

GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

September 12, 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. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Evan Clapper (Council Member), Elaine Gizler (Moab Area Travel Council Executive Director), and Zach Wojcieszek (Citizen). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

A. Action Items

A1. Approving minutes of September 5, 2018 meeting-

MOTION: Motion by Evan to approve the minutes of September 5, 2018 seconded by Zach carried 4-0.

Board members Diana Carroll (Clerk/Auditor), Jaylyn Hawks (Council Member), and Chris Kauffman (Treasurer) arrived at 8:34 a.m. or shortly thereafter.

A2. Presentation and possible revision of 2019 proposed operating budget(s) (in order of presentation)-

A2b. Information Technology (IT) Services-

Chairperson Baird provided the proposed IT Department budget on-screen. Board members discussed the line item for RMM, Remote Management and Monitoring, which represents use of a third-party company for remote server management, Help Desk, etc. Matt Cenicerros, IT Director, explained that the contracted company has been released for failure to live up to the terms of the contract. Matt requested a new position in place of the contract, along with other responsibilities, and board members discussed the possibility. Ruth stated that the Council approved a job description last summer for an "IT & GIS Support Technician," which was to be included in the compensation study.

Chairperson Baird stated that the position costs are not included in this budget; Board members agreed that the RMM line item will remain in the budget unless the position is approved by the County Council.

Board members discussed the more substantial budget requests, and line item changes were made during board discussions.

A2a. Airport (Canyonlands Field)-

Chairperson Baird provided the proposed Airport revenue budget on-screen. Judd Hill, Airport Director, discussed projected revenue line items with Board members, stating that commercial operations are up 90% and general aviation is up 54% with 11,000 people/month utilizing the airport.

Chairperson Baird explained that he included the Landside Operation Technician position costs (for two) in the restaurant tax (TRCC) contribution. Revenue line item adjustments were made during board discussions.

Chairperson Baird provided the proposed Airport expense budget on-screen. Judd explained the more significant projected costs, mainly due to expansion of the terminal from 4,000 square feet to 10,000 which also includes an increase of terminal rest rooms from two to six.

Judd agreed to get back with Chairperson Baird on projected inventory costs for additional security/external camera needs.

Chairperson Baird provided the proposed Airport capital budget on-screen and requested to work with Judd on this for 2019, as well as for 2018. Diana suggested padding capital project-related expenses by \$2 million in anticipation

of grant revenues. Chairperson Baird suggested working on this later when more data are available.

Board members briefly reviewed airport debt service. Diana reported that there are two more debt payments on the original terminal, one of which is held in Reserves, and that this is paid from TRT (Transient Room Tax) mitigation funds. She stated that the last payment will be made next year.

Diana reported that the TRCC (Tourism, Recreation, Cultural, and Convention, often referred to as “restaurant tax and car rental tax”) fund balance is currently at approximately \$282,500, and TRT mitigation fund balance is currently at approximately \$214,900, each of which could be drawn.

Judd reported that he is considering recommending to County Council a charge for airport parking at \$3 per vehicle per day, which could bring \$20,000 to \$30,000 per year in revenue, and that funds are already allocated for parking infrastructure/equipment. He explained that charging for parking is the No. 1 revenue for airports in the United States.

A2c. Human Resources-

Chairperson Baird provided the proposed Human Resources expense budget on-screen. John West, Human Resources Director, presented the budget and explained the more significant projected costs.

Chris Kauffman inquired about whether Grand County is required to follow the state’s Personnel Management Act for more than 200 employees. John reported a count of 268 employees (full-time, part-time, seasonal, etc.) including Emergency Medical Services (EMS) Department staff. Chairperson Baird figured up and reported that the number of full-time equivalents (FTEs) countywide are currently 154, not including EMS staff, based on the worksheet he is working from.

A2e. Attorney-

Chairperson Baird provided the proposed Attorney budget on-screen. Andrew Fitzgerald, County Attorney, and Terri Hines, Office Manager/Prosecutorial Assistant, presented the Attorney budget and reviewed with Board members the more significant requests. Andrew expressed the importance of having the County Council understand that it would be unsustainable to expect the new County Attorney to handle all criminal and/or all civil cases, even if there were also a staffed Deputy County Attorney as most counties have. A line item adjustment was made during the meeting.

A2d. Recorder-

The Recorder’s questionnaire response to the Budget Presenter Information Request was provided to Board members during the meeting. Chairperson Baird provided the proposed Recorder expense budget on-screen and explained that the GIS line item will be moved to the Information Technology budget. John Cortes, County Recorder, explained the more significant budget requests.

Chairperson Baird reported that John’s request for a large copier/scanner remains in capital requests.

Chairperson Baird stated the Surveyor budget will likely be set up similar to the way it was in the past when a part-time County Surveyor received benefits as if full time. Board members discussed the possibility of consolidating the offices of Recorder and Surveyor and whether this could be done at this time. Chris Kauffman suggested looking into this further and Chairperson Baird agreed to do so.

Diana reported that previously the county paid for County Surveyor rent, office supplies, and salary and benefits.

3. Elected Official Pay Plan-

Chairperson Baird provided the Utah Association of Counties (UAC) 2018 Salary Survey on-screen, reporting that Morgan County tripled their County Council salaries with a higher amount for Chair and Vice Chair over the amount for Council Members who are not officers. He stated that Grand County is by far the lowest paid in the State for the governing body.

Chairperson Baird then provided the proposed Elected Official Pay Plan budget on-screen, stating that he used Morgan County's figures. He explained the various iterations of averaging salaries by class of county. Ruth reported that the most recent ordinance the Council adopted for Elected Official salaries was based on the average Utah salaries of fourth and fifth class population-sized counties and that this was a departure from averaging fourth, fifth, and sixth class county salaries. Chairperson Baird reported that most of Mike Swallow's countywide compensation data are based on data from first, second, and third class counties.

