands of visitors each year. This revenue partially offsets those expenses incurred from public land use, and compensates for revenue lost due to the presence of public, non-taxable Federal property in a county.

Performance Indicators - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure - As defined by GFOA, a specific quantitative measure or qualitative assessment of results obtained through a program or activity. It summarizes the relationship between inputs and outputs in achieving outcomes with respect to effectiveness, cost (efficiency) and quality.

Performance Measurement - As defined by GFOA, a process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes.

Personnel Services - A category of expenditures within the budget that includes salaries, benefits, temporaries, and overtime etc.

Personal Property - For property tax purposes in Arizona, personal property is designated as all types of property except land, buildings or other real property improvements. Taxable personal property includes movable items used for agricultural, commercial, industrial or rental residential purposes. Personal property is not attached permanently to real property and may be removed by its owner without damage to the real property. Mobile homes are also personal property unless the owners file an affidavit affixing the mobile home to their real property.

Pledged Revenues - These are moneys obligated for the payment of debt service and the making of other deposits required by the bond contract.

Gross pledge or gross revenue pledge - A pledge that all revenues received will be used for debt service prior to deductions for any costs or expenses.

Net pledge or net revenue pledge - A pledge that net revenues will be used for payment of debt service.

Northern Arizona Council of Governments (NACOG) - Northern Arizona Council Of Governments is a nonprofit membership corporation representing local governments to provide a wide variety of services within the four Arizona counties of Apache, Coconino, Navajo, and Yavapai.

Position - A single specific instance of a job class, whether occupied or vacant, involving duties entailing the services of one person. A position may be full or part-time as reflected in the FTE value.

Primary Property Taxes and Values - Primary or "limited" values are used to calculate primary property taxes which are collected to fund the maintenance and operation of school districts, community college districts, counties, cities and State government. Primary values and taxes are both "limited" as to how much they can increase if no changes have been made to the property.

Program - A set of activities that have a common purpose that produces results for customers. Programs are described in the Department Description and are aligned with the department's Mission and Goals.

Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost to specific departments.

Property Tax System - Arizona's property tax system is unique in that it uses two types of property values for taxing purposes; primary and secondary (see definitions of each). Property taxes are applied to each \$100 of assessed valuation on real and personal property.

Proposed Budget - A plan of financial operations submitted by the County Manager to the Board of Supervisors. This plan reflects estimated revenues, expenditures, transfers, and departmental goals, objectives, and performance/workload indicators.

Proprietary Funds - Sometimes referred to as income determination — non-expendable, or —commercial-type funds. They are used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (enterprise and internal service funds). Revenues and expenses (not expenditures) are accounted for on the full accrual basis.

Public Hearing - An open meeting regarding proposed operating or capital budget allocations which provides citizens with an opportunity to voice their views on the merits of the proposals.

Real Property - Real estate, including land and improvements (buildings, fencing, paving) classified for purposes of assessment.

Regressive Tax - A tax that is relatively more burdensome on lower-income households.

Reserves - Fund balances that cannot be used for recurring expenditures but are available for emergency or onetime expenditures.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - The total amount available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Revenue - An increase in assets or financial resources.

Revenue Bond - A bond that is payable from a specific source of revenue and to which the full faith and credit of an issuer with taxing power is not pledged. Revenue bonds are payable from identified sources of revenue and do not permit the bondholders to compel taxation or legislative appropriation of funds not pledged for payment of debt service. Pledged revenues may be derived from operation of the financed project, grants and excise or other specified non ad-valorem taxes.

Secondary Property Taxes and Values - Secondary or "full cash" values are synonymous to market values. They are used to calculate secondary property taxes to support voter-approved budget overrides, bond issues and other debt service, such as special districts.

Service Area - These are made up of departments with similar goals and priorities with a common purpose and common issues to address.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures or workload.

Services - A service is the productive outcome that the customer receives from a department.

Source of Revenue - Revenues are classified according to their source or point of origin.

Special Assessment - A tax or levy customarily imposed against only those specific parcels of real estate that will benefit from a proposed public improvement like a street or sewer.

Special Revenue Fund - A fund that accounts for the proceeds of specific revenue sources (other than major capital projects) that is legally restricted to specific-purpose expenditures.

State Shared Sales Tax - Sales Tax collected by the State and distributed to cities and counties based on a formula set by State statute.

Strategic Goal - A strategic goal translates resources into significant results to be achieved over the next two-five years providing the basis for evaluating the department as a whole.

Tax Levy - The resultant product when the tax rate per one hundred dollars of assessed value is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefits of the people. This term does not encompass special assessments.

Tentative Budget - A preliminary adoption of the budget that sets the expenditure —ceiling that legally cannot be exceeded during a given fiscal year.

Title III - These are a portion of National Forest Fee revenue allocated by the board.

Trend - A documented recurrence of a measurable events or circumstances over time that is increasing, decreasing or even staying the same. The size of the number of occurrences often determines whether the recurrences constitute a trend.

Unencumbered Fund Balance - Amount of an appropriation neither expended nor encumbered; generally available for future purposes.

Variable Cost - A cost that increases or decreases relative to increases/decreases in the amount of service provided.

Vehicle License Tax - Also known as Auto-Lieu, a tax paid to the State by drivers when registering vehicles as part of the total registration cost, a portion of which is returned to the counties by the State.

