Davis County Budget Committee

Meeting Minutes

October 5, 2022

The Budget Committee of Davis County met on October 5, 2022, 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 to further clarify the content. Timestamps may be noted in the minutes to aid in locating discussion points in the audio record. The audio recording for this meeting 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 8:01 a.m.

Opening- Roll Call

Committee members present were: Commissioner Bob J Stevenson; Commissioner Lorene Miner Kamalu; Curtis Koch, Clerk/Auditor; Angie Nelson, Chief Deputy Clerk/Auditor; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Commissioner Randy B. Elliott attended the meeting virtually. Other Davis County staff present: Marina Brito, HR; Shauna Brady, Commission Office Manager; and Ric Higbee, HR Deputy Director. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes of the meeting.

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

Mark presented the prior year's outputs, and the core functions his office performs. The primary focus in 2023 will be implementing the new CoreTax computer system for collecting and distributing property taxes.
(See Attachments A1-A3.)

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

Richard said the Recorder's office currently has 54 percent of its annual revenues and projected the 2023 revenues to be $2.5 million. He said they would like to be more online as recent changes [in the ability to conduct Property Searches by name] have diminished some of what they do, and said, for the record, it has impacted the cities negatively. There was some discussion about the searchability of Davis County's Property Search.
(See Attachments B1-B2.)

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

Max said there were not many changes in his office. They continue to protect monuments from being destroyed by growth. He requested a change in his office to move Bas Bouwmeester, [Field Surveyor], to a Survey Ops Manager position to train other people.
(See Attachments C1-C2.)

APPROVED

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

Shauna said the Board of Commissioners consists of three Commissioners and is the legislative and executive body of the Davis County Government. She spoke to several of the budget initiatives for 2023, including increased travel expenses, continuing 540 Fund donations, and continuing to hold employee morale events. Overall, she reported a budget savings of $2,100.
(See Attachments D1-D2.)

10:00- 11:00 a.m. **Golf Course's-Davis Park, Valley view**—*Presented by Dustin Volk, Golf Courses Director*

Dustin was here with Zach Johnson and Pete Stone from the golf courses. He presented the 2021 outputs for Valley View, including a profit, after depreciation, of $534,245.89. He said 2022 is on pace to be better than 2021. Their major capital improvement was updating the irrigation pumps with a new control computer and power supply. Next year's initiatives included $59,000 for some new golf course equipment, $30,000 for cart path renovations, and an increase in expenses by $159,000; however, this is offset by anticipated increases in revenues of $445.000.
Dustin presented the 2021 year outputs for Davis Park, including a profit, after depreciation, of $456,609.00, but after purchasing an entirely new cart fleet last year, netted a profit of $106,819.44. The budget initiatives for 2023 included the driving range at $1.9 million (nine months behind schedule), $71,000 for golf course equipment, and a $15,000 request to improve air conditioning in the café area.
(See Attachments E1-E2 and F1-F2.)

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

Matt Goff, Library Deputy Director, and Ellen Peterson, Library Deputy Director, assisted Josh Johnson with the Library Department's budget presentation. The current year's projected outcomes were explained. He said his focus is on workplace culture next year. The budget initiatives for 2023 included researching additional career ladder opportunities, the south-end Capital Construction Project, and removing and replacing the façade on the Admin Library building in Farmington. He reviewed his 2022-2023 budget variances with the Committee.
(See Attachments G1-G8.)

12:00-1:00 p.m. **Budget Committee's Review of Requests- Working Lunch**
The committee reviewed the budget requests thus far.

This meeting portion was recorded in two audio sessions and is noted with timestamps for ease of reference. Kent Anderson, Community and Economic Development Director (CED), joined the meeting virtually and presented the following along with his division directors:

a. **Tourism**—*Presented by Jessica Merrill, Tourism Director (Session 1 Audio: Minute 04:35)*

Jessica presented the budget initiatives for 2023, including a request to add a Destination Sales Representative position, convert one of the intern positions into a permanent part-time Tourism Assistant position, and continue efforts to rebrand throughout the year. They have a new strategy to focus on Business to Business (B2B) and sell Davis county to potential event organizers.
(See Attachments H1-H5.)

b. **Davis Conference Center**—*Presented by Jake Webster (Session 1 Audio: Minute 39:26)*

Jake Webster and Andrew Harris presented a prioritized summary of budget requests for 2023. The items marked in red are the priorities, and most replacements are due to age. The economic impact for 2022 is anticipated to be $15,650,950 (nearly double from 2021), and in 2023, the impact is expected to be $16,040,000.
(See Attachments I1-I4 .)

c. **Legacy Events Center(LEC*)*—*Presented by Dave Hansen, LEC Director (Session 2 Audio)*

Dave said the new building is the bulk of their request, and the bond was approved for that building. One of the challenges is to continue leasing the facility and generating revenue while it is under construction. The new structure will be focused on youth sports and marketing; this new facility will be a significant budget item when it opens in 2024.
(See Attachments J1-J2.)

d. **Community and Economic Development, Planning—** *Presented by Kent Andersen, CED Director (Session 2 Audio: Minute 23:00)*

Kent presented the current year's outcomes for Planning and CED, including a 3rd Quarter Tax Funding commitment of over $31 million in the last couple of years and the hiring of a new Economic Development Specialist and a new Grant Administrator. Several budget initiatives for 2023 will continue to streamline the CDBG/SSBG programs to increase the overall community impact, facilitating $1.7 in CDBG/CDBG-CV Projects and $104,000 in SSBG programs, and developing and administering a successful Homeownership Assistance Program for the County.
(See Attachments K1-K4.)

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

The Committee reviewed the requests thus far.

APPROVED

The meeting adjourned at 4:31 p.m.

The audio recording for this meeting is available based on 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
B1-B2	Recorder
C1-C2	Surveyor
D1-D2	Commission
E1-E2	Valley View Golf
F1-F2	Davis Park Golf
G1-G8	Library
H1-H5	Tourism
I1-I4	Davis Conference Center
J1-J2	Legacy Events Center
K1-K4	Community & Economic Development

Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/28/2022

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