

Grand County Budget Advisory Board

Wednesday, July 18, 2018

8:30 a.m. – 10:30 a.m.

County Council Chambers

Call to Order

A. Action Items:

1. Approving minutes of June 6, 2018 meeting

B. Discussion Items:

1. Report on County Council action regarding Request for Proposals for “Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency”
2. Report on County Council actions regarding COLA proposal for Elected Officials including Council Members
3. Status of compensation methodology
4. Review of approaching Budget Workshop process

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

June 6, 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 8:32 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), Jaylyn Hawks (Council Member), and Zach Wojcieszek (Citizen). Chris Kauffman (Treasurer) arrived at 8:58 a.m. Absent was Elaine Gizler (Moab Area Travel Council Executive Director). Also in attendance were Ruth Dillon (County Council Administrator) to take minutes and, in the audience, John West, Human Resources Director.

A. Action Items

A1. Approving minutes of May 30, 2018 meeting

MOTION: Motion by Jaylyn to approve the minutes of May 30, 2018 was seconded by Diana and carried 5 – 0 with a typo correction as follows: Include the word, “Plan” in the agenda item title under B1 to read “Review and edit of deliverables and timelines for the “Financial” focus area of the draft Grand County Strategic Plan 2019-2021.”

B1. Further review and edit of deliverables and timelines for the “Financial” focus area of the draft Grand County Strategic Plan 2019-2021-

Chairperson Baird reviewed the refined edits of the Financial section of the draft Strategic Plan that had been made since the last meeting by himself, Chris Kauffman, and Ruth for their respective accountabilities. Ruth reported a need to change the deadline from 12/31/2020 (Year 2) to 12/31/2018 (Year 1) for the “Strategy for increasing space for county offices.” She agreed to make the edit. Chairperson Baird remarked that this particular goal will tie into the Request for Proposals (RFP) to be discussed during this meeting. The board discussed next steps with respect to the draft Strategic Plan. A suggestion was made for a Council workshop to work through deliverable details on the remaining two focus areas/pillars of “Infrastructure/Planning” and “Political.” Ruth agreed to propose the idea.

B2. 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”-

Chairperson Baird introduced the draft Scope of Work that he incorporated into the county’s standard RFP template. He proposed a new title for the RFP, “Forecasted Needs Analysis for Staffing, Operational Space, and Inter-Local Efficiency.” He reviewed the Scope of Services (Part I) of the RFP which is broken down into three major areas: “Forecasted Staffing Needs Assessment;” “Forecasted Operational Space Needs Assessment;” and “Inter-Local Efficiency Assessment.” Board members expressed concerns regarding the section on “Inter-Local Efficiency Assessment” in terms of doing a study with entities that may not be interested in participating. Chairperson Baird stated that he included the section since it had been requested by Council Members and discussed by Council. The board prioritized the top two major areas yet agreed to propose all three areas with the understanding that the Council will determine the final Scope of Work, including whether to include the area on “Inter-Local Efficiency Assessment.”

The board agreed, at Ruth’s suggestion, to add a description in the first part of the Scope of Work regarding the current number of county employees of approximately 250. Ruth agreed to present the draft RFP, with this edit, to the Council for their consideration at the next Council meeting.

The board briefly discussed the “Proposal Openings” section of the county’s attorney-reviewed boilerplate RFP. Diana agreed to request a review from the County Attorney regarding opening of proposals “in private” (versus public).

Evan requested to know the availability of an index of inter-local agreements between Grand County and Moab City; Diana stated that she has this, and Ruth stated that she has pulled the various agreements she is aware of into one binder in preparation for the study.

B3. Report on COLA proposal-

Chairperson Baird reported that yesterday the Council approved a cost of living adjustment (COLA) of 2%, retroactive to January 1, 2018, for all non-elected employees. He stated that the elected officials and county council COLAs will be proposed and addressed via two separate public hearings; Ruth reported that the hearings are scheduled to be held on June 19th with an expected Council vote on July 3rd along with the board's recommended option for a retroactive date to January 1, 2018 or retroactive to July 2, 2018 (which is the date the pay period starts).

C. Future Considerations

Budget timeline: Chairperson Baird agreed to forward the Budget Timeline to the board. A brief review of the budget timeline was made.

Revenue projections: Chairperson Baird reported that he has started to refine the revenue projections, noting that the county's tax rate will decrease by 18% primarily due to the 2017 commercial values reassessment, which includes a reassessment of nightly rental values.

Selection committee for efficiency study proposals: Pending Council approval of the RFP, Ruth suggested that a selection committee to review proposals and make recommendation to the Council for contract award could be either this board or a subcommittee of this board, which could include pertinent staff. She stated that the notice process for professional services, per the county Purchasing Policy, is 30 days from date of notice.

Break from meetings: The board discussed whether to continue weekly meetings at this time. Upon request Ruth read aloud some of the remaining board priorities/directives per Council, including "Develop training programs for Department Managers on current and future budgeting software;" "Revise the Purchasing and Capital policy for the County..;" "Create benchmarking standards to measure both internal performance as well as benchmarking externally with other Counties of similar size, demographics, and tourist population;" "Provide a historic look at the budgeting process to include revenue and expense assumptions in order to develop a process that improves and corrects past budgeting challenges and concerns;" and "Review the Capital Asset schedule and depreciation expenses related to roads, equipment and buildings." Chairperson Baird agreed to continue looking into trainings for Caselle, in addition to meeting with each budget preparer individually.

Next two board meetings: July 18 for status of compensation methodology; July 25 for strategy/dry run of the budget process (using the budgeting software and reviewing the budget line items for the Clerk's Office). Ruth agreed to ensure posting of meeting notice cancellations (per requirements of the Open and Public Meetings Act) of the June 13, 20, and 27 meetings and the July 11 meeting.

Compensation adjustments: Jaylyn brought up whether compensation adjustments should be considered for 2018 or 2019. Chairperson Baird suggested first getting the compression adjustment done, adding a proposed COLA for next year to get the data current and, if affordable, a compensation adjustment for next year. Chairperson Baird stated that averaging of the data establishes the starting salary for each position. He continued: The compression adjustment takes the starting salary (the minimum) and adds, based on time in position, a recommended 1.5% per year for a final proposed salary for each individual employee; add COLA to that; the spread between minimum and maximum salary of 45% to 50% will need to be decided upon by Council (currently at 40 to 45% in Mike Swallow's spreadsheets); if the Council keeps the Step and Grade system in place, the starting salary will be translated into a grade that is close and that will remain within the tolerance for the average. Ruth brought up the question of how to compensation for exemplary work done; Chris Kauffman mentioned that starting salaries would not include merit increases. Discussion followed. Chairperson Baird stated that averages will increase most all employees' compensation, which will be market competitive.

Process: Ruth reminded the board (and herself) that future considerations are intended for future agendas rather than for discussion. It was suggested to have a standing agenda item on compensation. Ruth agreed to add it to

future agendas.

Adjourn

The meeting adjourned on a motion by Jaylyn, seconded by Diana at 10:12 a.m. Motion carried unanimously.

Chris Baird
Chairperson

Christopher Kauffman
Secretary

DRAFT