Davis County Budget Committee

Meeting Minutes

May 20, 2021

The Budget Committee of Davis County met on May 20, 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 Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources (HR) Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting.

Davis County Staff present were: Sheriff Kelly Sparks; Ric Higbee, HR Chief Deputy Director; Dale Peterson, County Assessor; and Lisa Manning, Chief Deputy Assessor.

There was no public attendance.

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

1. **Proposed Approval of Budget Meeting Minutes for 5/10/2021** *(Minute 00:38)*

   Commissioner Kamalu said there was one correction to be made to the minutes. Under item #1, there was no space between her name and title. The correction was noted and will be present in the final signed version of those minutes. Commissioner Stevenson moved to approve the minutes for the 5/10/2021 Budget Committee meeting. Commissioner Kamalu seconded the motion, and all voted aye.

2. Chris Bone, HR Director, presented the following:

   a. **Human Resource Policy Revisions** *(Minute 1:12)*

      The proposed revisions were due to the move to the Kronos Time-Keeping System. Some will impact the programming and implementation of Kronos, while others are simple changes in language. Ric Higbee explained those changes, and they were discussed at length because some of them were significantly different from how the County currently administers pay and benefits. HR will bring this policy discussion back to the Budget Committee next week when they meet again after they have had some time to contemplate the changes. Ric will point to the areas that need immediate determination to aid in the Kronos implementation. The other policy changes could be made later if more time is necessary to consider them.
      (See Attachments A1-A2)

   b. **New Appraiser Trainer Positions in the Assessor's Office** *(Minute 1:27:40)*

      Dale Peterson, County Assessor, explained they budgeted for an Office Specialist II. He proposed to convert that position along with two recently vacated part-time real property data collector positions into two new real property appraiser trainee positions. Those two positions will need to be filled as the

workload increases and in anticipation of the certified appraiser's retirement in the next year or so. Currently, the market is such that appraisers are making money very rapidly doing contracting work, so the open vacancies are difficult to fill. The idea is to hire trainees that can move into those positions. It takes three years to become a licensed appraiser and two more to become a certified residential appraiser. The challenge is keeping the ones they have. There is no additional cost to the 2021 budget, but ongoing costs were estimated to be $10,382 based upon grading positions. Heidi suggested formalizing the process to make it easier to track position changes by possibly creating a "position control" form. -*This request was approved. HR will have to change the positions before they can be filled. (See Attachments B1-B2)*

3. Sheriff Sparks Presented the following: *(Minute 1:43:19)*

   a. **Victim Advocate and Data Analyst Positions**

   The Sheriff said upon reexamining the department's structure and job assignments, they have found one of their critical areas of need is in the investigations unit. Adding a Criminal Investigative Analyst and Victim's Advocate would create some efficiencies and improve overall public safety. They have not had a Victim's Advocate in the Sheriff's Office previously. The financial impact on the budget for both positions combined is $145,600 for salaries and benefits. With the elimination of one captain position due to restructuring, there is a positive net budget impact of $20,564. They have the budget to hire these two positions with overall budget savings. They are currently pursuing a VOCA Grant for one Victim Advocate Administrator and one Victim Advocate. If awarded, it will fund both positions at 80% for two years. The Sheriff asked for the commitment that the Victim's Advocate position continue to be funded after the grant expires. -*This request was approved. HR will need to close out the eliminated position and add the two additional ones, and they will hold on the Victim's Advocate position until the grant award is determined. (See Attachments C1-C3.)*

   b. **Community Engagement Director**

   This was put on hold for discussion at a later date.

4. **Revenue Loss Recovery**—Presented by Heidi Voordeckers *(Minute 2:04:50)*

   Heidi explained the general revenue loss calculation. The least restrictive funds are the monies that can be collected from lost governmental revenue can be applied to ongoing governmental operations. Proceeds from the issuance of debt, CARES money, and Federal Grants are excluded revenues. Davis County has $6.6 million available for revenue loss replacement from 2020. There should be a formal record of how the money is spent. *(See Attachment D.)*

   The meeting adjourned at 5:19 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.	A1-A2 HR Policies
B1-B2.	B1-B2 Assessors' Budget Proposal
C1-C3.	C1-C3 Sheriff's Request for Victim Advocate and Criminal Analyst

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 07/19/2021

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

APPROVED