

Grand County Budget Advisory Board

Wednesday, June 6, 2018

8:30 a.m. – 10:30 a.m.

County Council Chambers

Call to Order

A. Action Items:

1. Approving minutes of May 30, 2018 meeting

B. Discussion Items:

1. Further review and edit of deliverables and timelines for the “Financial” focus area of the draft Grand County Strategic Plan 2019-2021
2. Further review and discussion to outline the prime objectives of the Scope of Work for the proposed “Request for Proposals for a Public Finance & Budgeting - Staffing Needs Assessment Consultant”
3. Report on COLA proposal

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

May 30, 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 8:30 a.m. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Diana Carroll (County Clerk/Auditor), Evan Clapper (Council Member), Chris Kauffman (Treasurer), and Zach Wojcieszek (Citizen). Jaylyn Hawks (Council Member) and Elaine Gizler (Moab Area Travel Council Executive Director) arrived at 8:36 a.m. and 8:37 a.m. respectively. Also in attendance were Ruth Dillon (County Council Administrator) to take minutes and, in the audience, John West, Human Resources Director. County Council Member Curtis Wells attended beginning at 8:50 a.m.

A. Action Items

A1. Approving minutes of May 23, 2018 meeting

MOTION: Motion by Diana to approve the minutes of May 23, 2018 as presented, seconded by Evan carried 5 – 0.

A2. Discussing and forwarding a recommendation to County Council related to a Cost of Living Adjustment (COLA) and/or compensation adjustments-

Evan introduced the topic. Chairperson Baird reported that he had figured a total cost of approximately \$182,000 for a 2% COLA, if it were retroactive to January 1, 2018. These costs include a COLA increase for all Elected Officials/County Council. It was discussed that the costs could potentially be absorbed into the current budget without requiring a budget amendment. The subject of compensation adjustments was briefly broached. A menu of recommendations was suggested along with justification for a COLA being based on closing out 2017 with higher than expected revenues as well as year-to-date budgeted, unused salary and benefit costs. Major reasons for a COLA: to maintain the purchasing power of salaries and to improve employee morale. It was reported that the 2017 audit revealed approximately \$400,000 was added to the General Fund.

Chris Kauffman moved that the Board forward a recommendation to County Council to consider a 2018 COLA at 2% and to present the following four options: 12 months (retroactive to January 1, 2018); 6 months (effective July 1, 2018); to include Elected Officials/County Council; to exclude Elected Officials/County Council. Jaylyn seconded the motion. After some discussion, the motion carried 7 – 0.

Ruth agreed to add this to the next possible County Council agenda. A newspaper notice for public hearings will be required in advance if the Council chooses to include Elected Officials and/or County Council.

B. Discussion Items

B1. Review and edit of deliverables and timelines for the "Financial" focus area of the draft Grand County Strategic 2019-2021-

Ruth reported having met with Patrick Trim since the last board meeting to place the Council Retreat draft Strategic Plan into a more legible document. She reported that Pat recommended the board study each of the Financial goals in order to fill in the "deliverable details" and to review each of the deadlines for possible change.

The board reviewed the goals as follows for potential wording into the "deliverable details" portion of the draft Strategic Plan "Financial" focus area:

Strategy for maintaining positive fund balance: Deliverable details- Have projected budgets that show no need to take from the reserve. Intended accomplishment in 2018.

Use TRT monies to offset operating budget: Deliverable details- Keep taxes low (per the Council Retreat discussion). Intended accomplishment in 2018.

The board also discussed the new law allowing TRT monies for roads.

Strategy for matching monies for projects: Deliverable details- Annually forecast needs prior to budget season and set money aside incrementally for capital infrastructure planning with project timelines. See also the goal to *Consolidate capital needs & priorities – master list* (below).

The board also discussed the need for the County Council to determine when property taxes may be needed in order to help the community.

Compensation study/needs assessment – methodology – policies & procedures: Deliverable details- Establish in policy prior to budget season this year, written in such a way that the policy can be used five years from now.

Strategy for increasing space for county offices: Deliverable details- Visual presentation to County Council. Intended accomplishment in 2018.

