Davis County Budget Committee

Meeting Minutes

October 6, 2020

The Budget Committee of Davis County met on October 6, 2020, at 8:30 a.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; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; and Mark Langston, Information Systems (IS) 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. Utah State University (USU) Extension — *Presented by Andree Walker Bravo, Urban Extension Director*

Andree presented the department's core functions and services. One of their main goals is water conservation, around which so many of the programs revolve. COVID has had an impact on the mental health of the youth in the community. The pandemic has sharply increased calls regarding canning, food preservation, and food safety. There was a 500 percent increase in gardening questions. USU budgeted a COLA increase of 2.5 percent and asked the County to fund this if possible. USU funding requests for 2021 totaled $250,117.
(See Attachments A-B.)

2. 9:00- 10:00 a.m. Clerk/Auditor, Non-Departmental, Special Services Area (SSA)— *Presented by Curtis Koch, Clerk/Auditor; and Heidi Voordeckers, Chief Deputy Clerk/Auditor*

Curtis said that this is the 26th consecutive year that the Clerk/Auditor's office has received the Government Finance Officers Association (GFOA) award for budget transparency and anticipates receiving it again this year. They have had a low tax appeal year in the Tax Administration Division, and in the Clerk's Division, 1,814 passports were issued, 1,707 Mariage Licenses issued, and 104,490 voter registrations were updated. Revenues from passport fees dropped $80,000 due to the COVID pandemic. There were 1,030 online GRAMA requests. This year is the first year those requests have been centralized to quantify the total requests better countywide, and it continues to grow and develop.

Heidi reviewed the Non-Departmental budget items, including the causeway user fees and COVID 19 assistance. The Causeway user fees will no longer be paid out of the General Fund. The COVID 19 assistance is funded by

the Coronavirus Aid, Relief, and Economic Security (CARES) Act totaling $18,378,809.50. Much of the SSA was discussed yesterday during the budget meeting. There is $42,000 in revenue growth, so they continue to be flat. (*See Attachments C-E.)*

3. 10:00- 1:00 p.m. ***Sheriff Kelly Sparks Presented***

Sheriff Sparks read their mission statement and commented on the opportunities for change that have presented themselves. While this year has been challenging, many amazing things have happened as a result. They have learned to be adaptable, become stronger in many ways, and they have benefited from the real-world education that this year has afforded them. Sheriff Sparks is proud of his department's response to such challenging and difficult times. Noteworthy was the fact there have been no COVID outbreaks in the jail. They have been working hard to be circumspective. He was thoughtful, conservative, and responsible in the budgetary planning and presented the budget requests that he believes represented his department's needs.

a. Search and Rescue (SAR) *(Minute 9:29)*

Erik Bornemeier, SAR Commander, presented the core functions and services of the department. They function as a 501(c)(3) agency. Search and Rescue is a statutory obligation of the Sheriff's Office and consists of 34 volunteer positions and 3,776 hours of service in 2019. This year there have been 3,935 service hours. They have a phenomenal new accountability tool that tracks everything from hours to equipment and will provide more insight and transparency. Some of the 2020 budget-funded initiatives included professional training attendance and the purchase of safety equipment and rescue vehicles. Budget initiatives for 2021 included prioritizing professional training for volunteers and the purchase of operating equipment. They requested $81,200 for capital equipment and vehicles. The 2021 budget requests totaled $158,748.
(See Attachments F-H.)

b. Sheriff *(Minute 48:28)*

Chief Deputy Oblad presented the core functions for the Sheriff's office. The canine program sustained some challenges. Two canines have died, and one was reassigned to a new job detail. They want two new dogs for sniffing (which is used for drug searches or searching for people), not patrolling. Next year's budget initiatives were explained and included largely focusing training for all divisions and other law enforcement agencies in the area. It's also necessary to provide the appropriate equipment to perform their job functions while ensuring public safety. They have 21 vehicles that they would like to surplus and replace. Recruiting and retention continue to be a challenge, and the political climate has added to the challenge. They want to be more competitive by offering a car take-home program. They have filled most of their vacant positions.
(See Attachments I1-I3.)

c. E-911

Chief Deputy Sheriff Poulsen presented the core functions and services for the department. To provided citizens a more efficient dispatch service in the future, they requested two software programs. The first is the NICE Inform upgrade and will provide new and more efficient recording capabilities of 911 calls, and the other is the Quickest Route module through Spillman. They need to split their law channels into two separate ones, but they will need another full-time position for this. They need to rotate some of their radios in 2021 to the P25 to become state-compliant at the cost of $46,000.
(See Attachments J1-J2.)

d. Corrections *(Minute 56:44)*

Chief Deputy Sheriff Butcher presented the Corrections Department's core functions and services, summarized the 2019 inputs/outputs, and outlined the budget initiatives for 2021. The primary focus is the new medical wing opening in the latter part of next year. They requested four additional RNs and four Jail Operation Specialists (JOS), but they are eliminating and converting several other positions to help meet the medical wing's staffing objectives.
(See Attachments K1-K4 and L.)

e. Commissary

The Commissary budget was not discussed.

f. Buildings and Grounds West (B&GW) *(Minute 1:42:20)*

Mitch Matern presented the core functions and services for the B&GW division and said that the facilities are well maintained. They have several large projects underway, including the jail medical wing (projected to break ground in November), the security and camera systems upgrade (with a cost-savings of $409,000), and an upgrade of all individual cells security locks in the Lima Unit. In 2021, they look forward to changing out a 30-year boiler that is only 70% energy efficient and no longer serviceable, and an upgrade of LED lighting in the parking lot. There are 193 lights outside that they would like to continue switching to a more efficient lighting upgrade.
(See Attachments M1-M3.)

4. 1:00- 2:00 p.m. Budget Committee Working Lunch

The budget committee reviewed the budget requests presented today. Most of the discussion was centered around the vehicles requested by the Sheriff's office.

5. Meeting adjourned at 2:50 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-A4.	USU Extension 2021 Budget Summary
B.	USU Kaysville Education Center O&M Expenses
C1-C2.	2021 Clerk_ Auditor 2021 Budget Summary
D.	Clerk_Auditor 2021 HV
E.	Clerk_Auditor 2021 Submitted Request
F1-F2.	SAR 2021 Budget Summary
G.	SAR 2020 Outcomes and 2021 Budget Initiatives
H1-H3.	SAR Annual Report1-I3
I1-I3.	Sheriff's 2021 Budget Summary
J1-J2	Dispatch 2021 Budget Summary
K1-K4.	Corrections 2021 Budget Summary
L.	Corrections Layout
M1-M3	Buildings and Grounds West 2021 Budget Summary

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/09/2020

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