Davis County Budget Committee

Meeting Minutes

April 12, 2021

The Budget Committee of Davis County met on April 12, 2021, 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 Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Commissioner Lorene Miner Kamalu joined the meeting at 3:05 p.m.

Davis County Staff in attendance were: Chief Deputy Arnold Butcher; Chief Deputy Andrew Oblad; Troy Rawlings, County Attorney; Richard Maughan, County Recorder; and Janet Hanson, Commission Office.

There was no public attendance.

The meeting commenced at 3:03 p.m. The following agenda items, as shown in bold, were discussed. They were presented slightly out of order to accommodate the presenters' schedules.

1. **Proposed Approval of Budget Meeting Minutes for 3/8/2021** *(Part 1, Minute 00:56)*
   Commissioner Stevenson motioned to approved the Budget Committee minutes from 3/8/2021, Commissioner Elliott seconded the motion, and all voted aye.

2. **Budget Amendment Proposal for Two FTE's in the Recorder's Office**—Presented by Richard Maughan *(Part 1, Minute 01:07)*
   Richard requested two new full-time employees (FTEs). Two of their FTE's retired in 2019 and were never replaced. The office faces the potential retirement of four senior employees in the next 12 months. He showed an increase in the department's workload to justify the request. The proposal's cost was vague beyond the mention that it would be associated with salary, benefits, and workstation equipment. Curtis Koch figured it might be about $84,000- $116,000 for the two positions with benefits. The Commission was supportive of the request. Richard will submit a formal budget request to the Clerk/Auditor's office for Commission consideration. (*See Attachments A1-A4.)*

3. **Jail Nursing Staff Changes (Set over from last month's Budget meeting)—**Presented by Chief Deputy Arnold Butcher *(Part 1, Minute 15:10)*
   Chief Butcher asked for two existing positions to be transitioned into supervisory positions and explained why it was needed. The estimated cost would be $16,365.44, and the hiring process will be competitive. Chief Butcher said they would absorb the cost of it in the current budget.

   He also requested to change their two part-time nursing positions to four part-time PRN. That means that the four positions would share a bank of hours equivalent to what two regular part-time positions would typically work. This change allows greater flexibility for staffing hours without any increase in the total number of hours worked. This will have no increase in financial impact on the budget.

APPROVED

4. **County Attorney Funding Request- Payroll Related—**Presented by Troy Rawlings (*Part 1, Minute 29:00)*
   Troy said that COVID has backed up the criminal justice system in an unprecedented way. There has been a literal pause on all jury trials, but they will be starting again soon, and when they do, Troy likened it to a tsunami. Domestic violence cases are up 62%, and sex offense cases are up 40%. They want to restructure some things in the organization and add a new division chief and County Attorney VII. Due to some turnover, it frees up some money to make some changes immediately. Troy thinks it will be budget neutral or at least save money this year. The Commission supported this change. There is no formal budget change required, but Troy will work with HR to make the necessary structural changes.

5. **Deputy Position for Security Desk in the Admin Building—**Presented by Chief Deputy Andrew Oblad *(Part 1, Minute 45:42)*
   During the budget process, funding for a position for the security desk in the Admin Building was discussed. Currently, the desk is staffed by court security, but they will be needed in the court when cases are heard in person again. Chris Bone said that eventually, some of the Justice Court support services (Pre-trial Services and Indigent Legal Defense) would be moved to Old Courthouse once the remodel is complete. The deputy that will be staffing the security desk in the Administration Building will be making rounds in both buildings, with badge access, to monitor the ground's security. It was clarified that there would be two deputies needed for adequate staffing. Chief Butcher said they do not have enough deputies to cover the request currently as they are already short 12 positions in their department. Two of their full-time deputies do nothing but recruitment and mentoring, which has helped fill vacancies significantly. Those positions could be added while maintaining a neutral budget this year, but there would be an increase in next year's budget.

   Commissioner Elliott said, for the record, he is not carrying his gun as often because of the security's presence in the building. He supported the addition of the two new positions. Heidi Voordeckers said $67,600 had been set aside in Non-Departmental Funds for professional services for building security in the 2021 budget. Commissioner Stevenson would like to utilize as many current resources before adding more positions unless it is determined that there is no other solution. Commissioner Kamalu asked Chief Oblad his opinion if they will need to hire more personnel. He said they would. Commissioner Kamalu supported the need for the two additions. Curtis added there are 12 vacancies already and wondered if they will be able to fill those positions, let alone two more if approved.

   Chief Oblad was instructed to submit a budget change request [to go before the Commission for consideration in the next budget hearing.]

6. **Commission Cup/Gala Fund/ Discretionary Fund—**Presented by the Commissioners *(Part 2, Minute 00:10)*
   Commissioner Stevenson asked if the Commissioner's Cup and Gala funds can be shown in the Commission budget as a line item. Heidi said those are non-budgetary funds and have been set aside as a trust, and as those budget requests come in, it is applied against those funds in the form of a balance sheet. Janet said it is challenging to keep track of those funds because she can't see a visual account of that fund balance. They have requests for donations from Davis Education graduation parties and the Woods Cross literacy program. She is unsure which account they could come out of and if the funds are discretionary. Heidi said it was decided those funds would be available but left in non-departmental because leaving open-ended donation line items in the Commission budget wasn't a good idea with direct assignments on who would get those donations. Commissioner Stevenson wants to make sure they are following the guidelines for using the account.