Evan inquired about the compression issue between Chief Deputies and their Elected Officials.

Chairperson Baird reviewed aloud various Moab City starting salaries, including Police Chief, City Manager, Assistant City Manager, Recorder, and others, each of which are higher than the County Sheriff's formulized proposed salary.

Board members discussed the Grand County Sheriff salary specifically in relation to other Utah County Sheriffs. Following discussion and study of the UAC data, Board members discussed the possibility of using the average of second through sixth class counties for Elected Officials other than for the Sheriff and possibly the Assessor, and instead using the average of second through fifth class counties for one or both of them; Chairperson Baird explained that this way, the data are more respective to the data utilized in the countywide compensation study while also accounting for outliers.

Chairperson Baird reiterated that the only market data used for the Sheriff deputies are the Moab City police data.

Evan suggested looking at the average salaries of second through sixth class counties for part-time Council Members rather than simply matching Morgan County. Chairperson Baird determined the figure to be \$30,642 per Council Member. He explained that the range falls roughly between \$27,000 and \$30,000 regardless of the averaging method used.

MOTION: Diana moved to use the average salaries of second through sixth class counties for all Elected Officials including Council Members since the data compare more to the data in the countywide market-based compensation study. The motion failed due to lack of second.

Board members further discussed the UAC data for Elected Officials, including Council Members. Chairperson Baird explained that outlier data have been removed for some positions.

Ruth reported her belief that the Morgan County Council Administrator position has not been filled for some time, which may have placed more work on their part-time Council Members.

MOTION: Chris Kauffman moved to recommend the proposed Elected Official Pay Plan as shown on-screen (as attached and described in some detail below) as being the most in line with methodology for other County employees. Diana seconded and the motion carried 7-0.

Council Chair	\$ 30,000 (29 hrs/week)
Council Vice-Chair	\$ 26,700 (29 hrs/week)
Council Member	\$ 24,000 (29 hrs/week)
Clerk/Auditor	\$ 75,394 (40 hrs/week) average Utah salaries of 2nd through 6th class counties
Sheriff	\$ 88,809 (40 hrs/week) average Utah salaries of 2nd through 5th class counties
Assessor	\$ 74,593 (40 hrs/week) average Utah salaries of 2nd through 6th class counties*
Recorder	\$ 73,351 (40 hrs/week) average Utah salaries of 2nd through 6th class counties
Treasurer	\$ 73,152 (40 hrs/week) average Utah salaries of 2nd through 6th class counties
Attorney	\$113,678 (40 hrs/week) average Utah salaries of 2nd through 6th class counties*

* with outlier data removed

4. Consideration of recommending a Truth in Taxation hearing-

Chris Kauffman explained that the least expensive way to send a mail-out notice about Truth in Taxation is to include notices in the property tax bills (via a data center) with a deadline of mid-September; the cost would be approximately \$1,000. He stated that the alternative is to send post cards, at a cost of approximately \$2,500.

Chairperson Baird stated that the Truth in Taxation matter would need to be on the next County Council agenda to consider approving the initiation of the process; if approved, a public hearing will be held early December with specific notices to the public beforehand.

Chairperson Baird reviewed the current General Fund status for the 2019 budget: Approximately \$721,000 in the red, including salary adjustments and including spending all of the TRT and TRCC revenues to offset the General Fund. He stated that this does not include an increased contribution over \$60,000 to the EMS Special Service District, which is expected to be a request of \$400,000 or \$340,000 more. Chairperson Baird stated that this figure of approximately \$721,000 includes \$100,000 in stormwater management as well as debt service for the USU-Moab campus infrastructure at approximately \$25,000 per year. He stated that this does not include the expected health insurance premium increase. Chairperson Baird also reported budgeting \$288,000 in capital projects, some of which may be eligible for TRT and/or TRCC funding.

Evan reported that the Library is considering going through a Truth in Taxation process, and that the Library Board has been involved in the discussions.

Chairperson Baird reiterated that a property tax increase is the only way for the Library to raise revenue to any degree. Cost of recommended Library salary adjustments is more than \$66,000 with an overall budget need of approximately \$154,000 in order to balance the 2019 Library budget.

Chris Kauffman suggested that it may be beyond this board's purview to recommend a Truth in Taxation to County Council. Chairperson Baird disagreed, stating that the advice to the County Council is to initiate a Truth in Taxation as an option as opposed to recommending a tax increase. Chris Kauffman explained that other choices for balancing the budget include: increase revenues and decrease expenses or take it out of savings. Board members discussed pros and cons of the current timing for a possible tax increase if Council were to approve it.

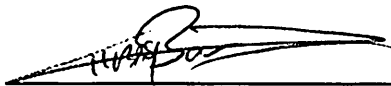
MOTION: Evan moved to recommend that the County Council initiate a Truth in Taxation process for General Operations and for the Library. Zach seconded the motion which carried 6-1, with Chris Kauffman opposed.

Future Considerations-

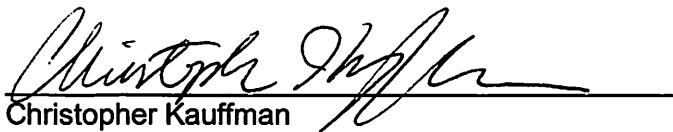
There were none.

Adjourn

The meeting was adjourned by acclamation at 12:20 p.m. by Chairperson Baird.



Chris Baird
Chairperson



Christopher Kauffman
Secretary