Financial process – budget flow from budgeting to presenting to Council: Deliverable details- Budget guideline document with timelines.

The board also reviewed deadline dates of June 15th for budget preparers to report their vetted compensation market data to the Budget Officer, and July 31st for initial budget requests to the Budget Officer and Clerk/Auditor.

Development of a strategy for internal audit processes: Deliverable details- Schedule for departmental/elected office audits, based on the timeline from the Budget Advisory Board ordinance.

Chris Kauffman reported that the State Auditor will publish best practices soon, which can then be reviewed by the board.

Consolidate capital needs & priorities – master list: Deliverable details- Create a master list/clearinghouse document of capital needs, pulling from adopted documents such as the annual CIB list, Capital Facilities Plan, and Storm Drain Master Plan. Include a projection of vehicle & equipment needs.

Purchasing Policy: Deliverable details- Establish thresholds, such as to what procurement amount is required to go to sealed bid. Review what the state has published and compare to Leadership meeting notes from 2017.

The board briefly discussed pros and cons of having centralized purchasing, with one person in charge of all orders; the cons seemed to outweigh the pros.

Ruth agreed to send the editable Strategic Plan document to Chairperson Baird and Chris Kauffman for filling it out, refining it, and reviewing the goal deadlines for flow.

B2. Discussion to outline the prime objectives of the Scope of Work for the proposed “Request for Proposals for a Public Finance Budgeting – Staffing Needs Assessment Consultant”-

The board discussed potentially including in the Scope of Work:

- evaluation of current staffing and operational space needs;
- forecast of staffing needs, particularly in relation to added capital projects;
- benchmarks to study against;
- identifying broad overlaps in staffing with Moab City staffing (such as law enforcement);
- evaluation of interlocal agreements with Moab City;
- comparisons with other counties with a view of Grand County’s staff demands being much higher than a typical fifth class county due to high tourism;
- forecast of tourism;

The board seemed to agree that there would be no need to study the budget process.

Chairperson Baird agreed to review the current shell RFP. Ruth agreed to send him the county’s standard RFP template. Chairperson Baird reiterated that the study will not be able to be completed in time for 2019 budget adoption.

B3. Further review and discussion on compensation study methodology-

Chairperson Baird reported that he is working with Department Heads and Elected Officials to vet compensation market data for their departments, and will then update the compensation workbook accordingly. He stated that he anticipates a presentation to County Council in August once compensation costs are better determined.

B4. Report on development of budget guideline document-

Chairperson Baird reported that developing a budget guideline document ties in with building contingency guidelines into the budgeting software itself, as well as determining a budget timeline.

B5. Budget timeline-

Chairperson Baird suggested a budget timeline, with Board discussion as follows:

- fairly early in the year – County Council Retreat for possible directives to the board;
- current time period – Budget Officer meetings with budget preparers to introduce Caselle Advantage and to add the budget preparer's narrative (as per the responses to the questionnaire) into the software;
- June 15 – budget preparer deadline this year (and every 5 years) for vetted compensation market data;
- July 31 – initial deadline for budget proposals to the Budget Officer;
- August 1 to September 30 (8 weeks) – board meets with budget preparers to review initial budget requests in detail for board recommendation to County Council;
- October 1 to October 15 or later (at least 2 weeks prior to first Council meeting in November, which is Wednesday November 7th) – joint Budget Advisory Board / County Council special budget meetings for update to Council, and Council proposed adjustments;
- first Council meeting in November (Wednesday, November 7th) – County Council adopts tentative budget;
- at least 10 days prior to the public hearing (Friday, November 23rd) – have the tentative budget available to the public;
- first Council meeting in December (December 4) – public hearing;
- second Council meeting in December (December 18 and no later than December 31) – adopt the new budget (and, if needed, amend the current budget)

C. Future Considerations

Strategic Plan will be emailed out to board members or there may be additional refinement on the next agenda. Evan suggested changing the agenda to reflect a 10:30 a.m. ending time.

Adjourn

The meeting adjourned by a motion by Chris Kauffman, seconded by Evan at 10:53 a.m. Jaylyn had left the meeting at 10:00 and Zach at 10:15. Motion carried unanimously.

