Davis County Budget Committee

Meeting Minutes

September 28, 2020

The Budget Committee of Davis County met on September 28, 2020, at 9:00 a.m. in room 131A 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.

Committee members present were: Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; Debra Alexander, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded minutes for the meeting.

The meeting commenced at 9:11 a.m. The following agenda items, as shown in bold, were discussed. The times given are approximate.

1. **1:00-2:30 p.m. State of Davis County Facilities— Presented by Lane Rose**

   Lane gave an overview of his recommended projects for all of the County facilities and the departments' needs and requests. The list was reasonably expansive across all facilities. The goal is to keep the buildings and properties updated and maintained to prevent any significant unplanned capital projects. They have been working diligently at identifying and scheduling projects to enable better long-term planning and budgeting. Lane will prioritize the development of a 20-year plan to present to the budget committee next year.
   (See Attachments A1-A21.)

2. **2:30-3:30 p.m. 2021 IS Request Overview—Presented by Mark Langston**

   Mark presented the Information Systems requests for each department. Some of the more substantial requests were $150,000 for the Time Entry application for Human Resources, $260,000 for a Nutanix Note upgrade for IS, and $200,000 to move from Justware to eProsecutor for the Attorney's office. The countywide IS requests totaled $1,951,027.
   (See Attachments B1-B27.)

3. **3:30-4:00 p.m. 2021 Debt Service Overview—Presented by Curtis Koch** *(Minute 46:26)*

   Curtis presented an overview of the 2021 Davis County Debt Service summary. The County is financially healthy with sound financial planning and looks to pay off its General Obligation (GO) bond for the jail in 2025.
   (See Attachment C.)

4. **4:00-5:00 p.m. CurtisKoch Presenting:**

   a. **2021-2026 Capital Planning** *(Minute 58:30)*

      Curtis explained and introduced a new process for the County's five-year capital plans for each department. The committee scored and prioritized each project on a scale of one to three. A project

was ranked a one if it was budgeted or in progress, ranked a two if the project was two to three years out, and ranked three if it was four to ten years out.
(See Attachments D1-D10.)

b. Grade Adjustments *(Minute: 2:09:00)*

Heidi explained two positions are becoming vacant, for the Human Resource Director and Library Director, that showed up as being below grade on the benchmark. It was proposed to change the grade of these positions while they are still vacant. If they are changed after they are filled, they will automatically get a three percent increase based on the merit ordinance.

5. Meeting adjourned at 5:20 p.m.

The audio recording for this meeting is available based upon 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-A21	State of Davis County Facilities
B1-B27	2021 IS Countywide Capital Requests
C.	2021 Davis County Debt Service Summary
D1-D10.	Capital Cash Flow

Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 10/19/2020

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