



ARIZONA BOARD OF APPRAISAL

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MINUTES FOR THE BUDGET MEETING Held May 16, 2013; 9:00 A.M.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Kevin Yeanoplos at 9:00 A.M.

Committee members present at roll call:

Erik Clinite

Kevin Yeanoplos, Chairman appeared telephonically

Staff Attendance:

Debra Rudd, Executive Director

Jeanne Galvin, Assistant Attorney General

Cheryl Vollemaere– Admin. Asst. III

Kevin Yeanoplos asked Debra Rudd to give an update to the committee about the budget. She explained that due to the failure to acquire the licensing software program in the time frame needed, that there will likely be a surplus at the end of the FY2013. The State requires all non-spent funds that were appropriated at the end of the fiscal year be returned to the general fund. These funds are still reserved for the Board of Appraisal, but they may not be spent next year without having the necessary appropriation. Kevin Yeanoplos asked if the surplus could not be directed for the software if it is in process. Debra Rudd explained that whatever the item, it must be delivered before the money can be spent. She informed the committee that she had just received a verbal quote regarding the software licensing program, but had not received the hard copy of the proposal as yet. She was hopeful that some a portion of the work to be done with the software could be completed in FY2013 but did not know. She stated that \$30,000 had been allocated in FY2013 for this software and that she had asked for a one-time special appropriation for the \$30,000 unspent funds be allowed for the FY2014 budget. The budget is awaiting approval with the legislators. She further explained that the unspent appropriated funds could affect appropriations in the future, as the Office of Strategic Planning and Budgeting may consider that this level of funds appropriated for FY2013 were not necessary. Even if the special one-time appropriation is approved for FY2014, the surplus should be spent to not adversely affect future years appropriations.

Discussion about what items were needed that had not been purchased yet included possibly repairs or replacement to the sound system for board meetings if necessary, an Outreach expenditure of \$3,000 for the purchase of the class for Appraiser Trainees and Supervisor Appraisers with a 3-hour class on Arizona laws and rules, and \$4,000 maximum to be spent for two board members and Debra Rudd to attend the Valuation Expo 2013 conference in Las Vegas. Additional expenditures discussed included three new laptops and a portable projector for power point presentations with an estimated cost of \$3,000.

Erik Clinite recommended that the board purchase the Drop Box (cloud) program for access by board members to data for board meeting preparations. Debra Rudd agreed to look into this item to see if the State would allow it with their enhanced security requirements.

Erik Clinite motioned to go into Executive Session to discuss expenditures under the agenda item No. 4, regarding spot incentive pay to members of the board staff. Kevin Yeanoplos seconded the motion, thus the motion carried unanimously.

Upon return from Executive Session, Erik Clinite motioned to recommend approval for the expenditure to the full board for all of the items discussed in this meeting. Kevin Yeanoplos seconded the motion. The motion was approved.

Kevin Yeanoplos requested another budget committee meeting be held June 5th and 9:00 a.m. to receive updates. The meeting was then adjourned at 10:00 a.m.

FINAL AGENDA OF
THE BUDGET COMMITTEE FOR THE ARIZONA BOARD OF APPRAISAL
MAY 16, 2013 AT 9:00 A.M.
15 S. 15TH Ave., Suite 103A
Phoenix, AZ 85007

1. Call to order and roll call.
2. Discussion, consideration and possible action concerning the FY 2013 budget and possible budget surplus and remaining expenditures.
3. Discussion, consideration and possible action relating to the expenditure of funds for the Executive Director and possible board members to attend the Valuation Expo Conference in Las Vegas, June 18 & 19, 2013.
4. Discussion, consideration and possible action relating to the possible offering of spot incentive pay to members of the Board staff.
5. Discussion, consideration and possible action concerning scheduling a future committee meeting
6. Adjournment.