

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
March 11, 2020



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, March 10, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Main Topics Discussed

Economic Development Agreement w/ TRIDEC – Adam Fyall, Sustainable Development Manager

The County has held annual economic development services contracts with various entities in the community for years, with TRIDEC being among the longest standing of them. The 2020 contract with TRIDEC is a standard service agreement for economic development services in the amount of \$70,000, paid from the County's Rural County Capital Fund. **The Board moved and seconded to enter into an economic development agreement with TRIDEC for the year 2020 and authorized the Chairman to sign the agreement. Motion carried.**

Request for Temporary Help for ER&R – Robert Blain, Public Works Manager

One of the Mechanics in the Public Works Maintenance Shop is out due to injury, and the workload at the shop continues at regular pace, creating a need for a temporary employee. This temporary employee would only be needed for the duration of the permanent employee's absence, or a maximum of 5 months. Staff is requesting that the Board approve the transfer of funds from the Mechanic II line item to the Temporary Employee line item to fund this temporary position. **The Board moved and seconded to approve the resolution authorizing the temporary help position in the Equipment Rental and Revolving Fund for the 2019-2020 budget cycle. Motion carried.**

Human Resources Position Cleanup – Lexi Wingfield, HR Manager & Linda Ivey, Finance Manager

The HR Manager presented the following items to the Board for consideration, with the intent to clean up a variety of position descriptions and salaries, and to perform line item transfers for the following items:

- Establishing a Risk Manager on the Managers and Administrators salary schedule (moved from non-bargaining salary schedule) and Changing the Public Works Manager and Jail Commander titles.
- Changing the Public Works Manager classification description to a Director of Operations and Capital Assets classification description.
- Director of Operations and Capital Assets Line Item Transfer, Fund No. 0305-101, Dept. 000.
- Jail Captain classification description update.
- Changing the Jail Commander classification description to a Chief of Corrections classification description.
- Chief of Corrections Line Item Transfer, Fund No 0000-101, Dept. 120.

The Board moved and seconded to approve the resolutions as presented: Update the Managers and Administrators Salary Schedule; Line Item Transfer to update the title of Director of Operations and Capital Assets; Line Item Transfer to update the title of Chief of Corrections; Approve the classification description for a Director of Operations and Capital Assets; Approve the classification description for a Jail Captain; and approve the classification description for a Chief of Corrections. Motion carried.

Finance Team Presentation – Linda Ivey, Finance Manager, Jennifer Bowe, Assistant Finance Manager, & Shyanne Palmus, Communications Coordinator

The Finance Team presented to the Board an update on Current Expense and the Public Safety Sales Tax, as of January 31, 2020. Full presentation details and slides can be found on the County website.

Current Expense: We are currently 13 months through the biennial budget cycle (54.2% elapsed). Revenues received are slightly above budget projections at 55.9%, and expenditures are slightly below budget projections at 51.94% of anticipated budget.

Public Safety Sales Tax: We are currently 13 months through the biennial budget cycle (54.2% elapsed). Revenues are slightly above budget projections and ongoing program expenditures, for internal and external programs, are slightly below budget projections. Board-approved one-time capital expenditures are currently at \$7.8 million. Multiple one-time expenditures are approved and currently in progress but have not been payed out. Many of these one-time expenditures are for community benefit, including radio tower, bomb squad equipment, and SWAT armored vehicle, to name a few.

Staff also presented to the Board regarding the 2021-2022 budget process, which includes opening a new Request for Proposals (RFP) for Public Safety Sales Tax funding. Staff recommended opening this RFP on April 1, 2020 and closing it May 15, 2020, with applicants providing presentations to the Board on June 2, 2020 and final funding recommendations approved by the Board in July. Contracting with successful applicants will then occur later in the year, with all approved funding to begin on January 1, 2021.

The Board gave staff direction to move forward with the Public Safety Sales Tax RFP as presented and recommended, opening the RFP for applications on April 1, 2020. Additional information regarding this RFP will be available on the County website on the morning of April 1, 2020.

Other Business: Contract w/ Strata for Special Inspection & Construction Materials Testing for the Administration Building – Robert Blain, Public Works Manager

A testing firm is needed for inspection and materials testing on the new Administration Building. Proposals were solicited, and received submittals from Strata, Baer Testing, Inc. and Intermountain Materials Testing. Strata was deemed to be the most qualified applicant. Staff prepared a Personal Services Contract to provide special inspection and construction materials testing services, in the amount not to exceed \$40,000 plus WSST from the Capital Projects Fund. **The Board moved and seconded to approve the Personal Services Contract with Strata for special Inspection and construction materials testing for the new Administration Building project. Motion carried.**

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