Davis County Budget Committee

Meeting Minutes

October 4, 2024

The Budget Committee of Davis County met on October 4, 2024, at 8:30 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.

Opening Roll Call

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

8:30- 9:00 a.m. **Treasurer**— *Presented by Mark Altom, Davis County Treasurer*

Matt Brady, Chief Deputy Treasurer, was with Mark to present the Treasurer's budget. Mark said there would not be a lot of changes, but it would get better with Matt as the incoming Treasurer-elect next year. He explained his budget variance. He said they are still refining CoreTax and appreciate all that IS has done to help get it up and going. He went on to say that his previous Chief Deputy, Jonathan Lee, had a philosophy of "padding the budget," but this year, Mark has decided not to do that and has reduced his Operations costs for 2025 to make it a bare-bones budget.
(See Attachments A1-A3.)

9:00- 9:30 a.m. **Recorder**— *Presented by Richard Maughan, Davis County Recorder*

Kelly Sylvester, Recorder-elect, and Laile Lomax, Chief Deputy Recorder, were with Richard to present the Recorder's budget. Richard explained the trend for collecting recording fees. Currently, they are at a 1% increase, so they are on track for this year. He reviewed the current year's projected outcomes, including developing a Property Alert program to comply with SB 165, department revenue YTD being 1% above 2024 projected revenue goals, and funding secured to install a second office emergency exit. Next year's budget initiatives included programming and development of public no-fee internet access to all recorded subdivisions plats on the Recorder web page, preservation of historic hand-drawn plats in several binders, and the need to hire an additional Cadastral Mapper for the property splits. The variance report was explained.
(See Attachments B1-B3.)

9:30- 10:00 p.m. **Surveyor**— *Presented by Max Elliott, Davis County Surveyor*

Max said he isn't asking for much for his department. His Variance Report was discussed. There was an overall increase in the Operations budget of 59.2%, including a 66% increase in the miscellaneous supplies to order more brass caps and items to build more survey monuments, a new file cabinet to file surveys, and an increase of 114% for two UAC Conferences and Surveyor Conference for four people and Argis Training. There was also a Capital request for a new vehicle to replace a 2008 truck.
(See Attachments C1-C3.)

10:00- 11:00 a.m. **Public Works**— *Presented by Adam Wright, Public Works Director*

Tony Findlay, Vehicle Maintenance Shop Manager; Jason Fielding, Operations Manager; and Kori Moyer, Office Manager, were with Adam to present their 2025 budget. Adam reported on the prior year's inputs and outputs and the office's core functions. The current year's projected outcomes included maintaining 187 miles of channel in 27 jurisdictional channels, constructing 3200 W & Love Lane, mapping, spraying, and mowing all noxious weeds on County property and maintaining 400+ vehicles, construction equipment, trailers, mowers, ATVs, hand tools, pumps, generators, and the fuel system. Next year's budget initiatives included putting a culvert in 1,200 feet of Duel Creek along Pages Lane, rebuilding Glover's Lane, and acquiring typical supplies required to mow, spray, and shoulder roads and access ways. Inflation and price fluctuations, permitting challenges, and changing weather patterns are future challenges. The budget variances were discussed.
(See Attachments D1-D6.)

11:00- 1:00 p.m. Jeff Hassett, Information Systems Director, presented the following two agenda items (these were recorded together and noted by the time stamp):

Information Systems

Mike Pace, Deputy Director, was with Jeff to present the 2025 budget. Jeff noted some of the current year's projected outcomes, including the construction of the new Western Sports Park, research and planning around core cyber security strategies, and supporting the Davis County Jail's changes to move to third-party medical services. Software development and maintenance require significant work. From a budgeting perspective, he said the timeline to submit budgets is insufficient to adequately assess department needs (and any dollar amount associated) and determine if a third party needs to be involved. Processes need to be evaluated to find an adequate solution. He said Davis County continues to have a "custom by default" software mentality and was shocked to discover how many software developers are in the IS department. He said there will still be some custom development in the County, but the County should not default to them without devising a proper Scope of Work and development costs. If development is necessary, one of his goals is to develop it correctly using best practices, looking at process requirements and auditing, security, and data integrity that must all be built in. There are many opportunities to consolidate platforms and look at in-house products to ensure full utilization.
(See Attachments E1-E7.)

