

**M**INUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP MEETING HELD MAY 18, 2010 at 4:00 p.m. in the Vernal City Council room, 447 East Main, Vernal, Utah 84078.

**PRESENT:** Councilmembers Cal Dee Reynolds, Ted Munford, JoAnn Cowan, Bert Clark and Sonja Norton and Mayor Gary Showalter.

**ACKNOWLEDGEMENT AND APPROVAL OF SPECIAL MEETING:** Councilmember Cowan moved to acknowledge and approve this special meeting. Councilmember Norton seconded the motion. The motion passed with a unanimous vote with Councilmembers Reynolds, Munford, Cowan, Clark and Norton voting in favor.

**FY2011BUDGET WORKSHOP:** Ken Bassett explained that the Council Committees have gone through the budget requests for each department, and the Finance Department has been busy putting the tentative budget together after that review. He noted that each department will be coming in to explain their budget requests for the entire Council.

Public Works Administration:

Ken Bassett explained that this budget includes the public works secretaries, the zoning officer, building inspector and building official. Richard Zohner, Vernal City building official, explained that the travel budget includes the required training to maintain their inspection certifications. Also, training is needed for the permit technician. The professional services line item is simply a pass through budget for when an engineer is needed to review a complex set of building plans. Ken Bassett asked about the request for a new computer. Richard Zohner explained the computer is a replacement for the laptop that he is using and is a recommendation from the IT department. Councilmember Ted Munford asked if the laptop is a more rugged model. Richard explained that his use will mostly be for training, but the other employees may need it. Councilmember Munford stated he would like to see the specifications to help determine the amount of money that should be budgeted. Based on the use, the cost should be around \$1200. Richard Zohner stated that the budget includes added software. GJ Searle explained that the cost also includes a three year warranty and the machine will be for multi-purpose used within the building department. The consensus was to leave the same budget figure for the laptop based on the additional costs for software.

Motor Pool

Ken Bassett explained that this department has two full-time employees. Councilmember JoAnn Cowan asked for an explanation of the training. Rick Green explained that the training budget includes training on Chrysler and Cummins vehicles. The hope is that the Cummins training will be held in Vernal, but in the past it has been held in Rock Springs. Most of the Chrysler training is available on-line. Mayor Showalter stated that the training will not be extensive because any complex engine problems will be repaired by the dealership for vehicles under warranty. Councilmember Cowan asked about the fuel service charge. Mike Davis stated that there is a 2% fuel charge that is difficult to split up between the departments so the total cost is taken from the motor pool budget. Mayor Showalter asked if there is a budget for miscellaneous supplies such as

MINUTES OF THE SPECIAL VERNAL CITY COUNCIL BUDGET WORKSHOP MEETING  
HELD MAY 18, 2010

bolts or small parts. Rick Green stated those items are take out of the equipment, supply and maintenance budget.

Government buildings:

Ken Bassett explained that the City carpenters are the employees shown in this budget. He explained that in December the administrative offices will move into the new building and the utilities and custodial work will change. The recommendation is to hire a full-time custodian for all the buildings with Danny Anderson supervising that work. The utilities have not been changed as it is difficult to know what the cost will be for the new thermal heat pump system. Danny Anderson explained that per square footage, the heating and cooling costs may be lower, however, the space is triple the size of the current building which may affect the utility costs. He explained that the heat system uses the thermal temperature of the ground to raise or lower the temperature in the building to a comfortable level. Councilmember Cowan suggested the staff look at purchasing vacuum cleaners that are similar to a “pig” for the new offices. Danny Anderson stated that he attended a cleaning training class and will be looking at equipment to clean the new building. There was some discussion regarding floor care products. Councilmember Cowan asked if the new building is on schedule. Ken Bassett stated that they are close. Once the building is completed, there will be a 30 day test period to purge the building of chemicals.

Danny Anderson explained that the equipment building has six bay doors, but does not have a single entrance door. The suggestion is to replace one overhead door with an overhead door that includes a man-type door.

Justice Court

Ken Bassett explained that there are four clerks and the justice court judge included in this budget. Pat McRae explained that there is mandatory training for all the court employees. The classes for the clerks are staggered in the spring and fall so all the clerks can receive training and keep the office open. Councilmember Cowan asked why the training budget increased. Pat McRae stated that the registration has increased. The consensus was to drop the training to \$5000 and adjust it during a budget reopener if necessary. Ken Bassett stated that the revenue from the court is down substantially and asked what percentage of filings the court is seeing now compared to last year. Pat McRae stated that the number of cases is around 75% of last year. Councilmember Cowan asked why the jury and witness fees increased if the number of incidents has decreased. Pat McRae stated it is hard to assess how many people will want a jury trial. Ken Bassett suggested the jury and witness fee line item be lowered to \$3000. Councilmember Cowan noted that the office supply budget has also increased. Ken Bassett suggested reducing that line item to \$7500. Mayor Showalter asked what the duties are for four full-time clerks. Pat McRae stated that one clerk handles the front counter and answers the phones, one clerk handles small claim filings and helps with the phones and counter, the head clerk handles jury trials, pre-trials, and prepares for court and the other clerk is responsible for law and motion and preparing for court. There was some discussion regarding the number of court clerks needed. Ken Bassett suggested that he contact the court administrators office to see if there are any requirements for this size of court. Councilmember Cowan asked the staff to compare the staff of the City’s court with the staff of

MINUTES OF THE SPECIAL VERNAL CITY COUNCIL BUDGET WORKSHOP MEETING  
HELD MAY 18, 2010

courts with similar filings. Mayor Showalter asked if the bailiff's salary also came from the justice court. Pat McRae stated that the bailiff is in the police department budget because that position must be post certified. There was some discussion regarding the amount of time the bailiff works for the court. The consensus was to leave the bailiff under the police department budget.

