Davis County Budget Committee

Meeting Minutes

October 3, 2022

The Budget Committee of Davis County met on October 3, 2022, 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 to further clarify the content. Some timestamps have been 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 9:07 a.m.

Opening—Roll Call

Committee members present were: 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 joined virtually, and Commissioner Bob J Stevenson joined the meeting at 9:57 a.m. Shairise Bills, Deputy Clerk/Auditor, recorded minutes for the meeting. Another Davis County Staff present was Josh Johnson, Library Director. There was no public attendance.

9:00-10:00 a.m. 2022 End of Year Projections, Fund Balances—Presented by Curtis Koch *(Session 1 Audio)*

Curtis showed the 2023 Budget Final Page Departmental Requests and gave a high-level overview of each fund balance. There is approximately $3 million in payroll turnback due to record-setting vacancies in the Sheriff's office. There is $2.5 million in new requested positions. Chris said it includes a three percent merit increase but no market adjustments (COLA). A new fund was created for Animal Care, and the Paramedic fund is going away. The County is spending down fund balance in the General Fund by roughly $10 million based on the current projections. He asked the committee what an acceptable spend-down goal is. Curtis would like to get it to the $27 million mark and hold it stable, recognizing that there are one-time monies that will be used and a healthy place to end.
(See Attachment A.)

10:00- 11:00 a.m. 2023 Revenue Projections, Tax Rates, New Growth—Presented by Angie Nelson *(Session 1 Audio- Minute 54:30)*
Angie reviewed the 2022 Revenue projections, tax rates, and new growth. The projected revenues countywide were $290 million for 2023 and $240 million for 2022. The certified tax rate budgeted revenue for 2023 was projected at $30,134,237, which is a 1.03 percent increase from last year.
(See Attachments B1-B27.)

11:00- 12:00 p.m. 2022 Transfers, Internal Service Allocations—Presented by Angie Nelson *(Session 2 Audio-Minute 6:54)*

Angie continued her presentation and explained the fees for service and the intergovernmental and grant revenues. Those revenues have decreased since 2020 due to the flow of CARES monies at the time. Curtis showed the County's certified tax rates and projected new growth at 1.38 percent. Curtis explained the 2023 transfers in and out. Angie presented the three Internal Service Allocations: insurance, technology, and facilities/grounds.

(See Attachments B1-B27, C1-C3, and D.)

12:00- 1:00 p.m. Budget Committee Working Lunch *(Working lunch audio session)*

The Committee discussed the presentations thus far.

1:00-1:30 p.m. DCEA—Presented by Brian Downard *(DCEA audio session)*

Brian Downard, Davis County Employee Association (DCEA) President, was with Kevin Krantz and Chace Holley to present the employee survey results for the Davis County Employee Association (DCEA). The three most important benefits to employees were said to be health, dental, and life insurance. The projected revenues for 2022 were $3,186, and the 2023 projected income will be $9,126 due to an increase in membership dues from $.75 to $1.00 per pay period. DCEA requested a six percent cost of living increase for employees based on the new numbers showing that inflation is up 15.4 percent compared to January 2021.

(See Attachments E1-E11.)

1:30- 2:00 p.m. Annual Compensation Discussion—Presented by Chris Bone *(HR audio session)*

Marina Brito, HR Generalist; Ric Higbee, HR Deputy Director; and Dawn Tolson, Benefits Administrator, joined Chris in presenting the annual HR compensation strategy. Marina explained the difference between Market Adjustments and COLA. She showed the cost of a base pay increase of one percent to a ten percent increase, keeping in mind a three percent merit increase has already been factored into the 2023 budget. The benchmark adjustments for law enforcement were explained, and it was recommended to increase the Deputy Sheriffs by two pay grades. Ric briefly explained the County's compensation strategy.

(See Attachments F1-F7.)

2:00- 2:30 p.m. Employee Benefits Discussion—Presented by Chris Bone *(HR audio session-Minute 22:28)*

Marina Brito, HR Generalist; Ric Higbee, HR Deputy Director; and Dawn Tolson, Benefits Administrator, joined Chris in presenting the employee benefits report. There was an 8.17 percent in the Traditional Plan, but the STAR Plan dropped by 62%, likely due to utilization. The benefit highlights for 2023 included no medical, dental, or vision increases; changes in URS rates; and an added Juneteenth holiday.

Some PEHP plan changes included insurance coverage from day one for new hires (recruiting benefit) and insurance coverage available to domestic partners. HSA contribution for January 2023 is to be increased to $500/$1000 as a one-time incentive of $125/$250, to be paid from the existing Health Assessment account (sunsetted years ago). Ric touched on the preliminary results of the Employee Benefits Survey Summary, to which roughly 75 percent of employees responded. More vacation time, flexible schedules, and education reimbursement were the top three benefits of importance. (There were 66 pages of written comments in the survey.) HR recommended several options relating to salary increases, including a three percent COLA, a 5.5 percent market adjustment, or a 6.8 percent average of market adjustment and COLA. NFP will have the total compensation analysis completed in March of 2023.
(See Attachments G1-G14.)

3:00-4:30 p.m. **State of Davis County Facilities**—Presented by Lane Rose *(State of Facilities Audio Session)*

Lane was with Sherri Day to present the State of Davis County Facilities. He showed building audits and budget information for each County-owned facility. The only capital project was the façade project for the administration and main library building.
(See Attachments H1-H76.)

CLOSED SESSION

Committee vote to move into a closed session for reasons permitted under Utah Code Annotated (UCA) 52-4-205(1)(a) for discussion of the character, professional competence, or physical or mental health of an individual.

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

Adjournment

The meeting adjourned at 5:01 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:

A	2023 Budget Final Page Departmental Request
B1-B27	2023 Revenue Projections, Tax Rates, New Growth
C1-C3	Property Tax Projections-All Funds
D	2023 Transfers
E1-E11	DCEA Presentation
F1-F7	Compensation Report
G1-G14	Benefits Report
H1-H76	Building Audits-Facilities

Minutes prepared by:

Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 11/29/2022

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