Davis County Budget Committee

Meeting Minutes

October 1, 2019

The Budget Committee of Davis County met on October 1, 2019, at 9:30 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.

Committee members present were: Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Mark Langston, Information Systems (IS) Director; and Debra Alexander, Human Resources Director.

Davis County staff present were: Shairise Bills, Deputy Clerk/Auditor.

There was no public attendance.

The meeting commenced at 9:32 a.m. The following agenda items, as shown in bold, were discussed. The times shown are approximate.

1. 9:30 – 10:00 a.m. Utah State University (USU) Extension — *Presented by Andree Walker Bravo, Urban Extension Director*

Andree presented the department's core functions, performance measurements, budget objectives, and performance goals. The 2020 revenues and expenditure requests were discussed. The total amount coming from USU for the benefit of Davis County residents is $1.38 million, matching the funding that the County provides. The 2020 expenditure requests were explained. The total budget requested for 2020 is $283,116, which includes $206,500 for the base operating budget, $33,306 O&M for the Extension building, $3,310 for COLA increases, and $40,000for a one-time vehicle purchase. Their future challenge is the continued population growth in the county resulting in the growing need for Extension services, and their critical needs will be the ongoing O&M funding for the new Extension office in Kaysville.
(See Attachments A1-A10 and B.)

2. 10:00- 11:00 a.m. Clerk/Auditor— Presented by Curtis Koch, Clerk/Auditor

Curtis explained the organization's core functions and services. The 2019 projected outcomes were reviewed, and the department had many successes in various areas. The 2020 budget initiatives were outlined, including a full launch of an all-new election administration systems during a Presidential Election cycle, and the establishment of a countywide record index and County records repository. Curtis explained the expenditure requests. The departmental operational costs totaled $1.15 million. The bulk of that is related to election expenses. Custis reviewed each budget line item and explained the need for each request.
(*See Attachments C1-C2.)*

3. 11:00- 12:00 p.m. Budget Committee's Review of Requests

All committee members were present for this session except Commissioner Stevenson. This session started at 11:11 a.m. Curtis clarified the need for the Clerk/Auditor's request for two new internal auditors. They would be auditing the countywide information systems and software programs; no one in the Clerk/Auditor's office has the expertise to audit those programs. With the additional staff in the Audit office, a whole new revision of the Clerk/Auditor's space will be necessary. The committee discussed tax rates, revenues, fund transfers, and staffing requests. The discussion continued into the Committee's working lunchtime. Heidi went on record to say she didn't believe the statement that Brian Downard made in his presentation for DCEA yesterday was accurate. She said she had nominated an employee every year for an employee of the year award. Curtis also went on record to say that the data given during the DCEA presentation on employee satisfaction was curious.

4. 12:00- 1:00 p.m. Budget Committee Working Lunch

The Budget Committee took a recess during the lunch hour. The next two presentations by the Sheriff's office brought with them a large number of people from their department including Sherrif Kelly Sparks; Chief Deputy Sheriff Arnold Butcher; Chief Deputy Sheriff Andrew Oblad; Chief Deputy Sheriff Susan Poulsen; Mitch Matern, Sheriff Building and Grounds West (BG&W)Maintenance Manager; Kevin Fielding, Justice Services Captain; Maureen Fleenor, Sheriff Business Manager; and Erin Griffith, Sheriff Confidential Secretary. Commissioner Stevenson joined the meeting at 1:08.

5. 1:00- 2:00 p.m. Sheriff Kelly Sparks Presented

a. Sheriff *(Minute 01:44)*

Sheriff Sparks gave a brief introduction to the Sheriff's Office. He asked each of the Chief Deputies to present the budget requests relating to the areas of their responsibilities. Chief Deputy Andy Oblad presented the department's core functions, budget objectives, and performance measures in the Patrol, Special Services, and Investigations divisions. The revenues for 2020 were explained, including an increase in sheriff fees for law enforcement contracts, an increase in the Internet Crimes Against Children (ICAC) grant, and a 7% increase in the 2018/2019 security contract. They are continuously seeking new grants as new funding sources. The expenditure requests were explained. There is one personnel request for a new deputy in transportation as a civil processor, several operating requests including staff training, body cameras, Rice Creek Cabin repairs, and some capital requests, including additional vehicles and gun range improvements. Their future challenges were recruiting and retention and security for Davis County employees. Their critical needs are a rotation schedule for vehicles and equipment and a K9 rotation.
(See Attachments D1-D3 and E1-E7.)

b. Search and Rescue (SAR) *(Minute 1:01:30)*

Erik Bornemeier, SAR Commander, presented the core functions of the department. They function as a 501(c)(3) agency. SAR is a statutory obligation of the Sheriff's Office. The budget objectives and

performance goals were explained. The expenditure requests totaled $223,190, including $135,490 in operating requests, $87,700 in capital requests.
(See Attachments F1-F2 and G1-G6.)

c. E-911 *(Minute 1:28:58)*

Chief Deputy Sheriff Poulsen presented the core functions, budget objectives and performance goals, revenues, and expenditure requests for the department. A future challenge was possible consolidation, and a critical need was staffing.
(See Attachments H1-H2 and I1-I7.)

6. 2:00-3:30 p.m Sheriff Kelly Sparks Presented

a. Corrections *(Minute 1:54:00)*

Chief Deputy Sheriff Butcher presented the core functions, budget objectives, and performance goals for the Corrections Department. A restructuring of the jail medical services is an important focus along with proper staffing and staff training. There were some decreases in jail fees and the expiration of the SL County contract and a change in fees for the US Marshal contract. Some new revenue sources are coming from grants and the department continues to seek other grant opportunities. The expenditure requests include some new personnel requests and operating expenses for staff training and equipment. The future challenges are staffing, safety, equipment, and training.
(See Attachments J1-J2 and K1-K6.)

b. Buildings and Grounds West (B&GW) *(Minute 2:34:30)*

Mitch Matern presented the core functions, budget objectives, and performance goals for the department. Some future needs are the implementation of upgrades to meet current codes and standards, compliance with the American Disabilities Act (ADA), and following jail standards. There are no new funding sources or changes in fee structures. The expenditure requests are for reclassification for certified/licensed employees, and operating costs for day-to-day activities. The most significant expense is the capital request for the jail medical addition of $8 million. Some future challenges are equipment maintenance and energy efficiency conversion of some equipment. Critical needs are the medical wing addition, a security system upgrade, and an aging building.
(See Attachments L1-L3 and M1-M7.)

7. Meeting adjourned at 4:24 p.m.

The audio recording for this meeting is available based upon the County's current retention schedule.

All publicly distributed materials associated with this meeting are on file in the Davis County Clerk/Auditor's Office, and attachments are identified as follows:

A1-A10	USU Extension 2020 Budget Presentation
B	USU Extension Building Operating Costs 2017-2019
C1-C2	2020 Clerk Auditor Budget Summary
D1-D3	Sheriff 2020 Budget Summary
E1-E7	Sheriff 2020 Budget Presentation
F1-F2	SAR 2020 Budget Summary
G1-G6	SAR 2020 Budget Presentation
H1-H2	Dispatch 2020 Budget Summary
I1-I7	Dispatch 2020 Budget Presentation
J1-J2	Corrections 2020 Budget Summary
K1-K6	Corrections 2020 Budget Presentation
L1-L7	Buildings and Grounds West 2020 Budget Summary
M1-M7	Buildings & Grounds West 2020 Budget Presentation

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on:

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Curtis Koch
Clerk/Auditor— Budget Officer