Davis County Budget Committee

Meeting Minutes

October 2, 2024

The Budget Committee of Davis County met on October 2, 2024, 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. Each presentation is recorded separately and labeled by the department's name unless indicated otherwise in the topic's title line. 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 9:05 a.m.

Opening Roll Call

Committee members present were Curtis Koch, Auditor; Angie Nelson, Chief Deputy Auditor; Commissioner Randy Elliott; Commissioner Lorene Kamalu; Commissioner Bob Stevenson; Chris Bone, Human Resources Director; and Jeff Hassett, Information Systems Director. Shairise Bills, Deputy Auditor, recorded the minutes of the meeting. The public in attendance was Michael Lambert.

9:00- 10:30 a.m. Health, Senior Services— *Presented by Brian Hatch, Davis County Health Director*

Diana Reich, Deputy Director, and Elizabeth Carlisle, Health Accounting Manager, were with Brian Hatch to present the Health Department's budget. Budgeted revenues for 2025 are projected to be $12,157,829 in Health, $2,963,659 for Senior Services, and $6,224,830 for Property Tax/Registered Personal, totaling $21,346.318. The 2025 budgeted expenditures totaled $21,901,797. The difference was $555,479 and does not include any potential market or cost of living adjustments. He wants to begin year one of a planned spend down of Fund 15, which provides for using $250,000 of State and Local Fiscal Recovery Funds (SLFRF) to backfill revenue losses in the Federal WIC Program, which would cover $175,000 for FY 24/25 and $75,000 for FY 25/26, and an additional $230,000 to use as one-time nutritional dollars for home-delivered meals. There are $1,934,000 in encumbered funds to complete the parking lot expansion, Senior Center projects, and facility maintenance projects, with an ending fund balance of $8,197,024.
(See Attachments A1-A14 .)

10:30- 11:00 a.m. Commission—*Presented by Shauna Brady, Commission Office Manager*

Cynda Melville was with Shauna Brady to present the Commission Office's 2025 budget. Shauna explained the department's core functions and services and the outcomes for the current year. Next year's budget

initiatives included decreasing travel funds and allocating equally among the Commissioners. They will continue to be involved with organizations requiring memberships and hosting meetings with County elected officials, directors, etc. They will continue to hold employee morale events. The remaining 540 Fund donations will continue to support qualifying applicants for Davis County youth.
(See Attachments B1-B3.)

11:00- 12:00 p.m. Golf Courses-Davis Park, Valley View—*Presented by Dustin Volk, Golf Courses Director*

Zach Johnson and Pete Stone were with Dustin to present the budgets for the golf courses. Pete gave the 2023 outputs for Valley View Golf. Revenues were $2,572,465.13, and expenses totaled $1,994,651.25. He highlighted the current year's projections. They have already exceeded last year's income. They made a profit of $577,813.88. Most of the recent growth is due to pre-paid reservations, which continue to perform well. Next year's initiatives included some capital equipment requests of $85,000, parking lot replacement of $250,000, and cart path renovations of $30,000. They are also considering a change in the golf fees, which must be determined by March 1, 2025, based on local market conditions.

Zach presented the budget for Davis Park Golf. The Revenues for 2023 were $2,287,295.80, and expenditures were $1.827 million. He highlighted some of this year's outcomes. They had a profit of $459,529.61 after depreciation. The new driving range opened in the last week of June and has generated $55,000 in revenue as of September 15. They anticipate favorable fall weather and expect to contribute $350,000 to $400,000 to the cash fund. Like Valley View, Davis Park has a robust and effective pre-paid reservations system. Next year's initiatives included some capital equipment requests totaling $75,000 for golf course equipment, the replacement of 70 golf carts at an estimated cost of $404,390 (including the trade-in at $5,777 each), and a clubhouse roof replacement of $85,000.
(See Attachments C1-C10.)

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

The committee reviewed the morning's request.

