Davis County Budget Committee

Meeting Minutes

October 7, 2020

The Budget Committee of Davis County met on October 7, 2020, at 8:30 a.m. in room 131A 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; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting.

There was no public attendance.

The meeting commenced at 8:32 a.m. The following agenda items, as shown in bold, were discussed. The times shown are approximate.

1. 8:30 – 9:00 a.m. Commission — *Presented by Janet Hanson, Office Manager*

Janet briefly described the Commission office's core functions and services they provide. She explained the 2020 projected outcomes. The Commissioners have not done much traveling this year due to the pandemic, which left funds in the operational budget. Some of those funds were used towards employee appreciation by providing lunch to the departments directly affected by the pandemic and Black Lives Matters (BLM) protests. The 2021 budget initiatives included replenishing the 540 Fund donations, holding employee morale events, continued funding for the County to meet with city mayors and managers to strengthen relationships, have open communication, and increase the General Fund for indigent burial contract reimbursements. Burials have increased from $450 to $600. Those contracts may need to be amended. Curtis said he was not sure if the Utah Foundation is a friend of the County.
(See Attachments A1-A2.)

2. 9:00- 10:00 a.m. Public Works — *Presented by Adam Wright, Public Works Director*

Adam explained the department's prior year's inputs/outputs and presented the core functions and services. The current year's projected outcomes included permitting and oversight of all development within 100 feet of a designated channel, the replacement of the failed culvert under the Union Pacific Rail Road, the construction of the asphalt sections of Jennies Court and Boynton Road, mapping, spraying and mowing of all noxious weed on county property, and maintenance of 400+ vehicles, construction equipment, etc. Next year's budget initiatives were extensive and included continuing the cooperative Deuel Creek Piping Project, rebuilding 650 N in cooperation with Fruit Heights, typical supplies required for mowing, spraying, and maintaining shoulder roads access ways, and a new service truck.
(See Attachments B1-B3.)

3. 10:00- 11:00 a.m. Information Systems (IS)— *Presented by Mark Langston, IS Director*

Mark briefly described the department's core functions and services they provide. He explained the 2020 projected outcomes in the areas of Graphical Information Systems (GIS) enhancements, software, and telecom. Mark says the software is in constant flux. Mark noted for the record; he would take direction from the Commissioners regarding in-house software development, which can be contentious and frustrating. Next year's budget initiatives included requests for ESRI Parcel Fabric in the GIS environment (this affects five departments) for $25,000, Time Entry Application for $150,000, and eProsecutor for the Attorney's office for $200,000. Mark gave an update on the CoreTax system and said the application is ready for beta testing.
(See Attachments C1-C3.)

4. **11:00- 12:00 p.m.** **Library— *Presented by Chris Sanford, Library Director; Josh Johnson, Library Deputy Director; Lynette Mills, Library Deputy Director; and Matt Goff, Library Deputy Director***

Chris described the Library's core functions and services they provide. The 2020 projected outcomes included completing the remodel/expansion of the Syracuse/Northwest branch, continued construction on the North Branch in Clearfield, and the completion of mobile print services after multiple years' worth of efforts. Some of next year's budget initiatives were completing the new North Branch in Clearfield, surplus and demolition of the current North Branch Library, and renaming library locations. Future budget initiatives included carpet replacement in the Kaysville Branch in the next 2-3 years, repainting select areas in the Kaysville Branch before re-carpeting, and changes to the landscaping and parking lot at the Headquarters Library. They are projecting a flat revenue this year.
(See Attachments D-E.)

5. **12:00- 1:00 p.m.** ***Budget Committee Review of Requests-Working Lunch***

The committee reviewed the budget requests presented thus far.

6. **1:00- 2:30 p.m.** ***Human Resources Presented the following:***

   a. **Pre-Trial Services—*Presented by Patty Fox, Human Resources Pretrial Services Coordinator***

   Patti briefly described the department's core functions and services they provide. She explained the prior year's outcomes, including the release of 106 defendants from jail to pre-trial supervision. The current year's outcomes included the hiring of two new case managers and an office specialist for adequate staffing, revised supervision strategies due to COVID-19 and other national agencies as they established new best-practices, and receipt of expert pre-trial consultation and recommendations from The National Institute of Corrections. Next year's budget initiative is primarily a collaboration with the jail to provide remote pre-trial interviews.
   (See Attachments F1-F2.)

   b. **Legal Defenders— *Presented by Todd Utzinger, Davis County Public Defender*** *(Minute 27:01)*

Todd said it appears they will be significantly under budget for this year for out of pocket expenses because of the impacts of COVID. The result is that cases are backing up, so he is unsure how that will affect the next year's budget. The legal defenders continue to get paid under contract, but the variable costs for investigators, expert witnesses, and expert evaluations are all down because cases aren't set for trial. There are no large increases for next year except for the additional cases added by the Court of Appeals that are expected to increase when the appellate attorney can no longer handle them on his own. He can do that right now because of the low case counts overall due to COVID. They would like some discretionary funds for contract work if it is needed. Curtis said for the record, the state funds most indigent defense cases.
(See Attachments G1-G3.)

c. Risk Management—*Presented by Charlene Lamph, Risk Management Specialist* *(Minute 44:11)*

Charlene said COVID shut down most of their training classes, but recently there has been a big push to catch up. In the interim, they devised innovative ways to deliver safety messages to employees. There were a slight increase in the Utah Counties Indemnity Pool (UCIP) contributions. They will be implementing a new software program called Voligistics to track volunteers. UCIP insurance has increased by $90,000 this year. The Committee requested a statewide county breakout report of loss ratios from UCIP. Charlene will arrange to have a UCIP representative present the report to the Commission in a Work Session. Next year there will be a complete property appraisal, so the appraisers will come in the spring of 2021 to appraise all of the County's properties. It is currently done every three years.
(See Attachments H1-H2.)

d. Personnel—*Presented by Melissa Green, Human Resource Deputy Director* *(Minute 56:16)*

Melissa briefly described the Library's core functions and services they provide. Some of the 2020 projected outcomes were attracting, recruiting, and retaining talent, fostering a healthy organizational culture, and continued ongoing implementation of Munis Systems. Next year's budget initiative included a request for two new full-time employees.
(See Attachments I1-I2.)

7. 2:30-3:00 p.m. Assessor— *Presented by Dale Peterson, Assessor*

Dale briefly described the department's core functions and services they provide. The 2020 projected outcomes were compliance with SB13 requirements for specific taxpayers to file a Residential Property Declaration, the collection rate on personal property tax has dropped to 92% (down from 95% in 2019) due in part to COVID-19, and a new personal property tax program to be completed by year-end for use in next tax year. Some of next year's budget initiatives were a $54,000 payment to Harris for ongoing RealWare maintenance and support, the removal of two cars from their fleet, thereby reducing the number to six, and leveraging the previous

investment in online Personal Property Tax filing by reducing personal property staff by at least one full-time employee (possibly 2.)
(See Attachment J.)

8. 3:00-4:00 p.m. Facilities Department— *Presented by Lane Rose, Facilities Director*

Lane briefly described the department's core functions and services they provide. He spoke to several of the 2020 projected outcomes. The Renovation and Expansion Project for the Syracuse Library was finished before it's projected completion date. The remediation of Asbestos in the Memorial Courthouse started the summer of 2020 and is projected to end in September 2020. The Legacy Events Center Flooring Project is underway beginning September 2020. Several of next year's budget initiatives were the MCH Renovation Project will be ongoing through the new year, construction of the Clearfield Library (projected to end summer 2021), and continued monitoring of the progression of the COVID outbreak to include deep cleaning and sanitizing high use areas.
(See Attachments K1-K3.)

9. 4:00- 5:00 p.m. *Budget Committee's Review of Requests*

The budget committee reviewed the requests thus far.

Meeting adjourned at 4:51 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.	Commission 2021 Budget Summary
B1-B3.	Public Works 2021 Budget Summary
C1-C3.	Information Systems 2021 Budget Summary
D1-D4.	Library 2021 Budget Summary
E1-E5.	Supplemental Library Budget
F1-F2.	Pre-Trial Services 2021 Budget Summary
G1-G3.	Legal Defenders 2021 Budget Summary
H1-H2.	Risk Management 2021 Budget Summary

I1-I2.	Personnel 2021 Budget Summary
J.	Assessor 2021 Budget Summary
K1-K3	Facilities Management 2021 Budget Summary

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on:_____

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Curtis Koch
Clerk/Auditor— Budget Officer