

# Weber Area Dispatch 911 and Emergency Services District Governing Authority Board Meeting Minutes October 7, 2019

**Governing Board Members in Attendance:** Scott Jenkins, James Harvey, Gage Froerer

**Additional Attendees:** Administrative Control Board Chair Mike Caldwell, Executive Director Tina Mathieu, District's Attorney Bryan Baron, Weber County Treasurer John Bond, Weber County Clerk/Auditor Ricky Hatch, Weber County Comptroller Scott Parke, Weber County Senior Accountant Stephanie Ebert, and Office Manager Kathy Stokes

1. Welcome –Chairman Scott Jenkins
2. Public Comment – None
3. Consent Agenda:
  - a. Approval of minutes from Governing Authority Board meetings on May 30, 2019 and July 15, 2019

A motion to approve the minutes from the Governing Authority Board meetings on May 30, 2019 and July 15, 2019 was made by Gage Froerer, a second by James Harvey. Motion carried by unanimous vote.

4. 2020 Budget Preview – Executive Director Tina Mathieu: Beginning with Revenue for 2020. For Property taxes we are anticipating \$4,165,000; Vehicle Registration Fees \$267,000; Delinquent Taxes \$90,000; Dispatch Fees \$757,919 (Includes dispatch contracts that, almost all of them, increase by 3% every year and tow fees); NAP Fees \$8,880; Miscellaneous - \$1,500; EMS Grant \$3,987; Health/Wellness Loan Program \$10,000; Potential Tax Increase of 9% is \$363,750. Our total anticipated revenue for 2020 is \$8,112,409 for an increase of 7.15% over 2019. Our 2019 budgeted revenue amount was \$7,571,288, however, our anticipated 2019 revenue is \$7,546,399.

For Expenses -- Salaries and Benefits \$6,238,163 (this amount includes a 2.5% merit increase for the employees on their evaluation date, a .5% COLA on January 1<sup>st</sup>, and a \$1 per hour shift differential for the employees working on the dispatch floor that work between the hours of 1800 and 0600). This overall number could change slightly depending on what happens with insurance. The amount for insurance has stayed the same for now as we wait for Weber County to complete the insurance process of bidding for the insurance vendor. With the merit increase, COLA, shift differential and health insurance, the overall increase from 2019 to 2020 is 1.66 percent. There are seven employees that will be eligible for the Loyalty program bonus in 2020. In the past we have not had a separate line item for an Unemployment fund. In working with

Scott and based on the amount we anticipate paying out this year, I added a 20% increase and included it at \$10,800.

Subscriptions budget is increased by \$20 or 0.81%.

Publications increased by \$800 or 50%, this increase is for the increased costs to publish legal notices in the newspaper.

Training & Travel increased by 25.05% or \$11,450 – this increase is to accommodate for the increased costs for employees to attend the CAD/RMS conference, which has normally been in Utah, however, next year it will be in Florida. Also, in the technical courses/conference. With the number of systems and the required five 9s reliability, we need to ensure that our IT personnel have the appropriate training and expertise to try to mitigate any failures.

Business Expense increased by 11.59% or \$1,900 – the biggest increases are to our annual awards banquet and center special events accounts. We will be hitting our 20 year milestone and are planning to incorporate some special events into the awards banquet to celebrate this.

Office Expense and Supplies is decreased by 59.42% or \$26,352. This decrease is due to the savings of \$22k for postage for a tax notice. We save this amount by mailing our notices with the County notices. We also save another \$8k in printing costs by printing in time to include our notices in with the County's.

Equipment Maintenance is decreased by 4.49% or \$8,290. By renegotiating some contracts on a variety of maintenance agreements, we are able to reduce our costs in a few of these sub accounts which amounts to over \$8k in savings.

Building Expense is increase by 25.07% or \$16,050. The condo association budget needed to increase the custodial costs by \$30K per year. Based on our share of the overall costs, this equates to a \$4k increase annually in our O&M charges. We also have several building capital improvements in the works. You will note on the Fund Balance tab, there are 4 projects over the next three years. The most expensive project being the roof replacement. The overall cost of that project is approximately \$800k, our share is 6% or \$47,973. The boiler and the generator both need to be replaced, our share of those items is \$15,990 and \$39,000 respectively. And then in 2022 we need to resurface the parking lot. That will be approximately \$76k, of which our share will be approximately \$9,880. In negotiating with Ogden City, they have agreed to allow us to pay these over a rolling 5 years at \$2,000 per month without interest. Therefore, please note item 626000H for \$24,000, this is an overall increase of \$17,500 as we had budgeted \$6,500 in 2019. Rent will have a \$610 increase or .16% for this year.