APPROVED

Heidi said the funds are showing as committed in the General Fund. There is a monthly report that the Clerk/Auditor's office can provide to the Commission office. For transparency, Curtis recommended putting it in the Commission budget but said the Commission has discretion over the entire county budget.
(See Attachment B.)

7. **Cell phone Stipend** —Presented by Curtis Koch *(Part 2, Minute 25:08)*
   Curtis showed the Cell Phone Policy. The management options for reimbursement were written in 2011 when voice, data, and text were all different service coverage options. The policy for reimbursement is too generous and needs to be updated based upon more affordable service plans. Mark gave some examples of how the employees are taking advantage of the current policy. The Clerk/Auditor's Office will work with IS to devise some change recommendations and present them in next month's Budget meeting.
   (See Attachments C1-C4.)

8. Tax Rate Discussion
   a. **Animal Control** *(Part 2, Minute 36:15)*
      Curtis asked what the Commission wants the Clerk/Auditor to do in preparation for this year if they are going through Truth In Taxation and if so, are the cities onboard? They need to be committed and sign agreements to give up their portion of the rate. Other options are to hold flat with a tax increase of a zero net effect or asking for more money.

      Commissioner Kamalu said she would need a lot more information on this issue and the two following items because she doesn't have direct involvement with any of them and doesn't feel comfortable making any decision yet without it. Curtis suggested having a work session on the matter, and the Commission agreed. Commissioner Elliott was conflicted about whether the County should be revenue-neutral this year but recognized the County needs to put money aside for land purchasing, building, and bonding. Commissioner Stevenson would like to work out the details of what Animal Care needs and calculate it into the rate before it is set, so they don't have to return to it. Then, he wants to have a meeting with the City Managers and Mayors in four or five weeks to tell them what the County plans to do so cities can set their tax rates.

   b. **Jail Medical Wing** *(Part 2, Minute 41:41)*
      Curtis said over the next five years, the County will be paying roughly $1.8 Million annually on the jail bond, which is a GO (General Obligation) Bond. The County's strategic plan was to use some of the General Fund Balance and cash and pay off the bond. The County has an opportunity to use CARES money instead of raising taxes and expire the GO Bond. They can take the money reimbursed to the County for essential personnel through the CARES funding and use it to put $1.8 million away plus the $5 million to make the debt service payments over the next few years and then pay it off. There's no negative side to paying off the debt.

c. **Paramedic** *(Part 2, Minute 43:47)*
The Cities have requested that the County pay the difference of the $1.5 million over the next two years that we would have recouped from them. Commissioner Kamalu read a portion of a letter from Farmington City to the County regarding the Paramedic transfer. She had some questions regarding its meaning, and Curtis helped to clarify.
(See Attachments D1-D2.)

Curtis asked how his office can help the Commission decide what approach to take when considering tax rates. This discussion will continue this week in another publicly noticed Budget Meeting.

9. Chris Bone, Human Resource Director Presented—
   a. **Discuss Career Ladder Changes for HR Generalist I to II** *(Part 2, Minute 1:00:02)*
   Due to substantial staff turnover, a ¾ time position currently assigned to Mindy Adams, a Generalist I, has been offered a full-time position with more responsibilities and a career ladder change. They requested to advance her from a Generalist I to a Generalist II position. This change would cost an additional $7,410.

   b. **Discuss Conversion of One Three-Quarter Time HR Generalist Position to FT** *(Part 2, Minute 1:02:08)*
   The advancement of Mindy leaves a vacancy there. Chris requested to convert it to full-time. This person would help with recruitment at the Sheriff's Office with an added cost of $15,444 to change it to full-time.

   c. **Discuss Potential Career Ladder for Existing HR Generalist II** *(Part 2, Minute 1:02:42)*
   Chris would like to advance a position in the Health Department currently assigned to Holly Holley to an HR Generalist II that requires more experience and responsibility, which she has already taken on. This advancement would be an increased cost of $1,600. This is a ¾ time position and remains so.

   d. **Discuss HR Policy Proposed Update in Preparation of Kronos Launch** *(Part 2, Minute 1:06:29)*
   Some policy updates will be coming.

   e. **Discuss Potential Contract Services to Conduct External Wage Study in 2021** *(Part 2, Minute 1:06:51)*
   The last study done was five years old. Chris said it seems that nothing happened as a result. The Committee said there had been adjustments annually over the previous several years. Chris thinks they were moving some of the positions into different grades to get the increases and would like to get to the point where they are keeping up with salary grades.

f. **County Health Funding Request- Payroll Related** *(Part 2, Minute 1:09:57)*
The Health Department wants to supplant a vacant Administrative Secretary to a Community Health Educator position. Chris will help Brian Hatch, Health Director, prepare the budget amendment for that request.
(See Attachment E.)

10. Meeting adjourned at 5:34 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. Recorder's Budget Amendment Proposal
B. Commission Cup-Gala Funds
C1-C4. Cell Phone Policy
D1-D4. Farmington City Letter
E. Health Request for Admin Secretary

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 05/10/2021

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