Davis County Budget Committee

Meeting Minutes

September 1, 2023

The Budget Committee of Davis County met on September 1, 2023, 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 content clarification. Timestamps have been noted in the minutes to aid in locating discussion points in the audio record. The audio recording is available based on the County's current retention schedule.

Note: The Budget Committee is not a governing body but makes recommendations. These recommendations must then go through the Commission for formal action.

The meeting commenced at 9:03 a.m.

1. **Opening Roll Call**
   Committee members present were Curtis Koch, Auditor; Angie Nelson, Chief Deputy Auditor; Commissioner Randy B. Elliott; Commissioner Lorene Kamalu; Chris Bone, Human Resources Director. Commissioner Bob J Stevenson and Mark Langston, Information Systems Director, were excused. Other Davis County staff present were Lane Rose, Facilities Director; Terri Devries, Risk Management; Sherri Day, Facilities Office Manager; Lynette Mills, Library Deputy Director; and Josh Johnson, Library Director.
   There was no public attendance.

2. **Approval of Budget Meeting Minutes for 8/14/2023** *(Minute 01:23)*
   Committee vote to approve:

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

3. **State of Davis County Facilities—**Presented by Lane Rose, Facilities Director *(Minute 02:06)*

   Curtis said the goal is to keep the fund balance for Fund 63 (Facilities) at $300,000 and $200,000 for Buildings and Grounds West. Currently, the balance sits at $3.2 million. He recommended taking $971,000 from that fund balance and $2.4 million from Buildings and Grounds West and moving it to the General Fund. He proposed a budget amendment that outlines those changes across departments.

Curtis said they would build an allocation off of the 2023 revised budget. For the record, "we would budget for it in Fund 63, and then we would build it, but the asset can't reside in 63, so while doing the year-end clean-up, we would move the asset over, but generally, the fund would have enough in fund balance, so we wouldn't have to move budget over, so the cash would now sit in 63 to then build the project we would use cash in the fund it was built out of and 63 would go up." He said this would clean things up to show a more accurate cash position. Commissioner Kamalu noted, for the record, "allocating factors in square feet."

Lane was with Sherri Day to present the State of Davis County Facilities. He said they are consulting a landscape architect to help identify non-functional turf areas and replace them with wise replacements native to the area. Facilities plan to keep grass green in all functional areas and consider it an asset. He explained the annually conducted building audits and budget information for each County-owned facility. The façade project for the Administration and main Library building is currently the major focus and is in the Request for Proposal (RFP) process and is estimated at $1 million.
(See Attachments A-T.)

The meeting adjourned at 11:24 a.m.

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

A	Admin Building Audit 2023
B	Animal Care Building Audit 2023
C	Central Davis Senior Center Building Audit 2023
D	Children's Justice Center Building Audit 2023
E	Davis Conference Center Building Audit 2023
F	Davis Park Golf Course Building Audit 2023
G	Department of Motor Vehicles Building Audit 2023
H	Health Department Building Audit 2023
I	Memorial Courthouse Building Audit 2023
J	North Davis Senior Center Building Audit 2023
K	Public Works Building Audit 2023
L	South Davis Senior Center Building Audit 2023
M	Valley View Golf Course Building Audit 2023
N	Bountiful Library Building Audit 2023
O	Centerville Library Building Audit 2023
P	Clearfield Library Building Audit 2023
Q	Farmington Library Building Audit 2023
R	Kaysville Library Building Audit 2023
S	Layton Library Building Audit 2023
T	Syracuse Library Building Audit 2023

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 9/12/2023

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer