Davis County Budget Committee

Meeting Minutes

August 8, 2022

The Budget Committee of Davis County met on August 8, 2022, at 3:04 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; Chris Bone, Human Resources Director; and Mark Langston, Information Systems Director. Commissioner Bob J Stevenson joined the meeting at 4:23 p.m. Shairise Bills, Deputy Clerk/Auditor, recorded the minutes for the meeting. Other Davis County staff present were: Troy Rawlings, County Attorney, and Ric Higbee, HR Deputy Director.
   The public in attendance was: Mark Cheney, Asst. VP of Corporate Benefits, NFP; Rachel Burt, HR Consultant, NFP; and Mike Ongkiko, Managing Director, NFP.

   Curtis announced his new Chief Deputy, Angie Nelson. She came from the Park City School District. She has a Bachelor's Degree in Accounting and a Master's in Business Administration with an emphasis in Finance from Louisiana Tech University. She is a Certified Internal Auditor and has experience as an IT Project Manager. For the past six years, she has worked as an Accountant for the School District in the Munis System. She will start on August 29th.

2. **Approval of Budget Meeting Minutes for July 11, 2022, and July 19, 2022** *(Minute 02:16)*

   Committee vote:

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

Curtis commented that the Commission should have the sole discretion of approving any budget requests after considering the Committee's recommendations. He said on agenda items that impact the budget; the Commission should be the ones voting on those approvals. There was some confusion about if and when the Committee should vote, so Curtis said he would get some clarification from the Attorneys and bring it back to the Committee.

3. **Attorney's Law Clerk Position—**Presented by Troy Rawlings, Davis County Attorney *(Minute 05:45)*
Troy said a Law Clerk position in the budget was unfunded and unfilled. The mid-range for the position is $21.70 per hour (19 hours per week), and the total cost would be $23,490 annually (which will be included in the requested 2023 budget if the committee approves the hiring this year.) If they hire someone right now, the budget impact for the remainder of the year is approximately $6,000. He requested that this position be temporarily funded for the rest of this year. He said other staffing changes in their office would recoup the cost.

Commission vote:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott	X		X			
Commissioner Kamalu		X	X			
Commissioner Stevenson					X	

4. **Sisu Nasu Trailer Trade–** Presented by Curtis Koch, Clerk/Auditor *(Minute 14:24)*
Curtis said the County gave back the Sisu Nasu in trade for a side-by-side, but they are left with the Sisu Nasu trailer, which was a heavy-duty, triple-axle trailer. The County acquired the trailer through a donation through Search and Rescue. They would like to work with Jorgensen, Inc., which offered two trailers; one for a snowmobile and another smaller, more maneuverable one, in exchange for the Sisu Nasu trailer. Curtis said it is the best value to the County to trade it instead of auctioning it. Curtis clarified that this is not how the County does business, and Search and Rescue should not negotiate these things in the future.
(See Attachment A.)

Commission vote:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott	X		X			
Commissioner Kamalu		X	X			
Commissioner Stevenson					X	

5. Mark Langston, Information Systems Director, Presented:

   a. Career Ladder Change Request for the Network Manager Position *(Minute 19:07)*
   Mark said this item was tabled at the last Committee meeting and brought it back to be reconsidered. They currently have four employees, all at the same pay grade, with vastly different skill sets. They would like to create a career ladder for the Network Manager position to Network Services Manager I, II, III, and IV. Each would require a basic understanding of networking principles; then, as their skill levels increase, they could move up. This change would cause two positions to stay at the same grade, with a title change to Network Services Manager II. Two positions would require a five percent increase and be moved to the appropriate levels of I, and III, resulting in a payroll increase of $5,465.
   (See Attachments B1-B2.)

Commission vote:

MEMBER	MOTIONED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
Commissioner Elliott	X		X			
Commissioner Kamalu		X	X			
Commissioner Stevenson					X	

   b. Cell Phone Allowance Review *(Minute 30:10)*
   Mark said this had been used as a perk/compensation, depending on the department, and has previously been discussed by the Committee. Mark looked for the committee's direction to define how the County gives those allowances. Mark recommended getting rid of all the current options. He proposed that If a phone is provided, it will be at the County's cost of $40/month at $300 (purchase price) at two-year intervals, and the department would pay the actual costs. If the employee gets a stipend, he recommended eliminating the voice usage option and changing the allowances to levels 1,2 and 3. There were some concerns about how to make that equitable since it is being used as part of compensation. It was discussed at length. The policy will need to be changed and updated. The goal is to fix it on or before December 31, 2022. Mark will verify the costs, and Chris will get advice from the Attorneys. It was agreed that it would be tied to the compensation study and will be revisited during the 2023 budget process.
   (See Attachments C1-C2.)

6. **Compensation Study Introduction**—Presented by Human Resources and NFP Consultants *(Minute 53:15)*

Mike introduced the Compensation Study and gave an overview of their Public Sector experience. He gave a high-level overview of the project objectives. There were four key components that the study will address which were:

1) Employee Engagement Related to Employee Benefits
2) Alignment
3) Internal Equity
4) External Competitiveness

He explained the phases and responsibilities. The project's initial phase will be chartering and defining the criteria and the communication plan to employees and stakeholders utilizing multiple methods. An employee benefits survey will be given, and current job descriptions and classifications will be analyzed. Phases II/III will include a completed analysis, documentation, and recommendation on the County's total compensation plan. Phase V is an adoption of the recommended County Compensation and Benefit Plans. Mike said the market recommendations will be made for salary increases for the 2023 merit budget.

7. Meeting adjourned at 4:58 p.m.

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

A	Sisu Nasu Trailer Trade
B1-B2	Career Ladder change request
C1-C2	Cell Phone Fee Review
D1-D17	Compensation Study Introduction Presentation

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 9/12/2022

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