

# GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

July 25, 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 approximately 8:34 a.m. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Chris Kauffman (Treasurer), Elaine Gizler (Moab Area Travel Council Executive Director), and Zach Wojcieszek (Citizen). Jaylyn Hawks (Council Member) arrived at 8:35 a.m. Absent were Evan Clapper (Council Member) and Diana Carroll (County Clerk/Auditor). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

## A. Action Items

### A1. Approving minutes of June 18, 2018 meeting

**MOTION: Motion by Zach to approve the minutes of June 18, 2018.** No second was made as it was determined there were not enough board members present from the July 18<sup>th</sup> meeting to vote on the July 18<sup>th</sup> meeting minutes. The matter was postponed to the next meeting by Chairperson Baird.

## B. Discussion Items

### B1. Presentation and possible revision of budget(s):

#### B1a. Clerk/Auditor-

Chairperson Baird showed the Caselle Advantage worksheet on-screen for the "test run" 2019 Clerk/Auditor budget and described some of the various columns and rows with budget data from 2013 through 2018.

Throughout the meeting board members discussed the budget preparation process and analytics needed. Chris Kauffman offered to provide analytic formulas to the Chair. There was discussion as to how useful the five-year trend is. Board members seemed to appreciate having the new column on standard deviation. Chris Kauffman requested to have charts to compare data visually.

Chairperson Baird explained that Caselle Advantage offers detail for the current year only whereas Caselle Connect provides detail for prior years. Chairperson Baird offered to produce a detail ledger for each department/budget for 2017 prior to the respective budget workshop. Chairperson Baird showed on-screen a detail ledger for 2017 for Clerk/Auditor. Consistency in use of budget line items was discussed; Ruth reported that she has narratives for each line item from the Department Heads who report to her, which were submitted in one workbook to the Clerk/Auditor's office in the past and could be used as a starting place. Ruth will re-submit to the Chair.

Chairperson Baird stated that a rough estimate for an average cost of benefits countywide is 40%, but much higher for public safety due to retirement contribution requirements.

Chairperson Baird added a new analytic, "% Change" to show the difference between the 2019 Initial Request and the 2017 Full Year Actuals.

The board discussed the idea of requesting reasonable budgets versus a "dream" budget or a "bare bones" budget like last year.

The board agreed to focus on non-salary line items initially so as to get the bottomline operating costs for the county prior to completing the proposed salary for each employee within each budget.

There was discussion about retirement expenses. Chairperson Baird agreed to check with Diana as to whether

payouts are made through a liability account versus a department budget.

Chairperson Baird requested board members review budget spreadsheets ahead of each budget workshop in order to develop questions for the budget presentation versus reviewing each budget line by line during the particular budget workshop. He asked to have board member questions emailed to him, that he would then submit to the appropriate budget preparer.

The next budget workshop (Tuesday, July 31<sup>st</sup>) will include a presentation of the real 2019 Clerk/Auditor budget. Chairperson Baird agreed to reach out to see what other budgets will be available for presentation that day in hopes of having three or four presentations.

## **B2. Review of details of draft Proposed Pay Plan 2019 and/or position comparables-**

Chairperson Baird stated that the draft Proposed Pay Plan 2019 in the board packet is the most current versus the prior one sent out to board members. He explained that grades for positions was established as a result of vetting the market data from the Mike Swallow study; the average starting salary of market data dictated the starting salary for any given position. He stated that he used the updated 2018 step and grade chart (with Grade 1 Step 1 at \$14.28 per hour) to locate the grade based on starting salary. Further, the grade auto-populates off the step and grade chart. He stated that he would like preliminary approval eventually by the board to decide between what he recommends and what the supervisor requests so that the board is making the recommendation to the County Council. Market data was provided on-screen for positions.

Chairperson Baird reported that he standardized salary data for maintenance workers and administrative assistants countywide. The question was raised as to whether exemplary merit increases should be factored in. Discussion followed regarding fairness as well as expense.

Ruth raised the point that the recommended step and grade chart currently shows high school apprentices at the county's minimum wage of \$14.28 per hour which is different from what the Council intended; Chairperson Baird explained that high school apprentices at \$14.28 per hour is his recommendation to the board so that every employee has a step and grade associated with the step and grade chart.

Chairperson Baird stated that "Time in Position" (Formula Step) is actually time with county, and is calculated at 1.5% per year but does not take into account exemplary increases. The column of "Same Step" could include the exemplary merit increase. The board briefly discussed the possibility of including exemplary increases by simply transferring the employee's current step to the new grade.

Chairperson Baird reported he used Moab public safety data as comparables for the Sheriff's Office.

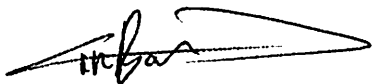
Chairperson Baird reported that grades for some Library positions were re-evaluated and increased (as a recommendation) based on job description requirements of a Bachelor's degree.

Prior to 11:00, Zach and Elaine had to leave for other appointments, which left three board members in attendance, and Chris Kauffman had to leave at 11:00 for an appointment leaving two board members in attendance.

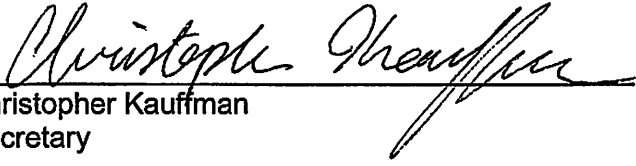
Chairperson Baird reviewed proposed grade increases made to the Sheriff's Office Food Manager and Sheriff's Office Administrative Assistant positions due to job requirements associated with each position. Additionally, he stated that the Assistant Food Manager grade was increased as a recommendation due to inability to recruit.

## **Adjourn**

The meeting adjourned at 11:08 a.m. by acclamation.

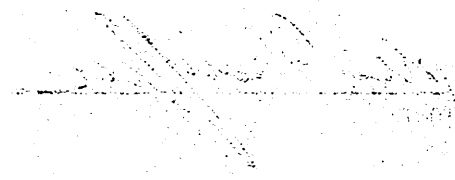


Chris Baird  
Chairperson

A handwritten signature in cursive script that reads "Christopher Kauffman". The signature is written in black ink and is positioned above a horizontal line.

Christopher Kauffman  
Secretary

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