The Telephone account is being decreased by 4.14% or \$12,200. These decreases come from renegotiating contracts to reduce our costs. As a side note, this account, over the next two years will ultimately decrease by approximately \$180K annually due to the legislative efforts and success in the 2019 session. Of that amount approximately \$60k has been reimbursed by a grant obtained through UCA to cover phone maintenance. In the upcoming years, that will no longer be a reimbursable grant, UCA will assume the responsibility for it and cover the costs, to include a new phone system, which we will be receiving in June, 2020. The last time we purchased a new phone system, 8 years ago, the project cost was just under \$1M. Again, this will all be covered because of the legislative efforts/success in 2019.

Line Charges increase of 1.09% or \$100 – for increase in services.

Service Fees – No change.

Employee Loan Program decreases by \$10k due to lack of new loans being generated.

Contracted Services is decreased of 15.49% or \$37,796. There were a few small changes in some of the sub accounts, but overall, the greatest savings is the decrease in the interest that will be paid to the County on the money being borrowed. In 2019 \$60,000 was budgeted, however, it is estimated that our costs will be approximately \$20K. We are budgeted \$18K for 2020. This is obviously very good news and shows that the District's financial situation is improving.

Special Services - No Change

Software increased by 73.67% or \$20,317 due to Software licensing increasing by \$4,703 and migrating from two different servers that are end of life (Navex – policy system maintenance, Aladtec – scheduling software maintenance, and iSolved – timecard system upgrade). This accounts for most of the increase.

Backup Maintenance increased by \$15,250. This cost is for three years and will not be needed again until 2023. This will cover the maintenance to the backup server that we maintain at the sheriff's office for our disaster recover, if something were to happen to our primary server. ESRI maintenance covers our mapping maintenance which is necessary for our CAD mapping in dispatch.

Controlled Assets decreased by 8.80% or \$3,350. This account fluctuates year-to-year based on our replacement schedule of computers, etc.

Equipment – No Change

OVERALL – our expenses increased by .78% or \$57,220 in 2020

We are anticipating some capital equipment projects in 2021. We will need to do some upgrades on our First In fire station alerting system. We are anticipating those costs to be around \$15,000. We will need to replace our primary servers for the CAD/RMS/Jail system. We are anticipating those costs to be approximately \$260,000 – however, there is a potential grant opportunity to cover some or all of the expense. I have submitted a formal letter of intent advising that we will be seeking grant funds for this project. I will continue to work on this funding source. If for some reason it looks as though it would be better timing, from a funding stand point, I may need to come back to the Board in 2020 and request we move that project up to 2020. But that would only occur if the grant funding needed to occur earlier than 2021 because there was a risk of the money not being available in 2021. I will be vigilant on this issue. And then we have some potential elements of the NAP project that may need to be upgraded. There is more research being done on this. This amount is a placeholder until we can determine specifically what needs to be done.

In working with Scott Parke and John Bond, whom have both been great to work with, we have agreed on the recommendation of a 6% tax increase instead of the original recommendation of 9%. Furthermore, we believe tax 6% tax increase will be sufficient and there will not be any additional tax increases needed for the next 4 or so years. As a reminder, a 6% tax increase would mean an increase of approximately \$2.21 per year on the average house in Weber County and would equate to approximately \$248K in new revenue. Our tax rate would be at approximately .000252% and the voters approved a max rate of .000387% - so we are still well below that rate.

Tina requested that Scott to go through the 5 year projection that has been compiled. But before I have him do that, I would like to point out there are two versions. Based on the discussion at the Administrative Control Board meeting in September, recommendation #1 includes the cost to convert the District to Public Safety retirement in 2021. The second version of the projection leaves the District in Public Employees retirement system.

Scott Parke: As we look at numbers we need to look at the Fund balance. We need to keep it between 17% and 33%. Looking forward with the Public Safety Retirement in 2021 we would still be within the desired Fund balance range. If we have a downturn in the economy or something we would need to re-evaluate the model. Another thing to keep in mind is the difference of the 6% tax increase and the 9% tax increase for the average citizen would be about \$1.00 per year. We also just received the initial bid for insurance and it is a 16% increase, which would be \$144,000 for Dispatch. If the goal is to not have to do a tax increase in the next four or five years and because he is risk adverse he would recommend going with the 9% tax increase which is what was advertised on the mailers going to the citizens.

Tina Mathieu: All to the numbers given today are based on the 6% tax increase, and does not include the 16% increase for insurance. Even with a 9% tax rate we are well

below the maximum rate approved by the voters. We will review the Public Safety Retirement issue in the next Administrative Control Board meeting. Tina will update the numbers for the next meeting.

John Bond: Keep in mind that although the District is going in the right direction the problem is not totally fixed. We need to continue moving in this direction to ultimately make them self-sufficient. It will take a few more years to achieve this goal. He just wanted to raise the point that we need to keep this in focus.

Scott Jenkins recognizes the Chair of the Administrative Control Board Mike Caldwell. He indicates he is happy to attend, feels the District is going in the right direction and appreciates the Governing Board for their support for the District.

5. Next meeting October 17, 2019. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director: \_\_\_\_\_

*Tina Mathisen*

Date: \_\_\_\_\_

*11/19/19*