Davis County Budget Committee

Meeting Minutes

June 10, 2019

The Budget Committee of Davis County met on June 10, 2019, at 3:00 p.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; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Mack McDonald, Facilities Director; Mark Langston, Information Systems Director; and Debra Alexander, Human Resources Director.

Commissioner Bob J Stevenson was absent.

Davis County staff present were: Chief Deputy Arnold Butcher, Sheriff's Office; Jana Bake, Human Resources Deputy Director; Sheriff Kelly Sparks; Chief Deputy Andrew Oblad, Sheriff's Office; Jessica Weaver, Human Resources Generalist; and Shairise Bills, Deputy Clerk/Auditor.

There was no public in attendance.

The meeting commenced at 3:04 p.m.

1. Debra Alexander presented the following Human Resource proposals:

    a. **Proposal to amend the Davis County Leave Benefits Policy to place language into policy about a vacation award endorsed earlier this year by the Commissioners** *(Minute 00:48)*

        Each department director and deputy director will be awarded 80 hours of vacation at the beginning of each calendar year. These hours will not accumulate or roll forward from one year to the next if not used by the end of the calendar year. It is intended to be an incentive to those who routinely work many more hours than a standard 40-hour work week. — *This request was approved.*

        (See Attachments A1-A3)

    b. **Proposal from Sheriff Sparks and Chief Deputy Arnold Butcher to create a Spillman Technology Analyst position in the Sheriff's Office** *(Minute 15:05)*

        Chief Deputy Butcher presented the proposal. The purchase of the Spillman Jail Module was approved in the 2019 budget. Spillman recommends having a full-time Spillman Administrator who is dedicated to the Sheriff's Office for at least 30 hours a week. The Spillman program has many facets to it and requires a dedicated specialist to utilize the program more fully. The cost for this proposal will be an annual salary range of [$59,000- $91,000]depending on qualifications. Debra went on record to say," there are efficiencies that will likely be found once they get the system up and going."

        — *This request was approved.*

        (See Attachments B1-B2)

2. **Other Post-Employment Benefits (OPEB)**— Presented by Curtis Koch *(Minute 28:30)*

   Curtis presented information concerning OPEB as outlined in the HR Policy #170 Early Retirement Benefits. Reported cost for 2018 is $27,003,535, an increase of 11.1% over the prior reporting year. Cost comparisons to other Counties were explained. To cover this annual liability, Davis County can continue to "pay as you go," set money aside to fund the annual required contribution (ARC) and pay it when it comes due in the future, or a combination of both. The County will have to devise a mitigation plan to retain its bond rating. *(See Attachments C1-C7.)*

3. **Review of 2020 Budget Process** — Presented by Heidi Voordeckers *(Minute 59: 01)*

   Heidi talked about the process of developing the 2020 budget. Now is not the ideal time to change the budget process with the pending implementation of the County's new financial management system. It was suggested to keep the current budget process in place, and plan to revamp the process early next year to include best business practices.

4. **Approval of Budget Meeting Minutes for 4/08/2019** *(Minute 1:25:21)*

   Commissioner Elliott motioned to approve the meeting minutes for 04/08/19. Commissioner Kamalu seconded the motion. All voted aye.

5. Meeting adjourned at 4:30 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:

Attachments A1-A5.	Proposal to Amend the Leave Benefits Policy— Additional Vacation Leave
Attachments B1-B2.	DCSO request for a Spillman Technology Analyst position
Attachments C1- C7.	Davis County OPEB Presentation

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on:

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Curtis Koch
Clerk/Auditor— Budget Officer