Davis County Budget Committee

Meeting Minutes

September 9, 2019

****These minutes are pending approval and are subject to change until approved.****

The Budget Committee of Davis County met on September 9, 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; Mark Langston, Information Systems Director; and Debra Alexander, Human Resources Director.

Commissioner Bob Stevenson and Mack McDonald, Facilities Director, joined the meeting at 3:04 p.m.

Davis County staff present were: Mike Kendall, Deputy Civil Attorney; Craig Webb, Deputy Civil Attorney; Bryan Purdy, Investigator with Attorney's Office; and Shairise Bills, Deputy Clerk/Auditor.

There were no members of the public in attendance.

The meeting commenced at 3:00 p.m.The following agenda items, as shown in bold, were discussed.

1. **Cellebrite Goods and Services for the Attorney and Sheriff's Offices**— Presented by Craig Webb, Bryan Purdy, and Mike Kendall *(Minute 00:38)*

   The Cellebrite program allows the Attorney's office the ability to recover deleted information from electronic devices such as cell phones and laptops, and organize the mountains of collected data into viable reports.

   Cellebrite has been used for child exploitation cases and many other victim cases and in conjunction with Drug Court, DUI Court, Mental Health Court and Plea In Abeyance (PIA) court cases. When a client who is enrolled in one of those courts, is interviewed, it is typical to search their cell phone as part of the interview process. Often, the client is prepared for this search and will delete data from their phones. The Cellebrite program proves valuable to retrieve this data and allow investigators insight on unlawful activity that might be used to circumvent compliance of any court-imposed treatment plans.

   The program was being utilized through the Department of Homeland Security, but they took their equipment back after getting a certified agent for themselves, so the County no longer has access through them. The County was able to use that software and hardware because the two people that were certified to use it were in the County Attorney's Office.

   The Attorney's and Sheriff's Offices are each asking for slightly different pieces to the product depending upon the departments need and those were explained. The Sheriff's Office cost to purchase is $13,300 and will be bought with Internet Crimes Against Children (ICAC) Grant Funds. The purchase price for the Attorney's Office is $8,835. Overall, it is a 12 percent reduction in costs that will save the County $2,265 if purchased for

both departments. The annual program renewal cost is $2,000-$3,000, and the ICAC Grant can help fund those costs. Craig explained what the ICAC Grant is and for what things funds can be used.

This proposal will be included in the budget resolution for the next Commission Meeting. The money will be taken out of the Contingency Fund for this request.
(See Attachments A1-A2 and B1-B2)

2. Debra Alexander presented:

   a. **Creation of a Deputy Director of Operations position in Animal Care and Control (ACC)** *(Minute 17:46)*

   The new Director has identified a definite need for a Deputy Director to help oversee operations in Animal Care and Control. The cost of the proposal for the remainder of 2019 is $19,500, which is in the department's current budget. The annual cost is estimated to be $75,000 in salary and $26,000 in benefits for a combined total of $101,000. Debra went on record to say that [HR] is not advocating for the position, either way, other than the proposed position fits into County classification guidelines and job description guidelines —*This proposal was approved.*
   See Attachments C1-C2.

   b. **Reclassification fo a vacant Office Specialist II to and Office Manager I position** *(Minute 26:04)*

   The County Assessor is proposing to reclassify a vacant Office Specialist II position to become an Office Manager I position. The cost of the increase is $3,800 annually, including benefits but with the elimination of the Data Collector position, will result in a net savings of $2,000 annually. — *This proposal was approved.*
   See Attachment D.

   c. **Creation of a Communications Manager Position in Community and Economic Development (CED)** *(Minute 29:14)*

   While this proposal is a Commission Office initiative, it was determined that the position would be housed in CED. The cost of the proposal is about $85,000 annually, including benefits. The cost for 2019 is approximately $16,000 if the position is filled by mid-October, and those costs are expected to be offset by funds already allocated for a similar position in the Commission Department budget. A resolution will be required to move those funds from the Commission Department budget to the CED Department budget.— *This proposal will be held. CED will be advised to submit the request through the department's annual budget process.*
   See Attachment E.

   d. **Reclassification of an Office Specialist to and Evidence Technician position** *(Minute 30:29)*

The Sheriff's Office is proposing to reclassify an existing Office Specialist position to become an Evidence Technician position. This change in classification more accurately reflects the actual job duties. The cost

of the proposal is a ten percent increase or about $7,000 annually and $1,000 for the remainder of 2019.— *This proposal was approved.*
See Attachment F.

There was some conversation at length about how to address personnel changes countywide, as it relates to the financial impact of those changes going forward.

3. **Reassignment of DCSO Finance Staff**— Presented by Curtis Koch *(Minute 1:09:50)*

   On December 1, 2017, three positions were moved from the Sheriff's Office to the Auditor's Office. With the new Sheriff in place, it is a joint recommendation from both offices to move those three positions back to the Sheriff's office. This change is planned to take place on January 1, 2020, and will show up in the upcoming budget process. There is no financial impact unless minor modifications need to be done to house them in their new office space, but the cost would be minimal.
   See Attachment G.

4. **General Policy Updates —**Presented by Heidi Voordeckers *(Minute 1:17: 19)*

   With the launch of the County's new finance system,[MUNIS], it was necessary to rewrite several County policies that deal with finance to update procedures. The Purchasing Policy is one of them. Several of the departments have given feedback. It is still being reworked and is in the final stage of attorney review. It is expected to be presented for Commission approval within the next couple of weeks. The Gift Cards, Contracts, and Travel Policies are also being updated. Two new policies need to be written regarding uniforms and debt write-offs.

5. **Approval of Budget Meeting Minutes for 8/12/2019***(Minute 1:29:23)*

   Commissioner Stevenson motioned to approve the meeting minutes for 8/12/19. Commissioner Elliott seconded the motion. All voted aye.

6. 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:

A1-A2. Cellebrite Proposal for DC Attorney's Office
B1-B2. Cellebrite Proposal for DC Sheriff's Office
C1-C2. Request for ACC Deputy Director
D Request to Reclass Office Specialist to Office Manager (Assessors)
E Request for a Communications Manager (CED)
F Request to Reclass Office Specialist to Evidence Technician
G Commission Letter for Reassignment of Financial Staff

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on:

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Curtis Koch
Clerk/Auditor— Budget Officer