Victims Advocate

Ken Bassett explained that there are two employees in this department. Alisha Gowen explained that the victim advocate program receives two grants in the amount of \$35,000 and \$10,000. The hope is to receive another grant to hire a part-time person to cover juvenile protective orders. Ken Bassett stated that there has been some increase in expenses for medical insurance, and the rest of the budget is the same. He mentioned that when the County took over the administration of the homeless shelter, they asked the City to cover this program. Councilmember Norton asked why the training budget has not been spent for this year. Alisha Gowen stated that their academy is scheduled for June. Alisha stated that the victim advocate vehicle is no longer running and another vehicle may be needed. Ken Bassett stated that they can use the Buick, if necessary.

Narcotic Strike Force

Mike Davis noted that this budget includes a \$75,000 grant to cover wages and the participating agencies have to fund the difference. Councilmember Cowan explained that the Strike Force Governing Board met last month and approved each agency contributing \$8000. She stated that this program has good equipment and works well as a team.

Police

Mike Davis explained that the vehicle lease program was moved to the equipment replacement fund, and \$90,000 has been allocated for that cost. Ken Bassett explained that there is a substantial increase in retirement and medical insurance costs. He asked how many officers have retired from the State Retirement System and are still working for the City. Dylan Rooks stated there are two officers. Ken Bassett stated that after July the Council will have to decide what retirement contribution to make for those employees.

Chief Dylan Rooks stated that he attended a central dispatch meeting, and the cost for dispatch services will be \$92,719. Councilmember Norton asked about the laptop computers. Dylan Rooks stated that several laptops had to be replaced this year and more rugged laptops are being purchased. The recommendation is to replace three of them next budget year. Councilmember Cowan suggested different brands be purchased to see which ones hold up the best. There was some discussion regarding purchasing solid state hard drives.

Mayor Showalter explained that the travel budget has already been cut from \$16,000 to \$14,500.

Information Technology

Ken Bassett explained that only one employee is in this department. Mike Davis suggested that the cost for all the computer systems be looked at again before ordering any equipment because the

MINUTES OF THE SPECIAL VERNAL CITY COUNCIL BUDGET WORKSHOP MEETING  
HELD MAY 18, 2010

cost may go down. Councilmember Cowan asked what the e-mail system is. GJ Searle explained that the system is comprised of both hardware and software. The physical server will be used to house the City's e-mail and implement virtualization giving the ability to house multiple virtual servers on two physical servers. The information will be replicated on each server so if a server goes down, the other server will take over. Councilmember Munford agreed this is the appropriate way to go with replacing the Caselle server that is already having problems. Ken Bassett asked if \$9000 is an adequate budget for this program. GJ Searle answered yes, with the hardware costing \$4250 and the software costing \$4750. Ken Bassett stated that there is also a lease option available for the equipment. GJ Searle stated that the lease payment for the system would be \$1527.27 payment for 3 years. The consensus was to purchase the equipment instead of leasing it.

Planning & Zoning

Allen Parker explained that this budget only includes basic operating expenses. Councilmember Cowan asked why there is an increase in training. Allen Parker stated that he has split his travel and training into two line items. The travel covers the per diem and hotel costs and the training budget pays for the registration fees. Further, he stated that all out-of-state training has been eliminated.

Allen Parker asked if the Public Works Committee would be available for a meeting on Monday, May 24<sup>th</sup> at 4 pm. The Committee is available and a meeting was scheduled for Monday.

Council:

Councilmember Bert Clark asked about the fee for the Chamber of Commerce. Mayor Showalter explained that the City pays dues for an upgraded membership. Ken Bassett explained that the dues are \$6,000 and the agreement is for \$65,000. Mayor Showalter stated that if the services from the Chamber do not change and it does not operate in a more self sustaining way, then the City needs to terminate the contract. He stated that he is trying to work with the new executive director to solicit new members and provide services to average businesses along with helping promote the area when events are held here. Further, he explained that a survey was held at the Home and Garden Show which indicates that most citizens do not know what the Chamber does. Councilmember Cowan stated she would like to see a chart showing what each entity, such as economic development, the Travel Board and the Chamber of Commerce are responsible to do. Mayor Showalter agreed that there are instances where these entities need to work as a team to promote the area. He explained that he is trying to get these agencies involved with the Rod and Gun Club event by providing an information booth and transportation. Also, the Chamber can recruit area businesses to offer special discounts to participants. Councilmember Clark indicated that there is special funding available through the State for organizations that are bringing participants into the State. After further discussion, Mayor Showalter suggested the City wait another year to see if any progress is made with the Chamber of Commerce providing services for the community before terminating the contract.

MINUTES OF THE SPECIAL VERNAL CITY COUNCIL BUDGET WORKSHOP MEETING  
HELD MAY 18, 2010

**ADJOURN:** There being no further business, Councilmember Bert Clark moved to adjourn. Councilmember Cal Dee Reynolds seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.

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Mayor Gary Showalter

ATTEST:

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Roxanne Behunin, Deputy Recorder

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