1:00-2:00 p.m. Library—*Presented by Josh Johnson, Library Director*

Matt Goff, Library Deputy Director; Ellen Peterson, Library Deputy Director; and Lynette Mills, Library Deputy Director, assisted Josh Johnson with the Library Department's budget presentation. The current year's projected outcomes included evaluating staffing needs, the Bountiful Branch rebuild, and text & chat-based reference services. The budget initiatives for 2025 included evaluating staffing needs at the public service desks, rebuilding the Bountiful Branch, and increasing funding to improve public resources and collections based on public feedback.
(See Attachments D1-D13.)

2:00-3:30 p.m. Kent Anderson, Community and Economic Development (CED) Director, presented the department's budget and its division's directors, and the audio timestamps were noted. He summarized the 2024 accomplishments across all department divisions, including completing the Western Sports Park Facility, becoming a home consortium, and creating and launching a new Home Ownership Assistance program.

a. **Tourism**—*Presented by Jessica Merrill, Tourism Director Minute 11:20)*
Susie Jones, Tourism Event Coordinator, and Megan Christensen, Tourism Marketing Manager, were with Jessica Merrill to present the 2025 budget. Some of the 2025 budget initiatives included applying for and receiving the award for the Utah Office of Tourism Marketing Performance Grant Fund $232,750 that will fund two campaigns, new brand development for Davis County, and promotion of destination sales and promotions.
(See Attachments E1-E8.)

b. **Davis Conference Center (DCC)**— *Presented by Jake Webster, General Manager (Minute 19:55)*
Doug Ableman, Regional Director of Hotel Operations for Western States Lodging, and Steven Ito, DCC Director of Sales, were with Jake to present the 2025 budget for the Davis Conference Center. They continue focusing on the Capital Plan, particularly for airwalls and HVAC replacement. Kent said Commissioner Stevenson requested a feasibility study to be budgeted to evaluate a future expansion of the Conference Center. They also plan to conduct an Operational and Analysis Performance Study on the DCC. Jake said they are chipping away at completing the items on the Capital Plans list to maintain an aging building and explained what those were. Most of the requests were items to help increase revenues. Jessica said 8% of the revenue goes into a Capital Reserves Fund to cover capital repairs and improvements.
(See Attachments F1-F5.)

c. **Western Sports Park (WSP)**—*Presented by Dave Hansen, Western Sports Park Director (Minute 35:11)*
Dave presented the 2025 budget for WSP. Kent said there will undoubtedly be some growing pains for the facility. He said the part-time pooled positions have offered a lot of flexibility. Staffing is the priority for WSP, and they proposed adding six new full-time and up to 22 part-time positions. Despite having good events on the grass and in the small buildings, the construction schedule limited the overall revenue, projected to be about $227,000. The grand opening will probably be held at the end of the summer of 2025.
(See Attachments G1-G5.)

d. **Community and Economic Development, Planning**— *Presented by Kent Andersen (Minute 50:46)*
Chanel Flores, CED Deputy Director, and Jeff Oyler, Planning Manager, were with Kent to present

the 2025 budget for CED. The budget initiatives for 2025 included applying for a CoC Builds grant from HUD ($8- $10 million) to secure additional funding to begin permanent supportive housing development, leveraging HOME Consortium funding ($750K in the first year, $500k annually) to preserve and expand the availability of affordable housing within the County, and creating a robust business retention and expansion program through monthly business visits.
(See Attachments H1-H6.)

3:30-4:30 p.m. Budget Committee's Review of Requests

The Committee reviewed the requests thus far.

The meeting adjourned at 4:23 p.m.

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

A1-A14	2025 Health Admin and Senior Services Budget Summaries and Variance Reports
B1-B3	2025 Commission Department Budget Summary and Variance Report
C1-C10	2025 Valley View and Davis Park Golf Courses Budget Summaries and Variance Reports
D1-D13	2025 Library Budget Slide Presentation_Budget Summary and Variance Report
E1-E8	2025 Tourism Budget Summary and Variance Report
F1-F5	2025 Davis Conference Center Budget Summary and Variance Report
G1-G5	2025 Western Sports Park Budget Summary and Variance Report
H1-H6	2025 CED Budget Summary and Variance Report

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: 10/16/2024

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer