

Grand County Budget Advisory Board

Friday, October 14, 2022 at 1:00 p.m.

Held in the Grand County Commission Chambers with virtual participation on Zoom

125 E Center St. Moab Utah

In person attendance: Chris Baird, Renee Baker (left meeting at 4:05), Kevin Walker, Mary McGann, Gabriel Woytek, Andrea Brand*, Mallory Nassau*, Quinn Hall*, Alishia Oliver*

Virtual attendance: Chris Kauffman, Tammy Howland*, Christina Sloan*, Brooke DeGraw*

*non-voting members

Call to Order at 1:01 p.m.

Action Items:

1. Approval of Minutes – 10/7/22 Meeting

Motion by Baker to approve the minutes as presented

Motion seconded by Walker

Motion passes 5-0, McGann absent

Discussion Items:

Review of department/fund budgets:

a) Sand Flats Recreation Area (Andrea Brand)

Brand gave an overview of 2023 projected revenues. 2023 Fee projection set to \$706,000, based on 2022 end of year projections. Other revenue lines set to 2022 levels. Typical General Fund contribution of \$186,971 budgeted in order to balance the budget, as needed.

Brand gave an overview of 2023 budget requests. Vehicle Maintenance request increased from \$3,500 in 2022 to \$5,500 for 2023, due to increased number of vehicles. Toilet Cleaning - Contract Services line increased to \$70,000 from \$64,500 in 2022, due in part to increased fees at sewer plant. Printing and Publishing request set to \$20,000, from \$15,500 in 2022, to account for increased demand for brochures and other needed print material. Capital Improvements request increased from \$160,000 in 2022 to \$200,000 in preparation for improvements to entrance station. Credit card payment system has improved entrance experience. Further analysis of this need to come. Potential carport installation to be shared with GCATT also in this request. \$150,000 would be for entrance station, \$50,000 would be for carport structure. Brief discussion regarding salary needs.

b) Canyonlands Regional Airport (Tammy Howland)

Howland gave overview of increased and notable 2023 budget requests. Runway/Taxiway/Ramp Maintenance line request set to \$45,000 from \$21,000 in 2022 to account for needed markers and signs. Discussion as to whether existing grant funds could be used to cover these costs. 2023 request of \$10,842 set for Water and Sewer System line, itemized list given for justification. Request increased to \$11,042 to

account for inclusion of backflow testing fee. Howland explained that future installation of water meters could help to offset this budget in the future. \$3,500 request in Miscellaneous Supplies line to purchase uniforms for airport staff, previously coded in Aircraft Rescue Fire Fighters (ARFF) Expense line. Discussion regarding uses of two miscellaneous expense lines. Miscellaneous line request for 2023 reduced from \$5,000 to \$3,000. Based on 2022 year-end projections, 2023 Fuel request increased to \$6,500. 2023 Cell Phone Allowance request adjusted to reflect actual costs based on staffing, from \$5,950 to \$4,560. Capital Equipment line request for 2023 set to \$20,000, to account for a storage container and two vending machines. Review of document outlining capital facilities requests for 2023, including \$1,000,000 for a Wash Bay Facility. Detailed business plan would be required to approve such a request. Review and discussion regarding potential uses for AIP 41 FAA Grant. \$982,964 set to be brought into the General Fund from this source for 2023. Discussion regarding existing projects and their accompanying grant funding sources, and which projects have reached completion or still need budgeted for in 2023. Overview of estimated local matches that will need to be drawn from the budget for 2023, totaling \$40,000 for Airport Layout Plan Update and Snow Removal Equipment projects. Discussion regarding estimated carryover to 2023 for Snow Removal Equipment building line, Howland to follow up with the Budget Officer with balances on all active grants to account for full expenditures. Overview of existing grants in the Airport Budget. Howland explained the importance of an updated Airport Layout Plan (ALP) in order to approve Airport Improvement Project (AIP) grant funding.

Review of Airport revenue lines, which are tracking under budget for 2022 year-end projections for Airport Fees, Airport Vending, and Airport Parking. 2023 revenue line projections set largely in alignment with 2022 levels.

Howland discussed the potential for putting on hold the potential Airport Operations Manager Position in order to be able to hire another ARFF technician, which is needed to be able to have two ARFF techs on duty at all times. Current thin staffing could constitute a violation of airport regulations.

c) Children's Justice Center (Christina Sloan and Brooke DeGraw)

Baird offered a review of revenues for CJC. Revenues come from a grant with the State Attorney General's office, set to \$101,783 for 2023 based on grant already awarded for fiscal year cycle. National Child Alliance Grant discontinued for administrative uses. Generating donations will be reliant on a Friends board. Donations line set to \$3,000 for 2023, based on hopes for establishing fundraising efforts. Discussion regarding soliciting contribution from San Juan County for CJC services provided. County Contribution revenue line for 2023 set \$61,000, with hope that half of this contribution will come from San Juan County.

Review of 2023 expense request lines. Travel line request increased to \$12,400 from \$3,901 to account for gas and leased vehicle, considering increased travel to San Juan County by Director DeGraw. \$5,000 request for In-State Travel removed for 2023. \$2,000 request added to Communications line for internet expenses. Follow-up needed to confirm perceived high internet costs. Space Cost line, with \$0 budgeted for 2022, had request for 2023 set to \$2,000, reduced to \$700 to account for fire inspections. Call-Out Advocate line request for 2023 set to \$3,795 to account for CJC contribution to Moab City for Victim's Advocate service. Cell Phone Allowance 2023 request left at 0, this expense coded in Communications line. 2023 request for Food line set to \$6,009, for required Multi-Disciplinary Team (MDT) Lunch meetings, plus snacks and refreshments for Grand and San Juan Centers.

County Contribution revenue line reduced to \$42,692 to balance 2023 budget to zero. In the past, this budget has been balanced through State contract and National Children's Alliance (NCA) grant, but now will require this contribution from the fund balance.

d) Family Support Center (Christina Sloan)

Review of revenue lines for FSC. Donation revenues set to be in line with increases shown in 2022. Overview of Grant funding sources. Governor's Office has replaced TANF as grant funding source. Discussion regarding Expense Reimbursement line and potential miscoding.

Review of 2023 budget requests. Review needed of current salary placeholder. 2023 request for Overtime set to \$7,500, perhaps to account for \$4,000 for actual overtime and \$3,500 for On-Call services, which may be moved to another line. Budget very difficult to interpret. Further review postponed to 10/21 Budget Advisory Board meeting.

e) Grand County Attorney (Christina Sloan)

Sloan gave an overview of 2023 budget request. No staffing changes proposed. \$17,375 request kept in Professional and Technical Services to account for inclusion of local Law Enforcement and ongoing costs for Case Management Software. Cell Phone Allowance line reduced to \$1,200 to account for actual staffing needs. 2023 request for Witness Expense set to \$50,000 to account for Sound Expert Les Blomberg, for ATV data gathering, as well as special victim case witnesses. Hope to share costs for sound expert with city, which hasn't happened yet. 2023 Inventory line request set to \$7,500 to account for potential replacement of two Macintosh desktops, not referred by IT schedule.

f) Commission Administrator's Office (Mallory Nassau)

Nassau gave overview of 2023 budget requests. Proposed grade adjustment for Commission Coordinator position in response to increased duties regarding communications. 2023 Subscriptions and Memberships request increased to \$1,500, eNotary \$410, Canva subscription \$155.40, and other already established ongoing costs. Itemized list for these costs needed. 2023 Public Notices request increased to \$1,500, with this budget line moved directly from County Commission budget. 2023 Travel line request set to \$7,000 for Professional Development purposes. Discussion regarding actual quoted costs for specific conferences and value added by these purposes, need for itemized list to justify expenses. Line reduced to \$4,000, as conference fees should be coded to Schooling line. 2023 request for Professional Services line increased from \$13,000 to \$16,000 for increased processing platforms and website services like Civic Clerk, Civic Boards, Social Media Advertising, efficiency platforms, and add-ons, need for itemized list to justify expenses. 2023 request for Special Department Supplies set to \$4,000 for Department Head appreciation efforts, catering for leadership meetings, above and beyond recognitions. 2023 request for inventory line set to \$6,900, with general itemized justification given for two new laptops and other assorted furniture. Line reduced to \$4,900 due to absence of specific itemized list for justifications. 2023 request for Schooling Expense set to \$10,750, for education benefit, certified public manager training and unspecified conference fees. Itemized list needed for justification.

e) County Commission

Review of 2023 budget requests. Discussion regarding how to allocate individual Commissioner travel expenses. Public notices line reduced to \$0, accounted for in Commission Administration budget. 2023 request for Professional Services line set to \$13,000 for Internal Audit fees, based on historic spending levels. Few overall changes

from 2022 budget. 2023 request for Inventory Equipment set to \$3,500 for expenses related to durable goods in the Commission Chambers. Discussion regarding discretionary expense line, which may have some items carrying over from 2022 budget, which was set higher than normal for a variety of planned one-time expenses. 2023 request set to \$25,000 to track with historic levels. 2023 request for Legislative Consulting carried over as \$50,000, with \$40,000 according to contract with current lobbyist and extra \$10,000 for potential federal-level lobbying. Discussion regarding budget needs for catering potential Commission retreat and/or quarterly meetings with County Department Heads.

Future Considerations (none at this time)

Meeting adjourned at 3:23 p.m.