Davis County Budget Committee

Meeting Minutes

October 4, 2022

The Budget Committee of Davis County met on October 4, 2022, 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 to further clarify the content. Timestamps may be noted in the minutes to aid in locating discussion points in the audio record. The audio recording for this meeting is available based on the County's current retention schedule. All documents from this meeting are in the Davis County Clerk/Auditor's office.

The meeting commenced at 9:04 a.m.

Opening—Roll Call

Committee members present were Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Angie Nelson, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources Director; and Mark Langston, Information Systems (IS) Director. Commissioner Randy B. Elliott attended the meeting virtually. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes of the meeting.

9:00 – 10:00 a.m. **Review of Operating Growth/Variance**—*Presented by Curtis Koch*

Curtis started by showing the committee how to access the Central Budget Entry in Munis and stressed internal controls. He reviewed the Operating Growth/Variances for Fund 10. The expense variances totaled $6,184,047 and the revenue variances totaled $5,984,047.
(See Attachments A1-A3.)

10:00- 10:30 a.m. **Utah State University (USU) Extension** — *Presented by Justen Smith, Extension Director*

Justen Smith presented the budget requests for USU Extension. He explained what the Extension Center does to educate and meet the community's needs in agricultural practices, water conservation, home horticulture help, nutrition education, food safety training, and 4-H youth leadership development. The Extension Center is located at the Botanical Center in Kaysville. They obtained $771,286 worth of grant funding in 2022, and USU contributed $1.57 million. The County provides funding for its operating expenses. The arena is currently under construction and is planned to be completed by June 1, 2023. The budget requests totaled $262,309, including a five percent across the board to cover the increase in operating and maintenance costs and employee salaries.
(See Attachments B1-B12.)

10:30- 11:00 a.m. **Davis Behavioral Health (DBH)**— *Presented by Ryan Westergard, CFO; and Brandon Hatch, DBH Director*

Brandon showed a PowerPoint presentation of the client demographics served by Davis Behavioral Health. Davis County had a 14 percent increase in adult mental health services and a 15 percent increase in children's

mental health services. He reported that the number one substance abuse problem is methamphetamines. Ryan presented the budget requests for 2023. The total requested amount was $ 2,021,000, including a 2.5 percent increase from last year because they gave all their therapists a ten percent increase for recruitment and retainment.
(See Attachments C1-C7.)

11:00- 12:00 p.m. **Clerk/Auditor, Non-Departmental, Special Services Area (SSA)**— *Presented by Curtis Koch, and Brian McKenzie, Chief Deputy Clerk/Auditor and Clerk-Elect for 2023*

Curtis gave an overview of the current year's outcomes in the Auditor's office. He said they are still trying to work through the monitoring and compliance of spending the State Local Fiscal Recovery Funds (SLFRF) monies. The current Clerk/Auditor's office is separating in January 2023, so the budgets will also be separated. Brian presented the budget requests for the Clerk's side of the office. He explained the services the Clerk's office provided to the county and highlighted many of its accomplishments this year. They will continue working on fair and transparent elections and combatting false narratives. They will develop their first Annual Records Maintenance Plan. Curtis expressed sincere gratitude to his staff on both sides of his office, the Budget Committee, and the Commission for their support. He briefly reviewed the budgets for Non-departmental and Special Service Areas.
(*See Attachments D1-D3.)*

CLOSED SESSION

Committee vote to move into a closed session for reasons permitted under Utah Code Annotated (UCA) 52-4-205(1)(a) for discussion of the character, professional competence, or physical or mental health of an individual.

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott			X			
Commissioner Kamalu	X		X			
Commissioner Stevenson		X	X			
Angie Nelson			X			
Curtis Koch			X			
Mark Langston			X			
Chris Bone			X			

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

The Committee reviewed the budget requests thus far.

1:00- 2:00 p.m. **Sheriff and Search and Rescue (SAR)**—*Presented by Sheriff Kelly Sparks*

Search and Rescue— Sheriff Sparks read a statement for the record *(see attachments E1-E3.)*
Stephen Rohwer, last year's Treasurer, presented the budget for SAR, which consists of 36 volunteers. They have decided not to bring on new trainees; instead, they want to level up their existing volunteers. Their budget requests were $4,300 more than last year to increase training among the volunteers. Next year's budget initiatives included a military-grade drone for $41,000, a Ford 550 for $90,000 to replace the aging 2006 Dodge SAR truck, and the purchase of an amphibious vehicle for $90,000 used in the marsh areas.
(See Attachments F1-F7)

Sheriff—(*Audio Recording Minute 43:16*) Chief Andy Oblad presented the Sheriff's budget requests for 2023. He reviewed the 2022 accomplishments, variances, and departmental initiatives. They are looking to add three more vehicles per year for the next three years toward the car-per-man initiative.
(See Attachments G1-G5.)

Buildings & Grounds West, Dispatch, and Corrections/Commissary were recorded in one audio session, but timestamps indicate the discussion points.

2:00- 2:30 p.m. **Buildings and Grounds West**—*Presented by Mitch Matern*

Mitch introduced Brandon Ottley as his assistant. He explained the current year's outcomes, including completing the new Medical Observation Unit (under budget), replacing a 31-year-old boiler, and installing an AC unit in the new maintenance shop (done by County staff under budget.) The budget requests for 2023 included the replacement of the jail kitchen cooler (top priority), the replacement of a jail swamp cooler, and a slider door in the medical wing.
(See Attachments H1-H5.)

2:30- 3:00 p.m. **Dispatch-911**—*Presented by Chief Deputy Sheriff Susan Poulsen (Minute 33:40)*

Chief Poulsen presented the 2022 accomplishments (note the recording) and the 2023 budget requests for Dispatch 9-11. A huge focus has been the virtual consolidation, which is anticipated to be completed by September 2023. A priority for 2023 is focusing on the direction of a Special Service District and physical consolidation service.
(See Attachments I1-I2.)

3:00- 4:00 p.m. **Corrections and Commissary**—*Presented by Chief Deputy Sheriff Arnold Butcher (Minute 56:07)*

Chief Butcher presented the current year projected outcomes. Next year's budget initiatives were explained. The priorities for 2023 are adequate staffing and competitive wages. The daily jail population is almost back to pre-pandemic numbers. Commissary costs have increased significantly, so they projected revenues conservatively.
(See Attachments J1-J5.)

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

The Budget Committee reviewed the budget requests thus far. Curtis stated, for the record, that the Committee did not discuss the subject of the Auditor's salary in the closed session today. The wages for the Sheriff's office were discussed.
(See Attachments K1-K3.)

The meeting adjourned at 4:52 p.m

The audio recording for this meeting is available based on 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-A3	2023 Fund 10 Expense _ Revenue Variances
B1-B12	USU Extension 2023 Budget Summary and O&M Expenses
C1-C7	Davis Behavioral Health Presentation and Funding
D1-D3	Clerk_ Auditor Budget Summary
E1-E3	2023 Sheriff's Budget Statement
F1-F2	Search and Rescue
G1-G5	Sheriff
H1-H5	Building & Grounds West
I1-I2	Dispatch-911
J1-J3	Corrections & Inmate Services
K1-K3	DOC Offer letter

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/28/2022

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