Davis County Budget Committee

Meeting Minutes

May 9, 2022

The Budget Committee of Davis County met on May 9, 2022, 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 to further clarify the content. 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. All documents from this meeting are in the Davis County Clerk/Auditor's office.

The meeting commenced at 3:02 p.m.

1. **Opening Roll Call**
   Committee members present were: Curtis Koch, Clerk/Auditor; Commissioner Randy B. Elliott; Commissioner Lorene Miner Kamalu; Commissioner Bob J Stevenson; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Other Davis County staff present were: Brian McKenzie, Chief Deputy Clerk/Auditor; Ric Higbee, Human Resources Deputy Director; Lane Rose, Facilities Director; and Greg Sandberg, Golf Courses Superintendent.
   There was no public attendance.

2. **Approval of Budget Meeting Minutes for April 11, 2022** *(Minute 00:45)*

   Committee vote:

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

3. **Budget Request for Valley View Irrigation Pump Project—**Presented by Greg Sandberg, Golf Course Superintendent *(Minute 01:08)*
   Greg explained the budget request. The 35-year-old irrigation pump at the Valley View Golf Course needed upgrading, and the budget approved for the upgrade was $74,000. There were unforeseen additional expenses of $13,000; $2,700 for the eight-inch butterfly valve, and $10,300 for electrical equipment.

The old control panel was obsolete, parts were no longer available, and the pump motors needed to be rebuilt. This will be on the next budget hearing for approval.
(See Attachments A1-A3.)

4. **Budget Request for Security Cameras for Elections–** Presented by Brian McKenzie, Chief Deputy Clerk/Auditor *(Minute 7:20)*
   Brian said recently passed legislation, HB313, requires security cameras to be installed on all unattended ballot drop boxes. Most of the County's drop boxes already have them installed except five (out of 16). Of those five, the camera needs to either be installed or improved. He explained those in detail and said the State would help fund $1,200 per camera. Brian will submit a budget request for the next budget hearing.

   Curtis reported that the Clerk's Office was awarded $62,000 to install a wall and bullet-proof glass in the Elections Center for a secure place for poll workers. HB387 says Poll watchers can now be within six feet of any ballot processing, so building that structure is not practical. They are looking for solutions to view elections while protecting poll workers.

5. Chris Bone, Human Resources Director, Presented:

   a. **Lead Custodian Reclassification Request in Facilities** *(Minute 14:45)*
      Chris explained the need to reclassify the Lead Custodian. Currently, the Custodian II and Lead Custodian are at the same pay grade (10). There is a difference in duties and level of responsibility between the Custodian and Lead positions, so it was requested to reclassify the Lead Custodian to grade 11. The proposal's cost is a 3% increase in the incumbent's salary, equaling $1,174.79 in annual wages and $340.00 in annual benefits. —*This request was approved.*
      (See Attachment B.)

   b. **Onboarding Platform Request in HR** *(Minute 18:45)*
      Chris said the County went out for a Request for Proposal (RFP) bid for a new Applicant Tracking System (ATS). The RFP was approved for the ATS, but during the process, it was discovered that an "Onboarding" system provides separate additional functions beneficial for efficiently inducting new employees. Adding the Onboarding module will be advantageous to the County, and it integrates with the ATS to seamlessly process these employees. The ATS vendor selected was "Applicant Pro." The approved cost for the ATS will be $12,276 annually, and the additional cost for the Onboarding module will be $9,388, for a total annual system cost of $21,664. It is still much lower than the next lowest cost vendor at $33,000 and the original approved budget estimate of $40,000 annually.
      (See Attachments C1-C2.)—This request was approved.

APPROVED

6. Curtis Koch, Clerk/Auditor Presented:
   a. **Fund 52 Budget Transfer—***This item was tabled.*
   b. **Jail Medical Wing** *(Minute 31:06)*
   Curtis said they had initially hoped to use SLFRF monies for the Jail Medical Wing project, but the Treasury's Final Rule will not allow those funds to be used for that project. Money will be taken from capital reserves to refund the SLFRF monies used for the project and to fund the remaining balance on the project. However, Curtis said the County is still in a healthy financial position.

   c. **State and Local Fiscal Recovery Funds (SLFRF) Update** *(Minute 41:43)*
   Curtis said the County had received applications for the following projects:
   - Davis Citizens Coalition Against Violence (DBA Safe Harbor Crisis)—Hope Housing Expansion—$2 million
   - Davis County— Emergency Operations Center—$15 million
   - Davis County—Jail Remodel for Video Court and Ankle Monitoring Program—$510,000
   - Davis County Attorney's Office, Pre-trial Services, and Legal Defenders—To Combat the Legal Tsunami and Backlog of the Justice System—[$3,861,888]
   - Davis County Health Dept.:
     —Clinic Capacity for Permanent Vaccination Clinic—$300,000
     —Drive-Through Vaccination Clinic— $414,711
     —Ongoing COVID Response—$2,700,000
   - Davis School District—Homeless Teens Center—$1,900,000
   - South Davis Sewer District—Not recommended for approval at this time
   - West Point City—Centralized Waste Water Collection Conveyance Design Project—$2 million

   These will go before the Commission in two weeks for a formal decision. There is $28.7 million allocated, thus far of the $62 million. Another $10 million is being utilized for revenue recovery, likely for salary and benefits over the next several years. [Some of these figures were not stated for the record, but inserted based on the numbers shown during the presentation.]

7. Meeting adjourned at 4:00 p.m.

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

A1-A3	Valley View Irrigation Pump Project
B	Facilities Lead Custodian Reclassification Request
C1-C2	Onboarding Platform Budget Request

APPROVED

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 6/21/2022

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