

Grand County Budget Advisory Board

Wednesday, April 18, 2018

8:30 a.m. – 10:00 a.m.

County Council Chambers

Call to Order

A. Presentations:

1. Overview of compensation study methodology and results (Mike Swallow, Personnel Systems and Services, by phone/Webex)
(allow 45 minutes)

B. Action Items:

1. Approving minutes of April 11, 2018 meeting
2. Nomination and re-election of Vice Chair for compliance with Bylaws
3. Approving proposed questionnaire to be sent to budget preparers

C. Discussion Items:

1. Demonstration of "Caselle Advantage" budgeting software

Future Considerations

Closed Session(s) if necessary

Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Grand County Budget Advisory Board meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of the Grand County Budget Advisory Board that Board members may participate in public meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real-time interaction in the way of discussions, questions and answers, and voting.

GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

Grand County Council Chambers
125 East Center Street, Moab, Utah

April 11, 2018

The Grand County Budget Advisory Board met in its initial Regular Session on the above date in the County Council Chambers located at 125 East Center Street, Moab, Utah. The meeting was called to order by Patrick Trim at 8:32 a.m. In attendance at the call to order were Board Members Patrick Trim (Budget Officer), Diana Carroll (County Clerk/Auditor), Chris Baird (Citizen), Zach Wojcieszek (Citizen). Board Members who arrived shortly after the call to order were Jaylyn Hawks (County Council Member), Chris Kauffman (County Treasurer), and Elaine Gizler (Moab Area Travel Council Executive Director). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

Action Items:

A1. Approving minutes of April 4, 2018 meeting

MOTION: Motion by Chris Baird to approve minutes of April 4, 2018 as corrected under "Revenue Assumptions" discussion to read "Chris Baird suggested *using year-end actuals* for projections" in place of "Chris Baird suggested *adding 12% to 2017 revenues* to use as a projection." Motion seconded by Zach carried 4 – 0.

A2. Adopting proposed bylaws for recommendation to County Council

MOTION: Motion by Chris Baird to adopt proposed bylaws, as amended to require an in-person quorum for electronic meetings, for recommendation to County Council. Motion seconded by Diana carried 7 – 0. Ruth will add to the County Council agenda for adoption.

B. Discussion Items

B1. Demonstration of "Caselle Advantage" budgeting software- Postponed to next meeting. If Caselle personnel are not available, Diana agreed to provide an overview.

B2. Review of salary compensation survey-

B3. Report from April Leadership meeting discussion

a. Input on budget process

The Board agreed that managers will present their budgets to the Budget Advisory Board. The Board agreed to begin a formal budget process with managers beginning July 1st following the Council's development of a Strategic Plan and development of written guidelines.

A **subcommittee** was formed to develop a written budget process to document guidelines, training, and a schedule; volunteers included Pat, Elaine and Chris Baird. Chris agreed to send out a draft to the subcommittee. Jaylyn offered to review the draft.

b. Input on compensation schedule (minimum/midpoint/.maximum salary range vs. step and grade chart ranges)

Review of salary compensation survey

The Board briefly reviewed the "Least Cost Implementation – General Fund Departments & Positions" spreadsheet provided in two workbook tabs.

The Board agreed to ask Mike Swallow (of Personnel Systems and Services), consultant for the salary compensation survey, to attend an approaching Board meeting by phone/Webex to explain salary survey rationale and methodology, including the min/mid/max approach to

compensation as well as how to compensate high performers. Ruth agreed to invite him to the next meeting.

B4. Discussion on Request for Proposals for departmental position assessments- Following discussion, the Board agreed to include in the Request for Proposals pertaining to departmental position assessments a request for review of pros and cons of the min/mid/max approach versus the step and grade approach. Pat agreed to include this in the RFP.

C. Future Considerations

Adjourn

The meeting adjourned by unanimous vote at 10:10 a.m. on a motion made by Chris Baird, seconded by Jaylyn.

Patrick Trim
Chairperson

Christopher Kauffman
Secretary

Grand County Budget Advisory Board

Budget Presenter Information Request

Introduction:

This request for information is going to all Grand County Department Heads, Elected Officials and other managers/supervisor's who are responsible for presenting a budget. The members of the newly formed Budget Advisory Board have varying levels of knowledge about the County's budget. To facilitate education, the Board is asking for help directly from those County employees with the most detailed knowledge. This request for written information is just the first step and the Board also looks forward to meeting with each of you in person. Your written responses will also be used to help future Board members as they join.

Instruction:

Please answer the following questions, write a budget synopsis and email them back to Patrick Trim, ptrim@grandcountyutah.net, by April 30th.

Questions:

1. Your Name and Title:
2. Title of Main Department/Office:
3. Title of Sub Department/Office (exe, Jail, IT):
4. List revenue sources (other than the General Fund) that are used by your Department/Office (exe, Library Taxes, TRT, grants):
5. List revenue generated by the activities of your Department/Office (exe, Office Fees, License Fees):
6. Does your budget require approval from another body in addition to the County Council? If so please describe?
7. What would be your ideal process, including specific dates, to prepare and present your budget to the Advisory Board?

Budget Synopsis:

Please write a brief (not to exceed two pages) synopsis of your budget. Try to cover the big picture and write as though you are talking to someone who has no prior knowledge. It is OK to cover some of the items already answered above. Please include the following elements in your synopsis:

- A basic overview of the statutory obligations, duties and services of your Department/Office.
- Brief description of the employees and salaries paid in your budget.

- **Overview of the most important non-salary line items in your budget.**
- **The major factors, if any, that lead to changes in your budget from year to year.**
- **Major one-time expenses in your 2018 budget.**
- **Major one-time expenses anticipated in the next three years.**
- **Any staffing needs or other ongoing expense requests anticipated in the next three years.**

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