

GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

July 18, 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 8:35 a.m. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Evan Clapper (Council Member), Jaylyn Hawks (Council Member), and Zach Wojcieszek (Citizen). Diana Carroll (County Clerk/Auditor) arrived at 8:39 a.m. Absent were Chris Kauffman (Treasurer) and Elaine Gizler (Moab Area Travel Council Executive Director). Also in attendance were Ruth Dillon (County Council Administrator) to take minutes.

A. Action Items

A1. Approving minutes of June 6, 2018 meeting

MOTION: Motion by Evan to approve the minutes of June 6, 2018 was seconded by Jaylyn and carried 4 – 0. Chairperson Baird pointed out that the minutes under Future Considerations state “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;” he reported that it is actually a 15.5% decrease from last year in the certified tax rate for the general operations.

B. Discussion Items

B1. Report on County Council action regarding Request for Proposals for “Forecasted Needs Analysis for Staffing, Operational Space, and Inter-local Efficiency”-

Chairperson Baird reported that the RFP passed County Council as presented. Ruth reported that the RFP is published on the county website with a closing date of 5pm July 31st. She had requested of office staff for it to also be advertised in the Salt Lake Tribune. Ruth reported that a Council Member indicated that the selection committee may be appointed by the County Council.

B2. Report on County Council actions regarding COLA proposal for Elected Officials including Council Members-

It was reported that the County Council passed the recommended 2% COLA retroactive to January 1, 2018 for Elected Officials including Council Members.

B3. Status of compensation methodology-

Chairperson Baird reported that he has been working with department heads and elected officials on updating compensation market data and is close to completion. He proposed an update to the Grade & Step chart since \$14.28 is the new Grade 1, Step 1 due to the countywide COLA recently implemented retroactive to January 1, 2018. He reported using the market data to establish a starting point for salaries, then assigning a grade to each position using the market data. He reported having recently sent a draft of the Proposed Pay Plan 2019 to board members and has since found some errors. He stated that the pay plan will need to synchronize with Council approval of job descriptions as he expects the grade to be part of the job description. He stated that the next step is to review the pay plan employee by employee using the updated Grade and Step chart and assign a step based upon experience and time with the county, while working with the department heads and elected officials on this task. One goal is to see the cost of the expected compensation adjustment.

Evan stated that Mike Swallow had recommended a different model from Grade and Step. Discussion ensued regarding a minimum and a maximum on salaries. Chairperson Baird stated that the spread for salaries is approximately 50%, which closely matches Step 15 as the maximum for any given grade; further that minimum and maximum salaries would be relative to Step 1 and Step 15. Chairperson Baird reported that when the pay plan is complete, board members will be able to see the anticipated cost, which will include benefit costs and associated

Workers Compensation premium increases. He reported his current "guesstimate" of increase in costs at \$800,000 per year.

There was discussion regarding whether to make adjustments for Pay for Performance merit increases; Chairperson Baird reported that keeping the current step would maintain employee milestone increases and exemplary increases.

There was discussion about compression issues, particularly with the Sheriff's Office including the Jail. Chairperson Baird reported that adjustments were made based on Moab City police salary comparisons in order to help eliminate compression issues and to help retain deputies. He reported that the main compression issue that remains is, in some cases, Chief Deputies who will be paid a similar amount as their elected official.

Diana reported that the county encourages Health Savings Accounts which saves money for employees and the county as the employer.

Jaylyn inquired as to whether the pay plan includes all the positions. It was stated that some missing in the plan may be approved positions that have not been filled or approved job descriptions for which funding has not been approved. Chairperson Baird reported having created a chart to help explain why there are proposed new grades, backed up by updated market data, of department heads and others. Chairperson Baird asked whether this board would want to do a detailed review of the draft Proposed Pay Plan 2019 after sending it to the department heads for their review; there was a positive response. For the next meeting, there will be an opportunity to review details of the pay plan.

Jaylyn expressed her desire to be sure that employee qualifications are met. She also requested a brief rationale of the proposed pay plan. Chris agreed to draft a narrative.

Diana reported that we have spent close to \$700,000 over the last 10 years in sheriff deputy training alone (POST-Peace Officer Standards and Training). Chairperson Baird reported that incentives may need to be developed by the Sheriff's Office.

B4. Review of approaching Budget Workshop process-

Chairperson Baird offered using the Clerk/Auditor budget as a trial run next meeting. He stated that the process is similar as prior years and that the budget worksheets are basically the same as before. He stated that the worksheets will be projected onto the screen and adjustments will be made live and become the record. He will request sign ups from budget preparers as budgets are completed.

Ruth inquired about allowing more time per budget workshop. It was determined to allow at least 3 hours per budget workshop. Chairperson Baird reported that budgets can be exported and emailed out prior to each meeting, along with the associated narrative and budget questionnaire. Chris offered to train board members on the software. Ruth agreed to ask the IT Director for the best way for Council Members and board members to access Caselle Advantage for the purpose of reviewing budgets.

The board agreed to change the August 1st board meeting to Tuesday, July 31st for initial budget presentations.

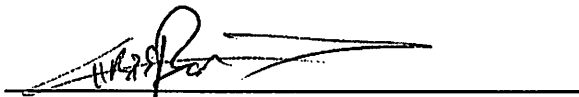
Future Considerations

County Council Familiarization with Caselle Advantage: There was discussion about hosting the Caselle Advantage webinar during a County Council meeting; it was determined that instead Chairperson Baird will send out invitations for individual meetings with the County Council members, as planned.

Ruth announced that the State Auditor's Office will provide in-person training for local government on August 1st in two sessions: 4-5pm and 7-8pm in the Council Chambers. RSVP and opportunity to submit questions is done online via a link provided by the State Auditor's Office which was recently sent out to stakeholders.

Adjourn

The meeting adjourned at 9:48 a.m. by acclamation.



Chris Baird
Chairperson



Christopher Kauffman
Secretary

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