IS Capital Request Approvals *(Minute 024:28)*

Mike presented the department's IS Capital requests, including network switch upgrades of $120,000, Nutanix new nodes of $ 180,000, and Nutanix replacement nodes of $79,000. The Variance Reports for both IS and Phone Services were shown and explained.
(See Attachments F and E1-E7.)

At **12:50 p.m**., the committee moved into a closed session for reasons permitted under Utah Code Annotated §52-4-205(1)(a): discussion of the character, professional competence, or physical or mental health of an individual and UCA §52-4-205(1)(f): discussion regarding deployment of security personnel, devices, or systems. The closed session was not recorded for these reasons outlined in UCA §52-4-206(6)(a), and an affidavit was signed instead. The motion is recorded with the next agenda item on the audio recording.

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

The committee reconvened the open meeting at 2:08 p.m., and no decisions were made during the closed session.

2:00- 3:00 p.m. Capital Project and Equipment Request Approvals—*Presented by Curtis Koch, Auditor*

Curtis gave a high-level overview of the capital projects and equipment requests were discussed. Fund 10 (General Fund) building improvement requests were primarily for the Sheriff's Office and totaled $411,606, capital equipment requests totaled $2.7 million across all departments, and vehicle requests were $5,088476.95. Curtis reviewed the list of vehicle requests and said the commissioners have to push to get the [Fleet] Policy in place. The Justice Complex Parking Lot Project (partially funded by the state courts) was discussed at length.
(See Attachments G1-G12.)

3:00- 4:30 p.m. Personnel Approvals- Adjustments, Beneftis, Positions—*Presented by Chris Bone, HR Director*

Chris said the benchmarking came down to [$281,556.57]. The benchmarked positions need to be decided, which will come with a 3% increase. A decision must be made regarding COLA increases for staff, including elected officials, and the NPR list for new positions. They have decided the County contribution for the HSA (Health Savings Account) will be increased based on the increase in high deductible health plans, which cost an additional $18,000 but is covered under the projected increase of an 8.3% increase (it was an 8.2% increase).

They continue to work on decreasing the self-funded Dental Fund balance to return some money to the General Fund. A balance of $25,300 in the Health Assessment account still needs to be decided what to do with. *(See Attachments H1-H3.)*

The Legal Defender's requests for increases for their contract attorneys need to be sorted out, and a decision must be made today. This was discussed at length. The commissioners agreed that 50% should be funded this year and then look at a possible contract restructuring before it expires in its third year. Also, Curtis and Chris go over the numbers with Todd to figure out what the increase should be. *(See Attachments I1-I2.)*

They discussed possibly conducting a program study that takes a tiered approach to elected officials' salaries and how increases would be applied. The committee discussed the complexities of COLA and merit increases but could not agree on the increase. Curtis asked HR to put a .5% increase in for COLA.

The committee discussed and decided on the NPR (New Position Requests). There was some discussion about the grant-funded positions that eventually have to be funded from the General Fund once the grant funding is gone. The Video Tech position in the Attorney's office is not on the NPR, and the cost of the position still needs to be figured out. It was unanimous that the City should cover the Officer position for West Point School, not the County. The Data Privacy Officer position should be in the IS budget and will be moved. There are three positions in the Legal Defender's office moving from SLFRF funding to the General Fund. *(See Attachments J1-J3.)*

Curtis thanked Shairise for coordinating the budget meetings and providing food for the committee this year.

The Committee reconvened the meeting at 3:45 p.m. and adjourned at 4:34 p.m.

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

A1-A3	2025 Treasurer Budget Summary and Variance Report
B1-B3	2025 Recorder Budget Summary and Variance Report
C1-C3	2025 Surveyor Budget Summary and Variance Report
D1-D6	2025 Public Works Budget Summary and Variance Reports
E1-E7	2025 Information Systems Budget Summary and Variance Report
F	IS Capital Requests
G1-G12	2025 Capital Requests
H1-H3	Benchmark Compensation Analysis
I1-I2	Weber County Legal Defender's Salary Comparisons
J1-J3	New Position Requests for 2025

Minutes prepared by:

Shairise Bills
Deputy Auditor

Minutes approved on: October 28, 2024

/s/ Curtis Koch
Curtis Koch
Auditor— Budget Officer