Davis County Budget Committee

Meeting Minutes

October 3, 2023

The Budget Committee of Davis County met on October 3, 2023, at 8:30 a.m. in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, UT. Notice of this meeting was given under the requirements of Utah Code Annotated §52-4-202.

Disclaimer: The meeting was an open dialogue. Agenda items appear in bold and are only briefly summarized. The reader may refer to the audio recording and the attachments for further content clarification. Timestamps have been noted in the minutes to aid in locating discussion points in the audio record. The audio recording is available based on the County's current retention schedule.

Note: The Budget Committee is not a governing body but makes recommendations. These recommendations must then go through the Commission for formal action.

The meeting commenced at 8:31 a.m.

Opening Roll Call

Committee members present were Curtis Koch, Auditor; Angie Nelson, Chief Deputy Auditor; Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob Stevenson; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Auditor, recorded the minutes of the meeting. There was no public attendance.

8:30 -9:30 a.m. **2024 County-Wide Position Requests—**Presented by Chris Bone

CLOSED SESSION

The Committee voted to move into a closed session for reasons permitted under Utah Code Annotated (UCA) 52-4-205(1)(a) for discussion of the character, professional competence, or physical or mental health of an individual. An affidavit was signed in place of recording the closed session.

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott			X			
Commissioner Kamalu	X		X			
Commissioner Stevenson			X			
Curtis Koch			X			
Mark Langston			X			
Chris Bone		X	X			

9:30- 10:00 a.m. Utah State University (USU) Extension — *Presented by Justen Smith, Extension Director*

Justen Smith presented the budget requests for USU Extension. A ribbon-cutting ceremony for the arena is scheduled for October 24, 2023. The Davis Heritage Festival isn't working or bringing in the people as expected. They plan to do a large garden event in the spring, the livestock zoo in the summer, and the Scarecrow Walk in the fall, which has been wildly popular. More businesses are becoming involved also. In the winter, there will be a Reindeer Express, which will be more Christmas-themed. Price and expense-wise, these events will be more manageable and expected to draw larger crowds. They are focusing on advertising through Social Media and increasing their community reach. They are struggling to hire new employees and are projecting a 5 percent COLA for their three full-time employees. The Operating and Maintenance costs have increased, and their budget requests totaled $276,871.

(See Attachments A1-A14.)

10:00- 10:30 a.m. Davis Behavioral Health (DBH)— *Presented by Ryan Westergard, CFO; and Brandon Hatch, DBH Director*

Brandon showed a PowerPoint presentation of the client demographics served by Davis Behavioral Health. Approximately 400 adults seek mental health services each month. Primary substances at admission are methamphetamines and opioids. Homeless admissions for mental health and substance abuse have increased by 1200% in the last five years. Ryan presented the budget requests for 2024. The total requested amount was $ 2,071,400, including a 2.5 percent increase from last year due to the reduced Medicaid match since the Pandemic and some other fluctuations in state and federal pass-through monies.

(See Attachments B1-B5.)

10:30- 11:00 a.m. Clerk— *Presented by Brian McKenzie, Clerk*

Rebecca Abbott, Chief Deputy Clerk, was with Brian to present the Clerk's budget requests. He explained his core functions and services and his prior year's inputs and outputs. They implemented Legislative Management Software, Records Request Software, building improvements in the Elections Center enhancing general security (to be completed by the end of 2023), and in the RFP process to purchase equipment for ballot envelope opening software. Next year's initiatives are increasing election funding, additional staff, and upgrading voting election equipment. He reviewed the budget variances across all accounts.

(See Attachments C1-C3.)

11:00- 12:00 p.m. Auditor, Non-Departmental, Special Services Area (SSA)— *Presented by Curtis Koch, Auditor*

Curtis gave a brief overview of the department's core functions and services, the prior year's inputs and outputs, and an overview of the current year's outcomes. The Office was recognized for the 28th consecutive year by the Government Finance Officers Association for exceeding minimum standards in annual financial reporting. Some 2024 budget initiatives were changing the title from Auditor to Controller, continuing to embrace technology to administer better the finances of the County, and the modernization of Tax Administration interactions with the

public. Commissioner Kamalu noted for the record that she fully supports changing the Auditor's title to Controller, as it more accurately reflects the primary responsibilities of that office. Curtis explained his budget variances. Many revenue accounts are being moved to Non-departmental as they should not have been in the Auditor's budget, and he wanted it noted for the record.
(*See Attachments D1-D4.)*

12:00- 1:00 p.m. Budget Committee Working Lunch *(Working lunch audio session)*

Chris asked the Committee to address the County HSA contribution. He proposed changing it from $750 for single and $1500 for family to $800 for single and $1600 for family. The County's benefits consultant/broker, GBS, is recommending the change. This will increase the budget by $38,500. They need an answer to publish it in their open enrollment announcement. The Commission agreed to the change, which will be reflected in the tentative budget. The Non-Departmental discussion continued into lunch, and Curtis showed the Non-departmental budget variances. Property Tax new growth was projected at 1.7 percent based upon four-year actual growth.
(*See Attachments E1-E2.)*

