Davis County Budget Committee

Meeting Minutes

October 6, 2021

The Budget Committee of Davis County met on October 6, 2021, at 8:00 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 clarification of the content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule. All documents from this meeting are on file in the Davis County Clerk/Auditor's office.

The meeting commenced at 8:01 a.m.

Opening- Roll Call

Committee members present were: Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Curtis Koch, Clerk/Auditor; Heidi Voordeckers, Chief Deputy Clerk/Auditor; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Commissioner Bob J Stevenson was excused but may join via GoogleMeet.

The Budget Committee presented the following information to all department heads as they came to present their budget requests as what will be referred to as the "12-4-2 proposal":

The Committee presented the Weber County Data comparison to Davis County to preface the conversation of the "12-4-2 plan" concerning the HR proposal to increase the wage ranges by 12% and wages by 4% right away, and then a 2% wage increase on January 1, 2022. Employees will also be eligible for up to a 3.5% increase for merit pay for performance appraisals, and HR is planning another compensation and benefits study for 2022 for fine-tuning. Eight positions in the County are also targeted for benchmark adjustments. The cost is projected to be roughly $5.2 million ongoing. The Committee will discuss with each department and ask each of them for ideas to make this happen.
(See Attachment K.)

1. **8:00- 8:30 a.m.** **Treasurer**— *Presented by Mark Altom, Davis County Treasurer*
   The primary focus in 2022 will be the extensive testing and completion of CoreTax for the collection and distribution computer system.
   (See Attachments A1-A3.)

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2. 8:30- 9:00 a.m. Recorder— *Presented by Richard Maughan, Davis County Recorder*

Richard said recordings skyrocketed in 2020 by 37% over the previous year. The total revenue collected for 2020 was $4,744,349.60. He anticipates a shrinking volume of recordings in 2022. Interest rates are expected to increase, which will negatively impact real estate markets and financing operations.
(See Attachments B1-B3.)

3. 9:00- 9:30 p.m. Surveyor— *Presented by Max Elliott, Davis County Surveyor*

Max said U.C.A-57-10-11 was passed on January 1, 2021, which gave a requirement to conform to the Utah Coordinate System. In 2021 the surveyor's office prepared maps showing the NAD 83 coordinates along with bearing and distances of the U.S. survey system in NAD 83 Data. This required hours of calculations and checks that will continue. They would like to hire a surveyor –in- training.
(See Attachments C1-C2.)

4. 9:30- 10:00 a.m. Commission—*Presented by Shauna Brady, Commission Office Manager*

Shauna said the travel and conference attendance had reverted to normal after canceled events from the previous year due to COVID. They will continue to use 540 fund donations to be used as a contingency fund within their department to monitor and utilize for appropriate sponsorships and donations.
(See Attachments D1-D2.)

Commissioner Stevenson joined the Public Works budget presentation.via Googlemeet at 10:10 a.m. and left the meeting when it finished.

5. 10:00- 11:00 a.m. Public Works—*Presented by Adam Wright, Public Works Director*

Adam presented the 2020 outputs, core functions, and services. The budget requests for 2022 include significant building and grounds improvements. Projects next year will be funded by federal reimbursement. They have listed approximately $5 million in expenditures for those projects. The projects include a cooperative project with Mosquito Abatement piping a portion of Holmes Creek, the continuation of the cooperative project with Centerville Piping Deuel Creek, lining the NSLD along redwood Road and upsizing and replacing several culverts under I-15 and Union Pacific Rail Road.
(See Attachments E1-E2.)

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6. **11:00-12:00 p.m.** **Library**—*Presented by Josh Johnson, Library Director*

Lynette Mills, Library Deputy Director, and Ellen Peterson, Library Deputy Director, assisted Josh Johnson with the Library Department's budget presentation. Some of the 2021 outcomes were the completion of the new Davis County Library Clearfield Branch and the permanent or pandemic-related implementation of curbside pick-up, online public programs, communications improvements, and online-only card options. The following year's budget initiatives are implementing career ladders for the OSI/OSSII positions, upgrading and redesigning the library website, charting a course for the South Branch Library building in Bountiful, and removing and replacing the Administrative Library building façade.
(See Attachments F1-F4.)

7. **12:00-1:00 p.m.** **Working Lunch**
The committee reviewed the budget requests thus far.

8. Kent Anderson, Community and Economic Development Director (CED), Presented the following along with his division directors:

a. **Community and Economic Development, Planning—** *Presented by Kent Andersen, CED Director (Minute 22:00)*

Kent presented the current year's outcomes. Several budget initiatives for 2022 will be continuing to streamline the CDBG/SSBG programs, strengthening business recruitment and retention program through monthly visits, and continuing progress to become an Accredited Economic Development Organization through the IEDC Certification and completion of the West Davis Corridor Land Use and Market Study.
(See Attachments G1-G3.)

b. **Tourism**—*Presented by Jessica Merrill, Tourism Director (Minute 41:50)*

Jessica said they are expecting $8.3 in revenue for 2022. Some of the budget initiatives for 2022 are the request of an Events Manager, the request of a Tourism Marketing Manager, and continuing rebranding efforts throughout the year.
(See Attachments H1-H6.)

c. **Davis Conference Center**—*Presented by Jake Webster (Minute 1:17:29)*

Jake said the total economic impact for 2021 was $7,652,592. The budget initiatives for 2022 are departmental expenses and program fixed costs forecasted to be $3,583,192 in operations, forecasted costs of $374,102.49 in capital expenses, and forecasted costs of $25,000 in expenditures. They expect losses in 2022 due to the cancellations and companies decreasing

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expenses; 2022 will be better than previous COVID years, but not quite back to pre-COVID business. It is trending upward, and Jake said they were profitable $25,000 in August this year *(See Attachments I1-I3.)*

d. Legacy Events Center(LEC)*—Presented by Dave Hansen, LEC Director (Minute 1:45:00)*

Dave briefly touched on the 2021 projections. The budget initiatives will be to complete the remodel of the Legacy Center campus. In addition, the sports fields will be rebuilt and enlarged. The old exhibit buildings will be removed, and new grass fields and artificial turf fields will be added, making it a large outdoor sports complex. These improvements will make the Legacy Center better attract significant events that positively impact the local economy.
(See Attachments J1-J2.)

9. 4:00-5:00 p.m. Budget Committee's Review of Requests

The Committee reviewed the requests thus far.

The meeting adjourned at 4:20 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-A3	Treasurer's 2022 Budget Summary
B1-B3	Recorder's 2022 Budget Summary
C1-C2	Surveyor's 2022 Budget Summary
D1-D2	Commission's 2022 Budget Summary
E1-E2	Public Works 2022 Budget Summary
F1-F4	Library 2022 Budget Summary
G1-G3	CED 2022 Budget Summary
H1-H6	Tourism 2022 Budget Summary
I1-I3	Davis Conference Center 2022 Budget Summary
J1-J2	Legacy Events Center 2022 Budget Summary
K	Weber Wages

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Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 10/18/2021

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

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