

DCM and DCA CBAC

TO: Chair Deborah Kafoury and County Board of Commissioners (x) pages
FROM: Department of County Management (DCM) and Community Assets CBAC (DCA)
DATE: March 2, 2016
SUBJECT: Budget Advisory Committee (CBAC) Report & Recommendations

EXECUTIVE SUMMARY

Our committee normally focus's on one-time funding requests, out of target program offers, and new programs. DCM and DCA have very few of these program offers so our CBAC focused on programs the departments are currently working on and future expenditures for on going or new projects.

PROCESS -

Between November 2015 and March 2016 we met roughly twice a month and interviewed the department directors listed below. On November 18th we toured the County's Yeon Building with Tony Dornbusch and Fleet and Records Manager Garret Vanderzanden. Information received during these meetings, as well as our review of the department program offers and other information provides the basis for this report.

-  Lisa Whedon – Budget & Planning Finance Manager, DCA
-  Debra Anderson – Finance Manager, Assessment Recording and Taxation
-  Garret Vanderzanden – Fleet and Records Manager
-  Tony Dornbusch – Finance Manager Sr.
-  Marissa Madrigal – Chief Operating Officer, DCM Director
-  Mike Jaspin – Interim Budget Director & County Economist
-  Sherry Swackhamer – Chief Information Officer, DCA Director
-  Bob Leek – Deputy Chief Information Director
-  Andrez Posada – DCM Motor Pool & Distribution Supervisor
-  Chris Voss – Director of Emergency Management
-  Travis Graves, Human Resources Director
-  Randy Walruff, County Assessor
-  Michael Vaughn - Deputy County Assessor
-  Henry Alaman, Director of Facilities and Property Management

EMERGING ISSUES & CHANGES –

This year's budget was heavily influenced by the knowledge of the impending budget restrictions due to increased funding requirements for PERS. The department leaders were very aware of this restriction so limited new one-time offers and new positions in their program offers.

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RECOMMENDATIONS –

Department of Community Assets:

1. Henry Alaman provided our committee with an update on the new Health Department headquarters building and the new County Courthouse. These projects are in the design or pre-design stage but will be high profile projects and major expenditures for the county. Our committee has supported these new buildings over the past few years and understands the necessity of such large capital expenditures. It's important the board makes sure the appropriate management team is in place to establish control and monitoring of these large projects, and that this team keeps the board informed.
2. Program #78318 - IT Cyber Security – This was a one time offer that was funded in last years budget. The firewall analysis and the re-architecture plan have been completed. Vendor product demos, final product selection, and implementation should be completed during the fiscal year 2017 budget cycle. Our committee understands the importance of protecting the county's data and we look forward to seeing this project completed. If additional funds are required to complete this project we recommend the funds be provided.

Department of County Management:

1. Program #72035 – DART Assessment & Taxation System Upgrade – This is an ongoing project that the county has been working on for years. Per Mike Vaughn and Randy Walruff the timeline began to slip during the past year but is back on track with 3 out of 6 deliverables completed. Tyler Technologies is making good progress and the project is scheduled to be completed in the summer of 2017. The board still needs to receive regular updates on this project to make sure the timeline is met and to ensure a successful completion for the new tax system.

Question for Chair Kafoury. For these ongoing projects, how often does the board receive updates and by what means (briefs, reports, official presentations)?