1:00- 2:00 p.m. Sheriff and Search and Rescue (SAR)—*Presented by Sheriff Kelly Sparks*

Sheriff—(*Sheriff and SAR audio recording)*
Chief Taylor West, Chief Arnold Butcher, and Joseph Langkilde were with Sheriff Kelly Sparks to present the Sheriff's budget. Sheriff Sparks expressed appreciation and gratitude for the Budget Committee's support for his department's budget initiatives. As a result, they have zero vacant Jail Operation Specialists (JOS), two Law Enforcement Deputy vacancies, and three Correction Deputy vacancies as opposed to last year's 50 vacancies across the Sheriff's office. He knows this strains the budget but said it is essential for public safety. His number one budget priority is his people and employee working conditions. Last year, they relinquished 20 sworn deputy positions and one dispatch position, and current employees have taken up the slack. The jail population has reached pre-pandemic numbers. This year, he is asking to restore five positions in the jail, three in court security, and one in metro narcotics. He also wants to convert three part-time positions to one full-time position.

Chief Deputy Taylor West presented the budget for the Sheriff's law enforcement. There has been a significant backlog of cases in the Justice Court. They have consolidated their transport team, which decreased staff load and increased efficiencies. The investigative services have grown, and resources have been shifted to cover those services. They would like to remodel the east side of the Work Center, which is not being used, and use it for their evidence storage facility (they lack storage space and are currently stored in conexes) and eventually make it a crime lab. They asked for 28 vehicles to be replaced. *(See Attachments F1-F12.)*

Search and Rescue— (*Sheriff and SAR Audio Recording Minute 29:30)*
Cole Fessler, [SAR Logistics Team Leader], and Mike Snow, [SAR 2nd Vice Commander], were with Brad Barlow, [SAR Treasurer] to present the Search and Rescue budget. He explained the 2023 outputs and their core functions and services. SAR consists of 38 volunteers. They are anticipating onboarding ten new volunteers during 2024. Next year's budget initiatives included avalanche and equipment training for $6,291, cold weather equipment for $28,500, and capital equipment funding for a Young Powersports Equipment Program (ATV and snowmobile) two-year renewal program costing $24,000, or $12,000 annually. The Sheriff emphasized that he has a statutory responsibility for Search and Rescue.
(See Attachments G1-G3.)

Dispatch-911—*Presented by Chief Deputy Taylor West (Sheriff and SAR Audio Recording Minute 44:42)*

Chief West presented the budget requests for Dispatch (911). He said they are working toward a virtual consolidated dispatch center that should happen in the next couple of weeks, which means all agencies will be on one server to increase response times. The Communications Center wants to move all full-time dispatchers from the URS Public Service Retirement to the Public Safety Retirement program, which is the most significant cost increase for 2024. This move will help with retention and recruiting.
(See Attachments H1-H2.)

Buildings & Grounds West and Corrections/Commissary were recorded in one audio session, but timestamps indicate the discussion points.

2:00- 2:30 p.m. **Buildings and Grounds West**—*Presented by Mitch Matern (B&G West and Corrections/ Commissary Audio Recording part 1)*

Mitch expressed deep gratitude for the Budget Committee's support for Buildings and Grounds West. He explained the current year's outcomes. The Emergency Center, the Jail sewer pump and lift station, and the jail core area remodeling are underway. He explained his budget variances. Next year's budget initiatives included remodeling the Work Center's east side for a new Crime Lab location, a 100-ton chiller replacement, and replacing the four front pyramid canopy skylights.
(See Attachments I1-I5.)

3:00- 4:00 p.m. **Corrections and Commissary**—*Presented by Chief Deputy Sheriff Arnold Butcher (Minute 39:50)*
Chief Butcher presented the current year's projected outcomes. Next year's budget initiatives were explained. The priority for 2024 is to maintain comparable wages for both sworn and civilian staff to remain competitive in the marketplace. The daily jail population is almost back to pre-pandemic numbers. Commissary costs have increased significantly, so they projected revenues conservatively. They have requested $429,000 above last year's requests due to new medical and dental contracts and implementing a Medication-Assisted Treatment (MAT) Program and a MAT provider position. Sheriff Sparks said the net budget is $1 million less than last year.
(See Attachments J1-J4.)

4:00- 4:30 p.m. Budget Committee's Review of Requests

The Budget Committee reviewed the budget requests thus far.

The meeting adjourned at 4:17 p.m.

All documents associated with this meeting are listed as the following attachments:

A1-A14	USU Extension 2024 Budget Summary
B1-B5	Davis Behavioral Health 2024 Budget Presentation
C1-C3	Clerk Budget Summary
D1-D4	Auditor 2024 Budget Summary
E1-E2	Non-Departmental 2024 Budget
F1-F12	Sheriff's Office 2024 Budget Summary
G1-G3	SAR 2024 Budget Summary
H1-H3	E-911 2024 Dispatch Budget Summary
I1-I5	BGW 2024 Budget Summary
J1-J4	Corrections and Inmate Services 2024 Budget Summary

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 11/6/2023

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer