Davis County Budget Committee

Meeting Minutes

October 4, 2021

The Budget Committee of Davis County met on October 4th, 2021, at 9:00 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 9:02 a.m.

1. **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; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Commissioner Bob J Stevenson was excused. Shairise Bills, Deputy Clerk/Auditor, recorded minutes for the meeting. There was no public attendance.

2. **9:00-10:00 a.m. 2021 End of Year Projections, Fund Balances**—Presented by Curtis Koch *(Session 1 Audio)*

   Curtis thanked Jeanette Price, Information Systems Administrative Assistant, [for her support of the Budget Committee and providing drinks and snacks for them.] He presented a slightly shortened version of the Zion's Economic Update Summary that he gave during the September 30th budget meeting last week. It was of enough significance that he said it would set the table for the Committee's considerations as they go through the budget process. He briefly presented the Historic Fund Balance Overview and the January to August Cash Review.
   (See Attachments A1-A30, B, and C.)

3. **10:00- 11:00 a.m. 2022 Revenue Projections, Tax Rates, New Growth—**Presented by Heidi Voordeckers *(Session 1 Audio Minute 59:57)*
   Heidi reviewed the 2022 Revenue projections, tax rates, and new growth. The projected revenues countywide were $230 million for 2022 and $247 million for 2021.
   (See Attachments D1-D10.)

4. **11:00- 12:00 p.m. 2021 Transfers, Internal Service Allocations—**Presented by Heidi Voordeckers *(Session 1 Audio Minute 1:33:40)*
   Heidi presented and explained the 2021 transfers and internal service allocations. Heidi touched on attrition savings. The projected current year turnback for wages in the General Fund was $3.2 million and $867,000 in all other funds combined, totaling $4,079,421. Heidi reviewed the Weber County Data.
   (See Attachments E1-E11.)

5. **12:00- 1:00 p.m. Budget Committee Working Lunch** *(Audio Session 2)*

   The Committee discussed the presentations thus far. They brainstormed ideas for retaining and recruiting staff beyond increasing pay. Chris thanked Heidi and Curtis for working with HR to help them prepare their budget.

6. **1:00-1:30 p.m. DCEA—**Presented by Brian Downard *(Audio Session 3)*

   Brian Downard, Davis County Employee Association (DCEA) President, was present with Jamie Louder, DCEA Vice President, and Debbie Sherman, DCEA Secretary. Brian presented the employee survey results. There were 249 total responses countywide. He said the cost of living and merit increases were of the most significant importance for employees that responded to the survey.
   (See Attachments F1-F14.)

7. **1:30- 3:00 p.m. Annual Compensation Strategy—**Presented by Chris Bone *(Audio Session 4)*

   Marina Brito, HR Generalist, and Ric Higbee, HR Deputy Director, joined Chris in presenting the annual compensation strategy. Marina reviewed the Compensation Overview Reports. She explained the market study analysis and the positions with pay and grade adjustments based on the current structure. Ric covered the pay and benefits structure. He said Davis County's pay range was established with a compensation study conducted in 2016 but has not been changed or increased since. He said based on the COLA adjustments given each year; the ranges should have increased by 12% as of this year. HR proposed the following:
   - move all the ranges (min, mid, and max) by 12% right away
   - provide all employees with a 4% increase now
   - an additional 2% increase in January 2022
   - make the necessary increases and grade changes for eight individual positions
   - continue the current practice of providing merit increases based on performance eval in 2022
   - next year conduct a compensation and benefits market study using an independent consultant and consider and implement recommendations for position ranges and related compensation practices.

   The Committee agreed this information needs to be shared with each department during their budget presentations.
   (See Attachments G1-G9.)

8. **3:00- 4:00 p.m. Benefits Analysis and Discussion—**Presented by Chris Bone *(Audio Session 5)*

   Dawn Tolson, Benefits Coordinator from HR, joined Chris and Ric in presenting the benefits analysis discussion. The primary benefit changes were:
   - a plan year change from July to January
   - conducted enrollment for a 6-month plan and again for January '22
   - added legal plan option (employee paid)
   - added Short-Term Disability option (employee paid)
   - increased dental annual max benefit from $1500 to $2000

- dental premiums reduced by 6.12%
- medical premium increase of 2.17% in July plus 6.90% in January
- provide HAS contributions in Jan '22- $375/$750, July '22- $375/$750, and Jan '23- $750/ $1500

HR proposed completing the January 2022 plan year enrollment and, as part of the 2022 Compensation & Benefits study, considering recommendations for benefit enhancements, reductions, and changes.

9. **4:00- 5:00 p.m. 2022 Countywide Position Requests** *(Audio Session 5 Minute 54:43)*

Chris presented the Countywide position requests for HR. Curtis brought up the restaurant tax return data as part of the HR budget for Tourism. The Committee decided they would present the Weber County Data along with the HR proposals for a 12% range adjustment and the 4% salary increase across the board to all the departments during their budget presentations so they could start the conversation of how to fund this proposal. This increase will apply to elected officials.
(*See Attachments I1-I9 and J.)*

10. **Adjournment**
The meeting adjourned at 4:30 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-A30	Zion's Economic Update Summary
B	Historic Fund Balance Overview
C	Jan to Aug Cash Review
D1-D10	2022 Revenue Projections, Tax Rate, New Growth
E1-E11	Transfers and Internal Service Allocations
F1-F14	2022 DCEA Budget Presentation
G1-G9	HR Annual CompStudy
H1-H14	Benefits Presentation
I1-I9	2022 Countywide Position Requests-HR
J	Restaurant Tax Return Data

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 10/18/2021

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