Chris Baird
Chairperson

Christopher Kauffman
Secretary

Draft Grand County Strategic Plan 2019-2021

GOALS

Pillar/Focus Areas	Goals	Deliverable Details	Accountability	Metric		Start date	Deadline
Financial (Sponsor: Hawks)	Strategy for maintaining positive fund balance	Develop contingency guidelines. Balance Revenue/Expenditures by either increasing revenue or cutting expenses.	Baird	Year 1	2019	7/1/2018	12/31/2019
	Use TRT monies to offset operating budget	Outline strategy for using TRT revenue to offset general fund expenses in departments that receive general fund revenue and are also eligible for TRT/TRCC.	Baird	Year 1	2019	7/1/2018	12/31/2019
	Strategy for matching monies for projects	Use "Consolidated capital needs & priorities master list" to develop a capital budget for forecasted matching monies.	Baird	Year 1	2019	7/1/2018	12/31/2019
	Compensation study/needs assessment - methodology - policies & procedures	Adopt via policy a market-based compensation study methodology based on vetted market data and a statistical regression using "job values".	Baird	Year 1	2019	7/1/2018	12/31/2019
	Strategy for increasing space for county offices	Visual presentation to County Council.	Dillon/Day	Year 2	2020	1/1/2020	12/31/2020
	Financial process - budget flow from budgeting to presenting to Council	Timeline showing budget process deadlines and expectations.	Kauffman	Year 1	2019	7/1/2018	12/31/2018

	Development of a strategy for internal audit processes	Plan showing schedule of audits, who will conduct, what will be audited and how it will be presented.	Kauffman	Year 1	2019	7/1/2018	6/30/2019
	Consolidate capital needs & priorities - master list	Create a "clearinghouse" document that consolidates CIB Priority List, Capital Facilities Analysis, Spanish Valley Transportation Plan, Storm Water Master Plan, Fleet & Equipment , and facilities.	Baird	Year 2	2020	1/1/2020	12/31/2020
	Purchasing Policy	Adopt a modernized purchasing policy with updated threshold for competitive bidding.	Baird	Year 1	2019	7/1/2018	6/30/2019
Infrastructure/Planning (Sponsor: McGann)	Efficiency Study - (city) duplication of services			Year 1	2019	7/1/2018	6/30/2019
	Gathering of interlocal agreements/potential use of a consultant			Year 1	2019	7/1/2018	6/30/2019
	Development of a public park plan			Year 3	2021	1/1/2021	12/31/2021
	Transportation Plan implementation			Year 2	2020	1/1/2020	12/31/2020
	Capital Facilities Plan - General Plan and exploring impact fees			Year 2	2020	1/1/2020	12/31/2020
	Implementation of the Affordable Housing Plan			Year 1	2019	7/1/2018	6/30/2019
	Development of future airport planning and expansion			Year 3	2021	1/1/2021	12/31/2021
	Development of future roads plan			Year 2	2020	1/1/2020	12/31/2020
	Implementation of Drainage Plan (phases)			Year 1	2019	7/1/2018	6/30/2019
	Strategy for targeted updates of the General Plan			Year 2	2020	1/1/2020	12/31/2020
	Development of partnership plan for land use with San Juan County			Year 3	2021	1/1/2021	12/31/2021
	Strategy for summarization and vision for all county plans			Year 1	2019	7/1/2018	6/30/2019

	Strategy for evaluation of benefits of collaborating on Land Use Codes with the City			Year 2	2020	1/1/2020	12/31/2020
	Development of county partnerships with Emery, Mesa (CO), Carbon & Uintah			Year 2	2020	1/1/2020	12/31/2020
	USU partnership strategy in terms of budgeting and infrastructure			Year 2	2020	1/1/2020	12/31/2020
Political (Sponsor: Wells)	Identifying points of current legislation - lobbying strategy and UAC			Year 1	2019	7/1/2018	6/30/2019
	Strategy for relationship management at the regional, state & federal levels			Year 1	2019	7/1/2018	6/30/2019
	Strategy for building teamwork with Elected Officials			Year 1	2019	7/1/2018	6/30/2019
	Development of UDOT strategy			Year 1	2019	7/1/2018	6/30/2019