Davis County Budget Committee

Meeting Minutes

January 8, 2024

The Budget Committee of Davis County met on January 8, 2024, 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 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 3:05 p.m.

1. **Opening Roll Call**
   Committee members present were Curtis Koch, Auditor; Angie Nelson, Chief Deputy Auditor; Commissioner Randy Elliott; Commissioner Lorene Kamalu; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Commissioner Bob Stevenson joined the meeting via phone at 4:01 and in person at 4:24 p.m. Shairise Bills, Deputy Auditor, recorded the meeting minutes. Other staff present were Terri Devries, Risk Management; Lane Rose, Facilities Director; Jordan Tilley, Contracts and Grants Administrator; Ric Higbee, Chief Deputy HR Director; and Todd Utzinger, Legal Defenders. There was no public attendance.

2. **Approval of Budget Meeting Minutes for 3/13/2023** *(Minute 00:48)*
   The Committee voted to approve:

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

3. **Elevator Discussion** *(Minute 01:16)*

   Lane Rose, Facilities Director, updated the Committee on the status of the elevators and the solution options. Lane explained the history of problems since the Schindler elevators were newly installed. The elevators currently run slowly and only one at a time (leap lag), and It would cost about $20,000-30,000 to upgrade the computer boards.

They are traction elevators and run on belts instead of hydraulics. The State inspector tagged the belts with premature wear, and now they need to be replaced. Usually, belts last 20-25 years, but these are only ten years old. They were proprietary until a few years ago; now, other companies can work on them. Due to their premature wear and poor performance, Lane would like someone else to fix or replace them instead of returning to Schindler to repair them.

If they are to fix them, it would cost $50,000 to replace the belts and an additional $15,000 to upgrade the wiring harness, add cameras, and give card access to the 2nd floor. This doesn't include the cost to repair the one elevator that stopped working, which is an additional $5,000. The service contract with Schindler ended in November, and Lane has not renewed it because he needs some guidance on what direction to go.

To summarize, it would cost about $100,000 to get the existing elevators running satisfactorily, meet the code, and provide the 2nd-floor security needs. Alternatively, the old elevators could be removed and new ones installed with all the upgrades included. Only four in Utah could do it, one of which is Schindler. Otis elevator's cost would end up around $300,000 if they use them. Kone Elevators gave an estimate of $500,000, and TK Elevators doesn't have a retrofit system to fit in the existing hoistway, so they would not provide a quote. Lane said they will try to get a solid quote from Kone and TK if the budget is approved.
(See Attachments A1-A25.)

The Committee voted to recommended to move forward with upgrading to two new elevators:

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

4. Chris Bone, HR Director, Presented

   a. Budget Corrections for the Legal Defender's Contract Attorneys *(Minute 18:40)*

   Chris explained the correction that is needed. The contract attorney on line 10 was inadvertently zeroed out when that attorney retired. He was replaced with another legal defender, so it needs to be refilled to $110, 210. The contract attorney, line #13, was missed by $7,000 and should be increased to $111, 100 due to a change in the attorneys on that line item. This will be shown on the next budget opening for the commissioners to vote on.

b. NPR+ Correction for the Recorder's office *(Minute 23:06)*

A correction to the NPR+ needs to be made in the Recorder's office. Due to some anticipated retirements, she only calculated the pay without benefits. The corrections total $39,060. Chris said those could be mitigated by the retirements when they occur. The budget will be monitored instead of doing a budget opening right now.

c. Cyber Liability Insurance with UCIP *(Minute 28:29)*

The cyber liability insurance coverage with Utah Counties Indemnity Pool (UCIP) has been cut in half to $2 million for the same premium. It will cost $70,000 to bump the current policy to $5 million. The County was warned the coverage would be going down and told it may be difficult to obtain in the future. Chris is looking for the committee's direction. He asked if they wanted to go out and get additional coverage from Olympia [another insurance broker] or if the $2 million coverage was enough with UCIP. Curtis gave some history on the cyber liability insurance coverage. Curtis said it is potentially a better value to go with a second provider. To purchase an additional $1 million of coverage would be an extra $26,500. It would cost $40,000 for an additional $2 million. It is only usable once you file a claim, even if you have excess funds available on the policy, which is another reason it may be better to have two separate policies. The committee's direction is for Risk Management to move forward with getting three bids and return to the committee with a recommendation.
(See Attachments B1-B4.)

5. Curtis Koch, Auditor, presented

a. Modifications to the #400 Purchasing Policy *(Minute 45:57)*

Curtis reviewed the changes to the purchasing policy to clarify the selection committee process. The purchasing agent and the department will work together to create the selection committee. This practice was unclear in the current policy, but the changes will align the policy revisions with the current practice. *(See Attachments C1-C52.)*

The committee voted to recommend to accept the modifications:

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		X			
Chris Bone			X			

b. Current SLFRF Numbers and Spending Plan *(Minute 54:20)*

Curtis and Jordan Tilley updated the committee on the State and Local Fiscal Recovery Funds (SLFRF) projects to date. Five projects have been completed, $15 million has been spent, and $68 million has been allocated, of which $66 Million has been obligated. Everything must be spent out through 2026. The EOC is slightly over budget. Jordan will amend the scope of work and put it through the Commission meeting to account for the $300,000 overages. He will make sure that the overage includes IS equipment. *(See Attachments D1-D3.)*

c. Sales Tax Update *(Minute 1:12:12)*

Curtis gave an update on the sales tax. It was -1.26 percent for October 2023 year-over-year, but this is coming off a year with 16% growth.

d. 2024 Budget Roll *(Minute 1:19:43)*

Curtis reviewed the budget roll items scheduled for a public hearing in the Commission meeting on January 30, 2024. The list consisted primarily of items rolled from the 2023 into the 2024 budget. *(See Attachments E1-E2.)*

The meeting adjourned at 4:36 p.m.

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

A1-A25	Elevator Budget
B1-B4	Cyber Liability Insurance
C1-C52	#400 - Purchasing Dec 19 2023 modifications
D1-D3	SLFRF Projects Update
E1-E2	2024 Budget Roll Budget Amendments

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 2/5/2024

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer