Davis County Budget Committee

Meeting Minutes

March 14, 2022

The Budget Committee of Davis County met on March 14, 2022, 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 on 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 3:01 p.m.

1. **Opening Roll Call**
   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. Commissioner Lorene Miner Kamalu joined the meeting at 3:04 p.m. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Other Davis County staff present were: Mark Altom, Treasurer; Brian McKenzie, Chief Deputy Clerk; Troy Rawlings, County Attorney; and Shauna Brady, Commission Office Manager. There was no public attendance.

2. **Approval of Budget Meeting Minutes for January 10, 2022** *(Minute 00:51)*
   Heidi Voordeckers proposed a correction to the minutes for January 10, 2022. Under item three, in the second paragraph, second to the last sentence, change it from "….. the County to take $10 million off the top **of** Government Services **instead of** lost revenue" to "…… the County to take $10 million **in** Government Services **as** lost revenue."
   Commissioner Stevenson moved to approve the meeting minutes with the amended changes, Mark Langston seconded the motion, and all voted aye. The minutes were corrected to reflect that change.

3. **Information Item/ Conversion of Two Full-time Jail Operations Specialists (JOS) to Four Part-time Positions in the Sheriff's Office** *(Minute 01:40)*
   Chris Bone said this change would grant more scheduling flexibility in the Sheriff's office with recruiting for the JOS positions, which they have struggled to fill. The JOS position has a minimum age requirement of 18, so they hope to attract interest from those who may be attending school full-time in pursuit of law enforcement or correctional career. Two full-time positions cost about $147,622, with benefits, compared with the cost of four part-time positions at $82,672.

4. **Personnel Requests–** Presented by Chris Bone, Human Resources Director *(Minute 3:13)*

   a. **Request to Add a Full-time Accountant II Position in the Treasurer's Office**
   The cost of this request (calculated for salary and benefits at the mid-range) is $108,409. Mark Altom asked for some latitude to operate within the range if mid-range is not possible to hire the ideal candidate and if it is opened to the public. The new position will create more efficiencies and separation of duties in the office and came from an outside consultant who looked at their processes and recommended an FTE. —*This was approved.*
   (See Attachment A.)

   b. **Request to Upgrade a Speciality Court Manager Coordinator Position From a Grade 17 to a Grade 19 in the Attorney's Office**
   This position was vacated in 2021 and needed to be revamped based on the department's needs. The change requires a grade level adjustment due to a change in duties. It will be filled as an internal promotion, and the candidate will receive an increase in pay to the minimum, or 5% if their salary already falls within the range. The pay grade will move from $44,471.96- $68,699.80 to the new range of $49,899.98-$76,946.74.—*This was approved*.
   (See Attachments B1-B3.)

   c. **Request to Raise the Paygrade for the Archivist Positions to the Same as the Deputy Clerk Position**
   Brian McKenzie explained the need to raise the paygrade. This would affect two archivist positions in the Records Division. Several years ago, the County raised the Deputy Clerk positions' pay grades but overlooked increasing the Archivists' grades. This increase will bring them up to where they should be. The total cost will be $3,362.11.—*This was approved*.
   (See Attachments C1-C2.)

5. **Information Systems Budget Discussion Regarding Increased Cost of Equipment Purchases—**Presented by Mark Langston, Information Systems (IS) Director *(Minute 25:13)*
   Mark explained that several of the quotes he received for approved budget items are now over budget. He said that he couldn't get a quote to last more than 30 days, so he has to act quickly when he gets the quote. He said he is $46,000 overspent on the already budgeted items but is constantly looking for ways to mitigate those rising costs.

6. **Overview of 3/15/22 Budget Opening Items—**Presented by Heidi Voordeckers, Chief Deputy Auditor *(Minute 35:00)*
   Heidi explained each line item of the budget opening list presented in a public hearing tomorrow during Commission Meeting. If approved, it will spend the total fund balance by $1,920,838, with $1.8 million coming from capital reserve funds.
   (See Attachment D.)

7. **Tuition Reimbursement Discussion—**Presented by Heidi Voordeckers, Chief Deputy Auditor *(Minute 39:46)*
   Heidi said there is someone in the Clerk/Auditor's Office interested in getting tuition reimbursement. There are funds set aside for this purpose, but no guidelines or policy has been established for its disbursement. She told this employee she would bring it before the Budget Committee to discuss where it is in the process. Chris said no criteria or plan had been developed yet, but the County is funding $35,000 annually. HR will put a smaller working group together and bring this back to the Committee for further discussion.

8. **Request for a New Truck for the Planning Division Within the Community and Economic Development (CED) Department—**Presented by Kent Andersen, CED Director; and Jeff Oyler, Planning Manager *(Minute 50:04)*
   Kent Andersen explained the need for a new vehicle for the CED Planning and Building Division. They currently have access to two vehicles, one of which has been declared unsafe to drive. An estimate was $1,800 to get it back on the road (without addressing all needed repairs.) The cost of repairs is greater than the value and should be auctioned off. They would like to purchase a new vehicle, but the lead time is significant. The estimated one-time cost is $35,000, with ongoing annual costs for maintenance and fuel of $2,000. The Planning and Building Division received an unbudgeted, one-time, unrestricted revenue of $495,000 receipted into the Building Inspections Fund 25 that could be used to fund this request. This led to a fleet discussion. —*This was approved*.
   (See Attachments E1-E2.)

9. Meeting adjourned at 4:05 p.m.

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

A	Treasurer's Request to add a Full-time Accountant II Position
B1-B3	DCAO Specialty Court Case Manager Coordinator
C1-C22	Request to Raise the Archivist Positions to the Same Grade as the Deputy Clerk_Auditor Positions
D	3-15-2022 Budget Amendment
E1-E2	Planning & Building Vehicle Request

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 4/11/2022

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