Davis County Budget Committee

Meeting Minutes

August 12, 2019

The Budget Committee of Davis County met on August 12, 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 Lorene Miner Kamalu; Commissioner Bob J Stevenson; 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.

Excused was: Commissioner Randy B. Elliott

Davis County staff present were: Troy Rawlings, Attorney; Sheriff Kelly Sparks; Chief Deputy Arnold Butcher; Neal Geddes; Chief Deputy Civil Attorney; Mike Kendall, Deputy Civil Attorney; and Shairise Bills, Deputy Clerk/Auditor.

There were no members of the public in attendance.

The meeting commenced at 3:04 p.m. The following agenda items, as shown in bold, were discussed.

1. Commissioner Stevenson presented the following items:

    a. **Expanding Lobbying Services** *(Minute 00:49)*

    The Commissioners proposed an increase of $20,000 to amend the agreement with Hunter and Co. to expand the legislative lobbying services they provide the County. The cost of these services is $49,000 annually, and the current contract expires on October 31, 2019. The County spends about $98,000 for Utah Associations of Counties (UAC), and $5,275 for National Association of Counties (NACO) annually for other lobbying services. The value of adding lobbyists is the power to be heard by legislators.

    Commissioner Kamalu is not in favor of the proposed expansion. She wants the County to complete its contract before making any changes or increasing costs. The proposal requires a budget change and approval by the Commission.

    b. **Utah Foundation Sponsorship** *(Minute 21:34)*

    Utah Foundation is asking for a $1,500 increase for sponsorship. Curtis suggested moving $1,500 from Contingency Funds. This increase requires Commission approval through a resolution.

2. Curtis Koch Presented

    a. **Sheriff Crash Vehicle Request** *(Minute 25:26)*

Curtis explained, historically, there was a crashed vehicle fund that was ultimately eliminated due to budgetary reductions. Recently, a law enforcement vehicle was hit during a pursuit. The insurance company paid replacement costs of $17,600 for the vehicle and $2,100 for equipment. The cost to replace the vehicle is $16,400 and an additional $12,900 for equipment. It is safer and more cost-effective to purchase a new vehicle due to the high mileage of the crashed vehicle. The cost of replacement, above insurance reimbursement, will come out of Contingency Funds. This request requires a resolution and approval by the Commission.

Curtis suggested to budget for a crashed vehicle fund in 2020. Sheriff Sparks said there has, since, been a change in the pursuit policy based on public safety.

b. **Trust Accounts** *(Minute 38:40)*

A trust account is not money the County owns but is held in a trust for a designated time or purpose. A potential audit prompted the County to clean up its trust accounts and ensure they are, in fact, trust accounts, and if not, move those funds to the appropriate accounts.

3. Heidi Voordeckers Presented

a. **Draft Purchasing Policy and Procedures** *(Minute 46:33)*

The County's purchasing policy has been lacking. The current policy was drafted in 2014, leaving some gaps. The new draft policy addresses those gaps and includes sections such as Ethics, Authorities and Duties of the Purchasing Agent and Administrative Officer, Steps in the Procurement Process, Surplus Property, a more substantial section on Terms and Conditions, which replaces the current Vendor Approved Purchase Order (VAPO), and a new chapter on Fleet Vehicles. Heidi explained the changes in more detail. The goal is to have it on the agenda for Commission approval by Aug. 27th.
See Attachments A1-A42 as presented.

b. **Fire Services in Unincorporated Davis County** *(Minute 1:09:50)*

South Davis Metro Fire covers fire services for the south end of Davis County. In the north end, Davis County contracts with each city or fire service entity like North Davis Fire District. What the County pays for its portion is based on a pro-rata share of the total assessed valuations for the area. Syracuse has proposed the cost to be on a per-call basis. The County is looking at the data they have provided to determine what cost method is best. The County wants to keep the methodology consistent for all services in the south end, which is also value-based. No decision has been made.

4. Debra Alexander presented the following proposals

a. **Request to double-fill a Sergeant position in Corrections** *(Minute 1:15:30)*

The Corrections Department and the Sheriff's office would like to double-fill a Sergeant position until a new vacancy comes open. A Training Sergeant position has been created to fill a need in Corrections. Several Sergeants will be retiring in early 2020, and when a vacancy occurs, the New Training Sergeant will fill the position. *This request was approved.*
See Attachment B as presented.

b. **Request to reclass the part-time Office Specialist to full-time in the Health Department** *(Minute 1:17:52)*

The reclassification of the Office Specialist from part-time to full-time will be [an increase to the personnel budget of $8,000 for 2019], but it is believed that the increased cost will be absorbed by the full-time revenue received from the Immunization Program. *This request was approved.*
See Attachment C as presented.

c. **Request for an on-call, temporary office support position in the Human Resources Department** *(Minute 1:18:47)*

This request will provide necessary staff coverage at the front desk in the absence of the regular full-time employee. The cost is anticipated to be approximately $1,200 for 2019 and a couple of thousand dollars for 2020. *This request was approved.*
See Attachment D as presented.

d. **Request for Planner I position in Community and Economic Development** *(Minute 1:19:40)*

The plan is to hire a Planner 1 to do the work that is currently being done by the administrative assistant. This request would also allow for career succession planning. With the retirement of one of the Planners last year, it has left the department short-staffed. The cost of the proposal for 2019 is approximately $22,000, with ongoing costs of $89,000, with salary and benefits. *This request was approved.*
See Attachment E as presented.

e. **Request for reorganization in the County Attorney's Office** *(Minute 1:23:51)*

The Attorney's office is requesting a significant restructuring of its department. This request will change the reporting structure, employee development, availability of subject matter expert resources, and management availability. It is necessary as a result of a 63 percent increase in caseload in the last ten years. The current organization chart was explained and shown against the proposed one. The costs of the proposal are outlined in detail, as shown in the attachments. *This proposal was continued for further consideration.*
See Attachments F1-F5 and G1-G2.

5. **Animal Care and Control Budget Amendment** *(Minute 1:51:55)- This item was tabled for further review.*

6. **Building and Capital Planning—** Presented by Mack McDonald *(Minute 1:52:00)*

   Mack briefly explained what the plans were for the Capital Planning meetings going forward.

7. **Approval of Budget Meeting Minutes for 6/10/2019** *(Minute 1:55:45)*

   Commissioner Stevenson motioned to approve the meeting minutes for 6/10/19. Commissioner Kamalu seconded the motion. All voted aye.

8. Meeting adjourned at 5:00 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-A42.	Draft Purchasing Policy and Procedures
B	Corrections Training Sergeant Position
C	Request to Reclass PT Office Specialist
D	Request for Temp Support in HR
E	Request for Planner I Community and Economic Development
F1-F5	Org Charts and Cost Analysis
G1-G2	Request for Reorganization for Co Atty Office

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 9/9/2019

_____
Curtis Koch
Clerk/Auditor— Budget Officer