

Grand County Budget Advisory Board

Friday, October 21, 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, Kevin Walker, Mary McGann (entered meeting at 1:06 p.m.), Gabriel Woytek, Mallory Nassau*, Julie Niemann*, Al Cymbaluk*, Steve White*, Darrell Mecham*, Jennifer Swenson*, Jim Webster*, Erinn Looney-Triggs*

Virtual attendance: Chris Kauffman, Renee Baker, Shalee Bryant, Christina Sloan*

*non-voting participants

Call to Order at 1:03 p.m.

Action Items:

1. Approval of Minutes – 10/14/22 Meeting

Motion by Walker to approve the minutes as presented

Motion seconded by Kauffman

Motion passes 6-0, McGann absent

Discussion Items:

Review of department/fund budgets:

a) Family Support Center (revisited, FSC Director Julie Niemann)

Baird gave an overview of adjustments to budget made after last BAB meeting. Expense reimbursement revenue line set to 6,500 for 2023 for crisis respite nursery services. County Contribution for 2023 had to be raised to \$127,000.

Review of 2023 expense requests. Salary and Benefits lines added, split out accordingly to grant amounts. Hours adjusted for part time employees as directed by Personnel Services Director Baker. Projections set by Baird for various utility costs for 2023. Irregularity with water bill requires further investigation. Water expense request for 2023 set to regular water use levels. Adjustments for salary allowed county contribution line to be set to \$110,170 for 2023. \$17,000 added to revenue and expense lines to account for approved expenses to be reimbursed by the Association of Family Support Centers of Utah.

b) Roads and Bridges Department (Roads Supervisor Bill Jackson)

Baird gave overview of Class B Roads revenue lines, including optional sales tax, B Road allocation, and County Contribution from General Fund used for fleet management and general maintenance. B Road allocation expected to increase due to rising gas prices, line set to a projected \$3,000,000. Expense Reimbursement line set to \$24,000 to account for expenses incurred by other departments not related to roads. Other Current Services revenue line set to \$20,000, for receipts from San Juan County and Castle Valley for snow removal, encroachment permits. Interest revenue line set to \$19,784 to align with 2022, will need further adjustment pending analysis of interest

allocations. \$15,700 set for revenue as a result of potential sales of turned over vehicles in 2023 as a result of Enterprise lease agreement schedule.

Jackson gave an overview of increased 2023 expense requests. Equipment Supplies line request set to \$240,000, up from \$200,000 in 2022. Lease Payments line request set to \$100,000, up from \$80,000 in 2022. Fuel line request set to \$290,000, up from \$250,000 actuals from 2022. Baird stated that Administrative Services line will likely be increased. Jackson gave an overview of Professional and Technical Services, Special Highway Projects, and Land Acquisition lines, which have been reduced in relation to 2022 budget. Insurance Expense line request increased to \$20,000, from \$15,000 in 2022, likely to be further adjusted based on projections that come in from the insurance company. Road Equipment line request set to \$970,000, up from \$220,000 in 2022, based on need for new chip spreader, in addition to purchase of other equipment already approved. Inventory line request set to \$55,000, up from \$20,000 in 2022, to account for demand for radar speed signs and trailers. Request reduced to \$44,811 to reflect that the Sheriff's Office is budgeting to acquire two radar speed signs. Uniform Allowance line request set to \$3,200, up from \$2,000 in 2022 for boots and winter gear. Vehicle Payment line request set to \$33,000, up from \$30,000 in 2022, to account for new leased pickups.

Baird gave an overview of the Optional Sales Tax money contribution from Roads Department to be used for paved path maintenance and the Active Trails and Transportation Department. Paved path expenses are large and variable from year to year, so maintaining this contribution in the fund balance is important to be prepared for such projects. Contribution set to \$407,503, aligned with 2022.

\$471,884 budgeted to be transferred in 2023 from the General Fund to balance B Roads Fund 21.

Baird gave overview of Road Capital Projects Fund. Budgeted expense line set to \$2,500,000, approximately equal to the existing fund balance, for potential road projects associated with Safe Streets For All (SSFA) program. Discussion regarding future potential to apply for the Federal Lands Access Program (FLAP) funding for Kane Springs Road along Colorado River.

B Roads funding is set not only according to gas sales but also mileage of B Roads and population figures. Walker asked for clarification as to how this funding potentially increases in proportion to increases in volume of B Roads in the County. Jackson explained that this funding is weighted based on the quality of a particular road, and that remote roads in the county do quite a lot in subsidizing road projects in the highly trafficked areas of the County.

Discussion regarding Impact Fee projections as they relate to the County Roads Department.

c) Jail (Sheriff White)

Overview given of 2023 budget requests, focusing on increases from 2022 budget. Baker described proposed new positions for 2023, including an Evidence Tech, as well as a Jail Admin Assistant, which would both be civilian positions reducing burdens on uniformed deputies. These requested positions not included on 2023 budget request, but will be considered by the County Commission upon further completion and analysis of the overall budget picture. Travel line request increased to \$9,000 from \$6,000 in 2022 to account for increased trainings and certifications. Equipment Maintenance line request increased to \$10,000 from \$8,000 in 2022, detailed narrative given for

justification. Professional and Technical Services line request increased to \$25,000 from \$15,625 in 2022. Detailed documents and narrative offered for justification, with an extra \$10,000 primarily for various software updates. Clarification offered by Sheriff White for expenses related to the recent shift to County-owned phones across the entire Sheriff's Office, rather than cell phone allowances for personal phones like other departments. Miscellaneous Supplies line request set to \$15,188, up from \$7,500 in 2022 to account for increased inmate population. Paper Products/Kitchen line request increased to \$12,500 from \$8,500 in 2022, to account for increase inmate population. Sheriff White clarified that most of these expenses are reimbursed by the State Jail Housing Contract, with \$200,000 projected to be brought in that revenue line in 2023, up from \$150,000 budgeted in 2022. Jail Chemicals line request increased to \$8,500 from \$6,500 in 2022 due to increased inmate population and increased cost of supplies. Projected increase for Jail Food costs, line set to \$115,000. Itemized justification given for \$13,200 Inventory line request for computers. Trustee Incentive line increased to \$8,200 from \$7,200 in 2022 to account for planned increase in wage for inmates in this program.

d) Sheriff's Office (Sheriff White)

Sheriff White gave overview of 2023 budget requests. Two Sheriff positions planned for Airport unfrozen, which were already built into the 2022 budget before being frozen, so carried over to 2023 request. These positions would be partially funded by the FAA, but they are not currently required. Potential revenue from the FAA would need to be included if hiring for these positions. Enplanement increase would trigger this staffing requirement immediately.

Fuel line request increased to \$96,000 from \$66,000 in 2022 to account for increased fuel costs, reflected in 2022 actuals. Itemized justification given for Professional and Technical Services request, which decreased relative to 2022, with further explanation of various items offered. Itemized justification given for Miscellaneous Supplies line request, which decreased relative to 2022. Capital Equipment line request set to \$96,486, with itemized justification given, including \$30,000 for an upgraded server, upgraded body cameras and speed trailers. Further description offered regarding body camera system. Inventory line request increased to \$84,170 up from \$55,260 in 2022, with itemized justification and various further explanations given on the items. Schooling line request increased to \$22,000, up from \$15,000 in 2022, with itemized justification given. Discussion regarding Sheriff's Office expenses related to Special Events and other busy tourism weekends. BLM contribution accounted for in General Fund Expense Reimbursement line.

Search and Rescue Director Jim Webster gave an overview of expense requested for Grand County Search and Rescue. Search and Rescue general line request set to \$45,000, up from \$35,000 in 2022, which has been historically consistent but needs to be increased largely due to aging equipment and increased fuel costs. Discussion regarding contemplated step adjustment for paid SAR staff. Detailed description given regarding the Search and Rescue expense line. Search and Rescue Capital Equipment line request set to \$60,000, for Polaris 4x4 Ranger, which would be set to be reimbursed in full (75% already awarded by Utah Communications Authority (UCA) grant, 25% 'local match' would be reimbursed by State SAR fund). Search and Rescue Inventory line request increased to \$40,000, up from \$10,000 in 2022, for new radios, which will also be reimbursed by UCA grant. Revenue line not entered for this reimbursement due to difficulty in projecting.

Discussion regarding revenue lines associated with Search and Rescue fees. State Search and Rescue Reimbursement revenue line set to \$30,000.

Discussion regarding revenue lines associated with Sheriff's fees. Special Billing fees were increased, supporting a projected revenue of \$15,000 in 2023 for the Sheriff's Fees line.

e) Emergency Management (Emergency Manager Jennifer Swenson)

Expense requests reviewed for 911 Emergency Fund. Miscellaneous Supplies line request increased to \$16,990, from \$12,000 in 2022. Training line request set to \$6,260 for active shooter training. All other expense requests similar or reduced.

Itemized justification given for grant expenses in Fund 25 – WMD Grant, which use funds carried over from 2020-2022. This account administers funds through the State Homeland Security Program (SHSP).

Swenson gave a review of expense requests in General Fund Emergency Management Account. Travel line request increased to \$2,000. Office Supplies line request increased to \$2,500 for ID card machine. Professional and Technical Services line request set to \$48,000, \$36,000 of which will be offset by the Hazard Mitigation Plan Grant (\$4,000 county match). Hazmat line request increased to \$1,000 from \$500 due to state requirements for Hazmat emergencies. Inventory line request set to \$3,500 for computer and laptop setup for new Emergency Manager position.

d) Public Defender (Commission Administrator Mallory Nassau)

Nassau outlined changes to Public Defender contract with modification to Indigent Defense Council Grant. Grant funded position unable to be filled. No part-time public defender slated to be hired. Proposed increase for conflict contract attorney, managing public defender attorney continues annual increase, to \$113,000 from \$108,000. Parental defender line request increased to \$81,000 to account for new hourly contract. Further clarification, explanation and discussion offered regarding this account.

Future Considerations

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Meeting adjourned at 4:03 p.m.