Davis County Budget Committee

Meeting Minutes

December 13, 2021

The Budget Committee of Davis County met on December 13, 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.

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 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 3:02 p.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; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Other Davis County staff present was: Lisa Manning, County Assessor. There was no public attendance.

2. **Approval of Budget Meeting Minutes for 11/8/21** *(Minute 00:49)*

   Commissioner Stevenson motioned to approve the meeting minutes for November 8, 2021, Commissioner Elliott seconded the motion, and all voted aye.

3. **Cell Phone Allowance Modification Review—**Presented by Mark Langston, IS Director *(Minute 01:14)*

   Mark asked for suggestions from the Committee on which cell phone options and allowances to give employees who qualify for the allowance. The current policy is outdated and doesn't align with today's carrier phone plans. The County offers two phone options. The first option provides a phone and usage plan. He proposed to get rid of the current, outdated options and buy a $300 device with replacements every two years. The estimated cost is $40 per month for service and charged to the department. The second option is a stipend. He recommended eliminating the voice usage-only options and changing the allowances to a three-tiered system ranging from level one at $27.50 to level three at $52.50. Both options were discussed. Chris said he calculated the savings to be $50,000 annually by changing option two. Chris proposed creating a task force to identify costs and savings and devise implementation, communication, and monitoring plans. The Committee agreed. The task force will be initiated within the next few months and bring ideas back to the Budget Committee.
   (See Attachments A1-A2.)

4. **Request to Change the Grade of the New Data Manager Position in the Assessor's Office–** Presented by Lisa Manning, Assessor *(Minute 57:33 and resumed at Minute 1:13:29)*

   Lisa explained, in detail, her request to change the grade of the New Data Manager position from a 24 to a 27. At a grade 24, this puts the Data Manager only one grade higher than the Data Analyst 2 position. Chris left the meeting to clarify with his HR staff about determining the grade for the Data Manager position. He said there is usually a three-grade gap between managers and their direct reports in the Assessor's office, so that position should be a grade 26. The Commission approved a grade change from a 24 to 26.
   (*See Attachment B.)*

5. **Budget Opening—**Presented by Heidi Voordeckers, Chief Deputy Clerk/Auditor *(Minute 1:04:48)*

   Heidi explained that the Budget Opening was expected to go through Commission on December 14th. Instead, it will be on December 21st, so the Resolution will reflect the correct date when the Commission considers it next week. She also said that the three new Juvenile Legal Defender positions approved by the Committee last month were not listed in the final 2022 Budget document presented in the Commission meeting tomorrow. Heidi asked the Commission to do a friendly amendment to the budget of $180,000 to include those positions. Heidi reviewed the December 14, 2021 Resolution and Budget Opening list by line item resulting in a total net budget change of $1,644.00.
   (See Attachments C1-C2.)

6. The meeting adjourned at 4:21 p.m.

All documents associated with this meeting are listed as the following attachments:

A1-A2	Policy and Fee Review for Cell Phones
B	Requested Grade Change For the Assessor's Data Manager Position
C1-C2	12 14 21 Resolution and Budget Opening

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 1/10/2022

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