

# **GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING**

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

**September 5, 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 8:34 a.m. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Jaylyn Hawks (Council Member), Diana Carroll (County Clerk/Auditor), Elaine Gizler (Moab Area Travel Council Executive Director), and Zach Wojcieszek (Citizen). Absent from the meeting was Chris Kauffman (Treasurer). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

## **A. Action Items**

### **A1. Approving minutes of August 29, 2018 meeting-**

**MOTION: Motion by Diana to approve the minutes of August 29, 2018 as corrected for the location of the meeting. Motion was seconded by Elaine and it carried 5-0.**

Evan Clapper (Council Member) arrived at 8:35 a.m.

### **A2. Position and Employee Pay Plans Review, continued from August 29, 2018-**

Chairperson Baird provided the Proposed Position Pay Plan draft on-screen, explaining that it is drafted for comparison purposes as if all employees were full-time. Throughout the meeting he explained differences between market study and proposed internal adjustments, as well as the rationale for the proposed internal adjustments.

Chairperson Baird suggested that a decision will need to be made as to whether to include high school apprentices on the Grade and Step chart (proposed at Grade 1, Step 1).

Chairperson Baird emphasized the need to be fair, stating that applying a single methodology would not work fairly across the county. He also made note of the limitations of the market data. He indicated that it is possible to amend the Grade and Step Chart for finer resolution between grade and step, noting that the chart through Step 15 is fairly typical. He stated that there is also the option to do away with the chart in place of having minimum and maximum salaries, stating that this would require policy changes since the county's merit programs rely on the Grade and Step Chart.

Diana brought up the fact that the unfilled position of Cartographer in the Recorder's Office is missing from the chart, and Chairperson Baird made note of it. He stated that the Proposed Position Pay Plan includes vacant positions.

Chairperson Baird explained how he arrived at the proposed steps, stating that there is no proposal to cut pay for any employee.

Ruth informed the Board for their consideration that there are several exempt direct reports (Department Heads) who consistently work significantly more than 80 hours per two-week pay period, including frequent holidays, without additional compensation.

Zach reminded the Board that Chris Kauffman had provided an email to them yesterday in his anticipated absence from today's meeting requesting that the Board, in its recommendation to County Council, present one-offs separately, and with justification, from the compensation data. Chairperson Baird clarified that he is the messenger to the Board with the various one-off requests in order for the Board to consider and ultimately make informed recommendations to the County Council.

Ruth suggested that the Employee Handbook needs to be revised with respect to the the requirement for eight years of relevant job experience from outside the organization to earn one step upon hiring (versus four years from inside the organization). Ruth agreed to work with the Human Resources Director on amending the policy, and Jaylyn agreed to co-present the matter with the Human Resources Director at a future County Council meeting.

Chairperson Baird illustrated differences on-screen between the proposed 2% COLA versus the countywide salary adjustment.

Diana explained that anomalies with some positions will resolve when the employee in the position terminates.

Chairperson Baird inquired as to whether any Board member has an issue with any of the anomalies that had been itemized and explained by him. Board members discussed the fact that various library job descriptions currently require a college degree, yet the market data does not reflect same for these positions. He explained that if there is no property tax increase, the salary increases may require a workforce reduction in the library if all pooled hours were to be used. Diana stated that the hours are seldom used up, and Chairperson Baird stated that he has a report with the exact number of hours used in 2017.

Jaylyn addressed the fact that there were two directors who received, by County Council decisions made last year, significant increases due to extenuating circumstances, which also involved extensive job requirement increases.

Ruth pointed out to the Board that positions of the Emergency Medical Services Department are not included in the Proposed Pay Plan, even though the staff were part of the compensation study, stating that this is likely due to the fact that the department is transitioning to the EMS Special Services District as early as January 1, 2019. Chairperson Baird stated that the market data provided by the study was minimal in any case.

Ruth requested, since two of the Board members were not present last week, to display the chart showing the ratio of the number of full-time equivalent (FTE) employees to the individual supervisor's salary. Chairperson Baird was unable to display it but stated that, in essence, the more employees that an Elected Official, Council Administrator, or Department Head have in their offices/departments, the less they are paid for the amount of the personnel responsibility for which they carry.

Chairperson Baird explained that Elected Officials are not included in the Proposed Pay Plan. Evan inquired about the plan for reviewing Elected Officials' salaries to address compression issues. Chairperson Baird explained the typical process for reviewing Elected Official salaries, which requires a public hearing.

**MOTION: Motion by Evan to move forward using the Proposed Position Pay Plan and corresponding grades for the 2019 budgeting process. Jaylyn seconded and the motion carried 6-0 without further discussion.** Chairperson Baird stated that he will plug in the "Annual Proposed" figures per position into Caselle.

Diana left the meeting for another commitment at 10:37 a.m.

Board members reviewed total cost of proposed salary increases, with and without a 2% Cost of Living Adjustment, and Chairperson Baird stated that currently a true COLA would be closer to 2.8% or 2.9%. He reviewed the bottomline for the General Fund stating that a property tax increase will likely be necessary assuming the County Council will want to set aside funds for stormwater drainage and other capital projects, as well as a significantly increased request for Transient Room Tax funds for the new Emergency Medical Services Special Service District.

Chairperson Baird stated that the remaining revised job descriptions will need to be approved by County Council before having the County Council consider adopting the compensation adjustments. Ruth agreed to inform the Human Resources Director of this need.

Elaine inquired as to what will happen with the proposed salary adjustments countywide if the tax increase is not approved. Chairperson Baird explained that it is possible to budget to take money out of fund balance of the General Fund, stating that revenue and expense must balance.

**MOTION:** Motion by Evan to move forward using the Proposed Employee Pay Plan with the salary adjustment and 2% COLA for the 2019 budgeting process. Jaylyn seconded and the motion carried 5-0 without further discussion.

**Future Considerations-** Evan inquired about freezing the tax rate, and Board members discussed the matter.

Chairperson Baird announced that Moab Mosquito Abatement District and Castle Valley Fire Protection District plan to see about raising taxes, and possibly Cemetery Maintenance District as well.

**Adjourn**

The meeting was adjourned by acclamation at 11:06 a.m. by Chairperson Baird.



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Chris Baird  
Chairperson



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Christopher Kauffman  
Secretary