Davis County Budget Committee

Meeting Minutes

October 7, 2021

The Budget Committee of Davis County met on October 7, 2021, at 9:00 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.

Disclaimer: The meeting was an open dialogue. Agenda items appear in bold and are only briefly summarized. The reader may refer to the audio recording and the attachments for further clarification of the content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule. All documents from this meeting are on file in the Davis County Clerk/Auditor's office.

The meeting commenced at 9:02 a.m.

1. **Opening-Roll Call**

   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.

The Budget Committee presented the following information to all department heads as they came to present their budget requests as what will be referred to as the "12-4-2 proposal":

The Committee presented the Weber County Data comparison to Davis County to preface the conversation of the "12-4-2 plan" concerning the HR proposal to increase the wage ranges by 12% and wages by 4% right away, and then a 2% wage increase on January 1, 2022. Employees will also be eligible for up to a 3.5% increase for merit pay for performance appraisals, and HR is planning another compensation and benefits study for 2022 for fine-tuning. Eight positions in the County are also targeted for benchmark adjustments. The cost is projected to be roughly $5.2 million ongoing. The Committee will discuss with each department and ask each of them for ideas to make this happen.
(See Attachment J.)

2. **9:00- 10:00 a.m.** **Animal Care—** *Presented by Ashleigh Young, Animal Care Interim Director*

   Ashleigh said their total calls decreased by 22% due to not euthanizing skunks and raccoons any longer, which has lessened the burden of staff time for these calls. One of the current year outcomes was the creation of an appointment-based system which resulted in hundreds of pet adoptions since the pandemic began. Some of the budget initiatives for 2021 were a weekend differential of a 4% increase for Shelter Technicians, a $2/hour increase for the Shelter Technicians, an increase in on-call pay for Animal Control Officers, and add an Animal Control Officer ll position at a grade 16. Animal Care of Davis County's Feasibility study was issued on August 23, 2021. They are moving forward with the review committee looking at each of the two proposals that were submitted. Then, ACDC plans to go to the budget committee for a budget adjustment in the 2021 budget year to

fund the feasibility study. Likely, the feasibility study will not be complete until 2022, and there is a possibility that funds may be rolled over to the 2022 budget year.
(*See Attachments A1-A13.)*

3. **10:00- 10:30 a.m.** **Children's Justice Center (CJC)** —*Presented by Tawnya Perkins, CJC Director*

Tawnya explained the outputs for 2021 and the core functions and services they provide. Davis County funds are used to pay 100% of the Forensic Interviewer's personnel and benefits, 25% of all other employees' personnel and benefits, and a percentage of the departmental maintenance allocation fee between $26,000 and $27,000. She had concerns that they would exceed revenue sources by at least $40,000.
(See Attachments B1-B3.)

4. **10:30- 11:30 p.m.** **Attorney and Victim Services—***Presented by Troy Rawlings*, County Attorney; *and David Cole, Criminal Attorney*

Troy updated the committee on the Opioid Settlement and the State's Attorney General's Office to push a global settlement that will not benefit counties in the state of Utah. Some of the budget initiatives for 2022 are dealing with a massive backlog of jury trials due to Covid-19 Pandemic Shutdown Order, case management system transfer, and providing the office space, infrastructure, equipment, and vehicles that meet the job functions and actual staff needs.
(See Attachments C1-C6.)

5. **11:30- 12:00 p.m.** **Justice Court** —*Presented by Judge JC Ynchausti; and Jennifer Nicholas, Justice Court Administrative Assistant*

Judge Ynchausti presented the outputs for 2021. The COVID-19 pandemic continues to affect the court. A significant budget initiative for 2022 was a career ladder program and salary increases for court staff to recruit and retain employees.
(See Attachments D1-D3.)

6. **12:00- 1:00 p.m.** **Budget Committee Working Lunch**—*Budget Committee's Review of Requests*

The budget committee discussed some of the budget requests.

7. **1:00- 1:30 p.m.** **Human Resources, Risk Management**—*Presented by Chris Bone, HR Director*

Chris said a significant challenge had been the replacement of 10 of 14 staff members in HR, but many opportunities have come as a result of those changes. Some budget initiatives for 2022 are moving HR Generalists (HRG) to be HR Business Partners (HRB) since they are providing professional HR consultation to County Departments; possibly moving the HRG/HRBP position supporting Health Dept. from PT Benefited to FT Benefited, and moving PT non-benefited Office Assistant to PT benefited. In Risk Management, they want to

eliminate the $100,000.00 UCIP property deductible per occurrence and change to the more typical UCIP model with a $500.00/$1,000.00 property deductible per occurrence.
(See Attachments E1-E3.)

8. **1:30- 2:00 p.m.** **Legal Defenders**—*Presented by Todd Utzinger, Davis County Legal Defense Attorney*

Todd presented the projected outcomes for 2021. Some of the budget initiatives for 2022 are an additional FTE Data Analyst/Administrative Support person, a 3% increase for all positions across the board, and an increase of higher than 3% for two legal defenders because their compensation levels are low compared to other legal defenders with comparable experience and workloads.
(See Attachments F1-F4.)

9. **2:00- 2:30 p.m.** **Pre-Trial Services** —*Presented by Patty Fox, Pre-trial Services Coordinator*

Patty said that Pre-trial services had just celebrated their second year in Davis County and explained the projected outcomes for 2021. They have seen a 44% increase in clients from the end of 2020 through August of 2021. The budget initiatives for 2022 are an upgrade to the Office Specialist ll grade 13 to a Legal Technician grade 16 and a Case Manager grade 20 upgrade to a Case Manager Supervisor grade 23.
(See Attachments G1-G4.)

10. **2:30- 3:00 p.m.** **Assessor**— *Presented by Lisa Manning, Assessor-Elect*

Lisa explained the projected outcomes for 2021. The budget initiatives for 2022 included improving methods to comply with SB 13 requirements through an online filing process and continuing training the 8-10 trainees in their office, which is a 3-5 year process.
(See Attachment H.)

11. **3:00- 4:00 p.m.** **Facilities**—*Presented by Lane Rose, Facilities Director*

Lane explained the core functions and services the Facilities Department provides Davis County and the current year's projected outcomes. Next year's budget initiatives include the Memorial Courthouse Renovation Projected ongoing through the new year, replacing the rock façade on the Administration Building, and a water conservancy initiative to remove non-functional turf throughout the County.
(See Attachments I1-I4.)

12. **4:00- 5:00 p.m.** **Budget Committee's Review of Requests**

The budget committee discussed some of the budget requests.

Meeting adjourned at 4:48 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-A13	A1-A13 Animal Care Budget Summary
B1-B3	CJC Budget Summary
C1-C6	Attorney Budget Summary
D1-D3	Justice Court Budget Presentation
E1-E3	HR and Risk Mgmt
F1-F4	Legal Defenders Budget Summary
G1-G4	Pre-Trial Services Budget Summary
H	Assessor's Budget Summary
I1-I4	Facilities Budget Summary
J	Weber Wages

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/8/2021

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