

Grand County Budget Advisory Board

Wednesday, September 5, 2018

8:30 a.m. – 12:00 p.m.

County Council Chambers

125 E. Center St., Moab, UT 84532

Call to Order

A. Action Items:

1. Approving minutes of August 29, 2018 meeting
2. Position and Employee Pay Plans Review, continued from August 29, 2018

Future Considerations

Closed Session(s) if necessary

Adjourn

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GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

August 29, 2018

The Grand County Budget Advisory Board met in Regular Session on the above date in the County Council Chambers. The meeting was called to order by Chairperson Chris Baird at 8:36 a.m. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Jaylyn Hawks (Council Member), Chris Kauffman (Treasurer), Elaine Gizler (Moab Area Travel Council Executive Director), and Zach Wojcieszek (Citizen). Absent from the meeting were Evan Clapper (Council Member) and Diana Carroll (County Clerk/Auditor). Also in attendance were Howard Trenholme, Travel Council Board Chair, to co-present the budgets and Ruth Dillon (County Council Administrator) to take minutes.

A. Action Items

A1. Approving minutes of August 22, 2018 meeting-

MOTION: Motion by Jaylyn to approve the minutes of August 22, 2018 as corrected to include a statement by Chris Kauffman that he had provided a verbal declaration of conflict of interest. Motion was seconded by Elaine and it carried 5-0.

A2. Presentation and possible revision of 2019 proposed operating budget(s):

A2a. Moab Area Travel Council-

Chairperson Baird provided the Moab Area Travel Council revenue budget on-screen, and he and Elaine explained that growth in the TRT Taxes Funds has been partially due to the state's promotion campaigns of "The Mighty Five" and "Road to Mighty," the first of which had started in 2013 which was the same year that the additional 1.4% TRT was imposed by the County Council.

Elaine Gizler, as Travel Council Executive Director, provided the Travel Council's annual report as a handout. She explained YTD Transient Room Tax (TRT) revenue collections through June, the highest collection month, and the fact that collections typically run two months behind. She further explained that if the Arches National Park reservation system is approved and implemented during 2019, a decrease in TRT revenue is to be expected. Chairperson Baird and Elaine explained various other revenue line items.

Chairperson Baird briefly explained the legislatively mandated percentage split between the Travel Council for promotion and the General Fund for tourism mitigation. He reported that for the year 2017, TRT revenue was the county organization's single greatest revenue stream, surpassing property tax revenue.

Chairperson Baird provided the Moab Area Travel Council expense budget on-screen and reviewed salaries and benefits, stating that they include a proposed 2% COLA. Elaine explained the more significant budget requests. Board members discussed the possibility of a state law change in the TRT formula, proposed last year to reduce the promotion percentage from 2/3 of the first 3% to 1/2 of the first 3% of TRT revenues, which, if a similar bill is proposed in 2019 and passes, could impact the TRT promotion budget negatively by \$700,000 (and the TRT mitigation budget positively by the same amount).

Jaylyn inquired about the possibility of having a rainy day fund for the Travel Council; Chairperson Baird explained that the rainy day fund purpose for the Travel Council would be for cash flow purposes, and that a facility could not be acquired through the TRT promotion fund but could be acquired through the TRT mitigation fund.

Board members agreed to adjust the advertising line upwards, making note that the difference may need to be moved to salaries and benefits if the County Council adopts a compensation plan. Elaine stated that she is anticipating needing a new position of a part-time Social Media staffer and has been working with the Human

Resources Director to develop a job description and position grade.

Board members agreed to have the County Council review the comprehensive list of all new position requests in the county during their October meetings with this board, rather than to place a budgeted amount for it into the budget at this time.

A2b. TRT - Non-Promotional / Impact Mitigation-

Chairperson Baird provided the TRT - County Portion revenue budget on-screen followed closely by the expense budget. Ruth requested that the board consider increasing the proposed TRT budgeting for the EMS Contribution since tourism is a direct cause of the growth of EMS and a large percentage of their calls. Andy Smith, Emergency Medical Services Director, attended briefly and stated that the EMS Special Service District, which is expected to transition operations from the County effective January 1, 2019, met recently and plans to request \$400,000 of TRT mitigation funds from the County Council based on expected needs.

Board members discussed the budgeted contributions toward the museum and solid waste district, noting that nothing is set aside for affordable housing at this time.

No changes were made to this proposed budget.

A2c. TRCC - Restaurant & Car Rental Tax-

Chairperson Baird provided the Restaurant and Car Tax revenue budget on-screen. He explained various line items, such as the new car rental tax that went into effect April 1, 2018 which appears to be nearly doubling revenues.

He then provided the expense budget on-screen, explaining various line items including Airport Contribution and Grand Center (for roof repair). Board members agreed to increase the Fire Works Contribution line item to meet the market demand, and Chairperson Baird agreed to request that the expense be shared equally with Moab City and with Grand County Recreation Special Service District, as in the past.

Chairperson Baird brought up the proposal to officially transition Trail Mix employees from Canyonlands Natural History Association (CNHA) (a 501(c)(3) non-profit) as their designated employer (per a Memorandum of Understanding with the County) to the county as their employer beginning in 2019. Roxanne Bierman, CNHA Executive Director, briefly explained that part-time Trail Mix employees were working weekly hours that were nearing the requirements that would afford them health insurance benefits according to the Affordable Care Act. Chairperson Baird shared his long-range concept of a Parks, Trails and Recreation Department potentially funded by the Local Option Sales Tax for Transportation as a possibility.

Chairperson Baird explained that the MIC Improvements budget for the Moab Information Center is significantly increased due to a needed roof.

No changes were made to this proposed budget.

A3. Position and Employee Pay Plans Review-

Chairperson Baird provided the Proposed Position Pay Plan draft on-screen, the document in which the position grade is to be established. He also provided the proposed Grade and Step chart with a Grade 1, Step 1 at \$14.28 to include high school interns and apprentices. He reviewed position starting salaries (at Step 1) from market data and explained how he arrived at the new proposed grades for each position. Chris Kauffman provided a verbal declaration of conflict of interest when discussing library salaries. Chairperson Baird explained that market data for Sheriff employees is tied closely with Moab City's police salaries. Ruth inquired about budgeting for the new expected Surveyor position.

Zach left the meeting at 12:00 for another commitment.

Chairperson Baird provided the Proposed Employee Pay Plan draft on-screen with years of service, explaining that the proposed grade ties back to the Position Plan spreadsheet. He illustrated that the Employee Pay Plan draft also

includes current step and proposed step, explaining that proposed step is based on an annual formula which includes a years-of-service adjustment of 1.5% per year. He explained variances and stated he is 75% finished with the Employee Pay Plan draft.

Chairperson Baird suggested that proposed grades could be adjusted based on responsibilities, such as number of employees supervised. He provided a graph by Elected Official/Department Head indicating the ratio of the number of full-time equivalent (FTE) employees to the individual supervisor's salary. For example, the graph indicated that the Sheriff position is the most underpaid when considering only the number of full-time equivalent direct reports. Chairperson Baird suggested that other metrics could be considered as well, in terms of responsibilities.

Future Considerations- none

Adjourn

The meeting was adjourned by acclamation at 12:16 p.m. by Chairperson Baird.

Chris Baird
Chairperson

Christopher Kauffman
Secretary

DRAFT