Davis County Budget Committee

Meeting Minutes

August 10, 2020

The Budget Committee of Davis County met on August 10, 2020, 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; Mark Langston, Information Systems (IS)Director; and Debra Alexander, Human Resources (HR) Director.

Excused was: Commissioner Randy B. Elliott, and Heidi Voordeckers, Chief Deputy Clerk/Auditor.

Davis County staff present were: Craig Webb, Chief Deputy-Investigations; Todd Utzinger, Public Defender; and Shairise Bills, Deputy Clerk/Auditor.

There was no public attendance.

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

1. **Approval of Budget Meeting Minutes for 06/22/2020**

   Commissioner Stevenson moved approval of the Budget Meeting minutes for 6/22/2020, Commissioner Kamalu seconded the motion, and all voted aye.

2. **HR Proposals**—Presented by Debra Alexander

   a. **Animal Care - Reclassification of Shelter Tech to Dispatcher/Office Specialist**

      This request was to reclassify one of the Shelter Tech positions to a Dispatcher/Office Specialist who will manage daily office responsibilities and customer service tasks. This position was eliminated under the previous administration but is necessary to enhance the critical operations of the front desk area. Due to vacancies, the change will not negatively impact this year's budget. Future costs are estimated to be between $4,659.20 and $7,113.30 annually. —*This request was approved*
      (See Attachments A1-A2.)

   b. **CAO/Investigations - Assistant Supervising Agent**

      This request was to promote one of the agents with prior supervisory experience to an Assistant Supervising Agent (ASA). This change will allow for the necessary backup needed when the Chief Deputy Investigator is not available and also assume some of his administrative responsibilities for which he doesn't have time. The estimated annual cost is between $6,000 and $7,000. —*This request was approved.*
      (See Attachment B.)

   c. **Legal Defenders - Appellate Attorney Funding**

This request is for approval for an additional budgetary line item to retain counsel on an hourly basis for appellate services. In the last three years, legislative changes to the Indigent Defense Act, as well as court procedures, have increased the number of cases for which courts have required the County to provide appointed counsel at the trial court level. Recently, the Utah Court of Appeals determined an internal policy to appoint counsel for all indigent criminal defendants not only for their direct appeals but for appeals for post-conviction matters as well. To avoid counsel conflict, the County will have to contract with another attorney to handle the appeals. The cost for this would likely be $60,000 annually. (See Attachments C1-C2.)—*This request was approved for $30,000 this year and $60,000 next year.*

3. **Review of 2019 Budget to Actual (CAFR)**—Presented by Curtis Koch

   Curtis reviewed the general fund balances, as shown in Exhibit L from the 2019 Comprehensive Annual Financial Report (CAFR).
   (See Attachments D1-D4.)

4. **Quarterly Budget Report** —Presented by Curtis Koch

   The quarterly budget report for April 1-June 30, 2020, was presented to the committee.
   (See Attachments E1-E10.)

5. **Miscellaneous items for discussion /closed session if necessary**

   Curtis gave a brief overview of how the Utah Association of Counties (UAC) dues have been calculated. UAC is likely to change the calculation method so that dues are more equitable.

The audio recording for this meeting is not available due to technical difficulties.

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. Proposal to Reclassify a Shelter Tech Position In Animal Care

B. Proposal for an Assistant Supervision Agent (ASA) Promotion

C1-C2. Proposal for Funding to Retain Appellate Counsel on an Hourly Basis

D1-D4. 2019 Budget to Actual (CAFR)

E1-E10. Quarterly Budget Report

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 09/14/2020

/s/ Curtis Koch
Curtis Koch
Clerk/Auditor— Budget Officer

APPROVED