Davis County Budget Committee

Meeting Minutes

October 6, 2022

The Budget Committee of Davis County met on October 6, 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. Time-stamps have been 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 9:00 a.m.

Opening-Roll Call

Committee members present were: Commissioner Randy B. Elliott (virtually); 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 Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes of the meeting.

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

Ashleigh presented several of the current year's outcomes, including a feasibility study for a new shelter, a new funding model in 2023, and modernizing the animal services ordinances, regulations, and policies. The budget initiatives for 2023 included providing supportive or relationship-building services to the community, returning cats and dogs to their homes without impounding them (if the owner can be found), and seeking alternatives to people receiving tickets or citations. Most of these initiatives are low to no cost.
(*See Attachments A1-A13.)*

The CJC and Attorney and Victim Services presentations were recorded in the same audio session with a time stamp.

10:00- 10:30 a.m. **Children's Justice Center (CJC) —***Presented by Julie Stephenson, Interim Director*

Troy said they urgently need a part-time Children's Forensic Interviewer for the CJC. The part-time person moved to a full-time position and cannot meet the increasing interviewing needs. Julie explained the need for a Victim Advocate in the CJC.

10:30- 11:30 p.m. **Attorney and Victim Services**—*Presented by Troy Rawlings, County Attorney; and David Cole, Criminal Attorney (Minute 36:51)*

Troy said his number one priority is a COLA increase for existing staff. He had a concern about retaining his investigative bureau staff. The requests for 2023 were personnel-heavy and included five career ladders, the conversion of three positions, and six new positions.
(See Attachments B1-B6.)

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

Judge Ynchausti was with Jennifer Nicholas-Bingham to present the budget requests for the Justice Court. He said there are no more trial backlogs in the court due to COVID. Chris Bone said that the pay grades for the Judicial Assistants should be increased by one grade.
(See Attachments C1-C3.)

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

The Committee discussed the departmental requests thus far.

The following three agenda items were recorded in one audio session and are time-stamped.

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

Chris reported on the Risk Management outputs for 2021. The budget initiatives for 2023 included increasing participation in safety training, continuing to review policies and procedures, and increasing inspections and audits of facilities to improve safety. Based on the letter sent to the County from Utah Counties Indemnity Pool (UCIP), there is an increase in the premium by 11 percent.
(See Attachments D1-D5.)

He presented the core functions and services of the Human Resource Department and its 2022 achievements. The budget initiatives for 2023 included carrying over the total comp study, moving to an Applicant Tracking Platform, and reclassifying or converting three positions.
(See Attachments E1-E3.)

1:30- 2:00 p.m. **Legal Defenders**—*Presented by Todd Utzinger, Davis County Legal Defense Attorney (Minute 44:50)*

Todd presented the projected outcomes for 2022. He asked for a 10 percent increase in his contingency fund, but the primary budget initiative for 2023 was a request to hire a Social Worker to improve the quality of representation and client outcomes and assist them in becoming productive community members.
(See Attachments F1-F4.)

2:00- 2:30 p.m. **Pre-Trial Services** —*Presented by Patty Fox, Pre-trial Services Coordinator (Minute 1:01:29)*

Patty presented the background of the services that Pre-trial provides and presented their core functions and services. They are anticipating similar, if not increased, service levels in 2023. Covid has had lingering effects on the court system. She expects that the system will continue to experience a significant backlog for at least three more years and does not anticipate the Pre-trial case volume will return to pre-pandemic levels at any point in the future.

(See Attachments G1-G14.)

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

Lisa explained the projected outcomes for 2022. The budget initiatives for 2023 included moving the payment of personal property taxes to the Treasurer's Office, lobbying for the Treasurer's Office to get an additional employee to eliminate the need for one in the Assessor's Office, and the creating a program to track and mail residential property declarations.

(See Attachments H1-H3.)

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

Lane was with Sherry Day to present the 2021 outputs, core functions, and services his department provides. The budget initiatives for 2023 included the façade project for the Administration Building and Library Headquarters, continuing construction at the Legacy Events Center, and continuing construction at the Utah State University (USU) AG Heritage Center. They have two significant variances in their budget: a landscaping budget and the cost to maintain the newly renovated Memorial Courthouse building. Commissioner Kamalu said for the record, [the Memorial Courthouse] was a building the citizens of Davis County wanted to preserve.

(See Attachments I1-I.)

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

The budget committee discussed some of the budget requests.

Meeting adjourned at 5:19 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-A14	Animal Care
B1-B6	Attorney
C1-C3	Justice Court
D1-D5	Risk Management_UCIP Letter
E1-E3	HR
F1-F4	Legal Defender
G1-G14	Pre-trial Services
H1-H3	Assessors
I1-I2	Facilities

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/28/2022

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