Davis County Budget Committee

Meeting Minutes

October 5, 2023

The Budget Committee of Davis County met on October 5, 2023, at 9:00 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 9:00 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.

9:00- 10:00 a.m. Animal Care— *Presented by Ashleigh Young, Animal Care Director*

Sydnee Larabee, Animal Care Deputy Director, was with Ashleigh to present their budget. The current year's outcomes included providing 676 microchips to Davis County residents with secured funding through Best Friends through 2024, 385 animals listed on the rehoming resource page, which avoids surrender at the shelter, and the continued expansion of a foster program to increase lifesaving efforts. They have implemented 40 of the 120 recommendations from the Feasibility Study for the new Animal Care Facility. They just finished the Geotechnical Study for the new facility, which will be presented in an upcoming Work Session. Next year's budget initiatives included focusing on employee retention, increasing payroll, and increasing food business and employee awards. (*See Attachments A1-A11.)*

The CJC and Attorney and Victim Services presentations were recorded in the same audio session with a time stamp.

10:00- 10:30 a.m. Children's Justice Center (CJC) —*Presented by Julie Stephenson, CJC Director*

Brindy Solomon, Office Specialist, was with Julie to present the 2024 budget. They are fully staffed. Julie gave a high-level overview of the core functions and services of the CJC. Some of the current year's projected outcomes included receiving an allocation from the State for FY 2022/2023 for $207,398, receiving an increase in funding for FY 2023/2024 of $344,010, which began on 7/1/2023 and will end on 6/30/2024, and receiving a VOCA Grant for $28,770 for FY 23/24. Next year's budget initiatives include renewing a linkage agreement between the CJC and

Grandview Family Counseling provides off-site, low-cost treatment to eligible families and funding approved by the Friends' fundraising board to assist families with mental health treatment costs. The department's budget variances were explained. Clearfield generously donated to the CJC, which will be used for therapy. It will be tracked by shorting the transfer to the County to ensure the donations from the community are used for their intended purposes. *(See Attachments B1-B3.)*

10:30- 11:30 a.m. **Attorney and Victim Services—***Presented by Troy Rawlings, County Attorney, and David Cole, Criminal Attorney (Minute 47:00)*

Troy said his number one priority is a COLA increase for existing staff retention and recruiting new employees. The majority of time was spent explaining why it is so important to him.
(See Attachments C1-C7.)

11:30- 12:00 p.m. **Justice Court** *—Presented by Judge JC Ynchausti and Jennifer Nicholas, Justice Court Administrator*

Jennifer Nicholas-Bingham, Justice Court Administrator, was with Judge Ynchausti to present the budget requests for the Justice Court, and the budget variances were discussed. There was an increase in interpreter expenses. They do about 40 percent of the cases in Davis County. He said they are still trying to retain employees. They are on pace to collect approximately $2.1 million. The total amount retained by the County will be $1.2 million; the remaining amount is divided and distributed to Farmington, Kaysville, and the State.
(See Attachments D1-D6.)

12:00- 1:00 p.m. **Budget Committee Working Lunch***—Budget Committee's Review of Requests*

The Committee discussed the departmental requests thus far.

The following three agenda items were recorded in one audio session and are timestamped.

1:00- 1:30 p.m. **Human Resources, Risk Management***—Presented by Chris Bone, HR Director*

Chris explained his department's core functions and services. He reported on the Risk Management outputs for 2022. The projected outcomes for 2023 included implementing Applicant Pro (a Modern Applicant Tracking System), completing a third-party total compensation study, and implementing a first-day-of-hire eligibility healthcare coverage. The budget initiatives for 2024 included improving the picture-taking and badge production process, evaluating the possibility of seeking professional input on the Tyler Munis personnel budget projection platform, and considering funding and program for tuition reimbursement. Based on the letter sent to the County from Utah County's Indemnity Pool (UCIP), there is an increase in the premium by 11 percent. The budget variances were explained. *(See Attachments E1-E12.)*

1:30- 2:00 p.m. **Legal Defenders**—*Presented by Todd Utzinger, Davis County Legal Defense Attorney (HR_Risk_Legal Defenders_Pre-trial Services audio recording: Minute 30:27)*

Todd presented the projected outcomes for 2023. The current year's projected outcomes include a grant for the Utah Indigent Defense Commission to fund the salary of a social worker, beginning the process to transition to State and Local Fiscal Recovery Funds (SLFRF)-funded contracts to County funding, and a request to fund $100,000 for appeals cases. Next year's budget initiatives included a three percent increase in compensation for the contract legal defenders, except for the juvenile court defenders, for whom he asked for a ten percent increase. He explained his budget variances. *(See Attachments F1-F11.)*

2:00- 2:30 p.m. **Pre-Trial Services** —*Presented by Chris Bone, HR Director; and Johnnie Blackmon, Pre-trial Services Coordinator (Minute (HR_Risk_Legal Defenders_Pre-trial Services audio recording: Minute 1:05:37)*

Chris explained the department's core functions and services. The 2024 budget initiatives included free assistance and training to improve Pre-trial functions, opportunities for Advancing Pre-trial Policy and Research, Technical assistance, and monthly meetings to discuss options and evidence-based best practices. The budget variances were explained. *(See Attachments G1-G6.)*

2:30- 3:00 p.m. **Assessor**— *Presented by Andy Hansen, Assessor*

Chief Deputy Assessor Dale Peterson was with Andy to present the budget. Andy explained the outcomes for 2022 and the department's core functions and services. Next year's budget initiatives include having every appraiser take the USPAP update course to comply with state and local federal appraiser regulations, continue enhancing and refining the Personal Property Online Filing and new Busi-Tax programs, and resolve multi-year Lagoon appeals with budgeted funds. The budget variances were reviewed.
(See Attachments H1-H4.)

3:00- 4:00 p.m. **Facilities**—*Presented by Lane Rose, Facilities Director*

Sherri Day, Facilities Office Manager, was with Lane to present the 2024 budget. The 2023 projections included the budget initiatives for 2023 included the façade project for the Administration Building and Library Headquarters, continuing construction at the Legacy Events Center, and continuing construction at the Utah State University (USU) AG Heritage Center. They have two significant budget variances: a landscaping budget and the cost to maintain the newly renovated Memorial Courthouse building. Commissioner Kamalu said, for the record, [the Memorial Courthouse] was a building the citizens of Davis County wanted to preserve.
(See Attachments I1-I7.)

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

The budget committee discussed some of the budget requests.

Meeting adjourned at 4:37 p.m.

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

A1-A11	Animal Care 2024 Department Budget Summary
B1-B3	Children's Justice Center 2024 Budget Summary
C1-C7	Attorney and Victim Services 2024 Department Budget Summary
D1-D6	Justice Court 2024 Budget Summary
E1-E12	HR and Risk Department 2024 Budget Summary
F1-F11	Legal Defenders 2024 Budget Summary
G1-G6	Pre-trial Services 2024 Budget Summary
H1-H4	Assessor 2024 Budget Summary
I1-I7	Facilities 2024 Budget Summary

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 11/6/2023

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer