

**Budget Advisory Board
MEETING MINUTES**

**Held electronically on Zoom
Anchor location: Grand County Commission Chambers
125 East Center Street, Moab, Utah**

October 23, 2020

The Budget Advisory Board met on the above date electronically via Zoom. The meeting was called to order by Chair Chris Baird at 8:32 a.m. with a quorum present. In attendance were Quinn Hall (County Clerk/Auditor), Jaylyn Hawks (County Commissioner), Chris Kauffman (County Treasurer and Board Secretary), and Zach Wojcieszek. Also present were Mallory Nassau (Assistant Commission Administrator), Aubrey Davis (Children's Justice Center), Renee Baker (Personnel Services), Danalee O'Donnal (Justice Court Judge), Steve White (County Sheriff), Shan Hackwell (Jail commander), and Jim Webster (Search and Rescue). Jennifer Swenson (Sheriff dispatch) joined by phone.

A. Action Items:

1. Approval of Minutes

a. October 16, 2020

Motion by Quinn to approve the minutes, seconded by Zach. Motion passes 4 - 0 - 1, with Jaylyn abstaining.

2. Review of budgets for 2020 amended and 2021 tentative:

a) County Attorney

Postponed to Oct. 30, 2020

b) Children's Justice Center (CJC)

Aubrey said her funding comes from the state legislature, who each year allocates a certain amount to the Center, through the state's children's justice program under the Attorney General's office. The algorithm that it's based on is the number of forensic interviews that are conducted between the facility in Grand County and the facility in San Juan County. Grand County provides the money for expenses, and then is reimbursed by the State. They will receive \$96,639 for the year. That is about \$12,630 less than what they received the prior year. This year for the first time the legislature did not allow them to roll-over any unused amounts, and that will probably continue.

c) Family Support Center

The grants are the same as last year. The two main sources of revenue are the TANF grant (temporary assistance for needy families), and a Department of Human Services grant. In 2019 the TANF grant was cut in half. So now there is a gap between expenses and revenue, which Grand County has been subsidizing. In 2019 the donations they received were over \$8,000; in 2020 year-to-date the donation amount is \$2,167. It has been rough this year for the Center, with COVID-19 and childcare issues. They are in the process of making some big changes to make it whole.

d) Justice Court

The total budget for Justice Court for 2020 was \$337,000, and 2021 is a similar amount. Their revenue will be increasing as town gets busier. They will be canceling their subscription to Mathew Bender law books. They want to raise their budget for professional services from \$1,000 to \$3,000. This would cover language interpreters, and Four Corners expenses (Justice Court pays for the initial assessment for DUI suspects). They are seeing more DUI charges, probably due to the new .05 BAC law. They would like another tablet or ipad in the jury room next door, so that indigent defendants can use that to attend court.

As for revenue, in 2019 they received \$359,000 in justice court fines, but they are down to \$184,000 in fines for 2020 year-to-date.

e) County Sheriff

Sheriff Steve White is hoping with new employee positions that he can reduce his department's overtime pay. Also, he is working with the BLM to have them fund a new patrol deputy position that deals with ATV issues, public land issues, and cattle rancher permit issues. It has gone through legal review, and it will be a five year contract with Grand County receiving \$120,000 per year from the BLM.

On-call pay went from \$20,000 in 2018 to almost double: \$39,000 in 2019. The sheriff explained that was because they were understaffed by 40%, so they needed more deputies on-call. Plus, investigators are on-call. However, adding some new positions would help with that. Equipment maintenance expenses will depend on whether they lease their vehicles next year. Professional services covers polygraph tests and psychological evaluations for new employees. He and Chris B. decided on \$50,000 for that item. Special department supplies covers ammunition. They agreed on \$45,000 for that item. He's requesting \$84,000 for capital equipment, for radio upgrades. Chris B. told him that amount is still in his 2020 budget, so Sheriff White will go ahead and order the radios.

f) Search & Rescue

Jim Webster said that the capital expenses line item was for the search and rescue carport, which cost close to \$20,000. Chris B. said that anything over \$5,000 should go in Fund 34. They will not need an amount for capital for 2021. They need some lights in the carport, and some place to store all the extension cords. They set the amount for Easter weekend at \$5,200. In capital equipment (\$20,000), they need new radios, another laptop for field use, and a kicker motor for their jet boat.

They receive revenue from Transient Room Tax (TRT), and some from Sand Flats fees.

g) Emergency Management

This is a split budget. 40% of the manager's salary comes from the general fund, and 60% comes from the 911 surcharge fund. In the general fund portion, there will be more need for travel expenses in 2021, to send a new emergency management director to trainings. Equipment maintenance should be budgeted higher than \$10,000, since for three years running, they spent more than that. They set it at \$11,000 for 2021. There is a lot of variance in the amounts spent on utilities over the years. They dropped the 2021 budget request for communications tower from \$17,000 to \$10,000. They set the 2021 budget for professional and technical fees at \$6,000; part of that expense in 2019 was for the Wildfire Preparedness Plan. The Community Emergency Response Team has not functioned in a while, and could be changed to \$0, after sheriff White makes sure that it does not need to be maintained as a condition for grant revenue. In a new line item this year, COVID-19, \$110,732 has been spent so far, and \$150,000 is budgeted for 2021.

In the 911 surcharge fund portion, the 2020 budget for phone line expense was \$500, but they have spent \$9,428 so far this year. Quinn believes when they switched from Frontier to Emery Telcom, they started coding it in that line item. Sheriff White and Jennifer Swenson will investigate that, and find out in which line item Frontier was previously being coded. Upon Chris B.'s suggestion, they increased the 2021 amount budgeted for phone bill (a dispatch expense) from \$25,000 to \$41,000. Training (\$5,000) is for dispatch as well as emergency management.

h) County Jail

This is in the general fund. The jail has really improved their overtime expense. It went from about \$102,000 in 2019 to about \$29,000 so far in 2020. This is because dispatch was understaffed in 2019, but now they are staffed. Shan Hackwell would like to keep it at \$75,000 for 2021. Sheriff White wants to reclassify Hackwell from lieutenant to Captain, a grade increase. There was discussion about on-call hours expenses and non-exempt employees. In equipment maintenance, the 2020 and 2021 budget is \$10,000, so that Shan could replace jail cell door locks. They cost \$1,500 to \$2,000 each, and he planned to replace 6 of them. Previously, they were covered under warranty, but

now are no longer covered. Jail staff can install the locks, but they need a service agreement with CML to make sure the locks communicate with their computer system. Shan and Chris B. agreed to try the service agreement for a year.

Professional and technical fees cover the policy agreement. This is a yearly expense. They send us new policies every two weeks. There is a possibility that they can lower the liability insurance rates. The 2021 budget for paper products is \$7,500. The jail food expense has decreased in 2020, due to the courts sentencing fewer people following a Utah Supreme Court order. The jail does not do ink fingerprints anymore, so the 2021 inventory expense item is \$22,000 for a replacement system, as their current system keeps breaking, and will not be compatible with Windows 10. Chris B. suggested moving that to capital.

Future Considerations (none)

Adjournment

The meeting was adjourned by Chair Baird at 12:19 p.m.



Chris Baird
Budget Advisory Board Chair



Christopher Kauffman
Budget Advisory Board Secretary

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