

Grand County Budget Advisory Board

Friday, September 16, 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, Mary McGann, Gabriel Woytek, Bill Hulse (non-voting), Shawn Fugit (non-voting)

Virtual attendance: Chris Kauffman

Call to Order 1:08 p.m.

Action Items (none at this time)

Discussion Items

Review of Department Budgets

a) Clerk/Auditor (Gabriel Woytek)

Woytek presented 2023 budget expense requests, particularly any changes from approved 2022 budget. Salary and benefits lines to be filled in by Budget Officer and Personnel Services Director at a later time for review. Discussion regarding Foundation Center grant database housed within the Library and whether this would still be placed in the C/A budget. Increase requested in Travel Expenses line from \$750 to \$3,000 to account for attending 3 UAC conferences in the year, as well as Olene Walker VOTE certification for Woytek and a new Elections Deputy. Baird clarified that Travel Expenses to be used specifically for lodging, per diems, and gas (if using personal vehicle), and not for registration fees, which should be placed in the schooling line. Fuel line is used when filling gas at County Roads Depot as well as when using a gas card. Equipment Maintenance line being used for software costs. Discussion regarding verification of cost-share between departments that use this software and proper coding. 3% for auditing consultant in professional and technical services. \$1,200 request in inventory associated with a laptop replacement. Increase in Assessing and Collecting due to cost increases associated with the national paper shortage. Increase from \$3,000 to \$8,250 in schooling line to account for new staff person receiving \$5,250 for education reimbursement benefit. Baird requested that Travel Expenses line be broken down and rehashed to ensure that there are expenses being doubled up. Audit account expense reviewed, increase of \$2,000 according to contract with auditors. Elections account reviewed. Woytek explained that Grand County will be helping to administer the 2023 Moab City Election. Around \$35,000 spent in 2019 on elections, the last year that Grand County assisted Moab City in this way. Baird expressed that this department needed quite a bit of work to ensure that expenses were being coded consistently. Baird stated that 2023 request seemed high, and overall numbers should be lower when running a City election. Discussion regarding the agreement to be

negotiated with Moab City. Recommendation that baseline 'hard' costs should be paid for by the City, before even accounting for staff time. These baseline costs still need to be evaluated. Woytek explained that his 2023 request was based off of 2022 figures.

b) Building Inspection and Floodplain Administration (Bill Hulse)

Hulse presented 2023 budget expense requests. Public Notice request increased from \$1,000 to \$3,000 due to increased floodplain outreach efforts. \$500 increase in requests for travel and office supply to account for higher costs and increased volume of printing. Gas price increases to be offset by more fuel-efficient vehicles, which explains why budget request did not increase. Baird requested clarification regarding which revenue line is used for contractor training reimbursements (CEU) to the County. Schooling expense line is covered 100% or more from registration fees collected. Certification courses and other trainings are also accounted for in the Schooling expense line. Baird requested that Hulse double check with IT to confirm computer replacement needs in order to provide a request for the Inventory line that reflects actual anticipated costs in 2023.

c) Recorder (John Cortes) postponed

d) Maintenance (Shawn Fugit)

Fugit presented 2023 budget expense requests. Increase requested for Office Supply line to keep up with increased costs, but historical expenses don't warrant this increase so Baird kept it at \$250. Building and Grounds Maintenance request increased by 20% from \$60,000 to \$72,000 to keep up with inflation and increase in buildings maintained (Interact Club and Family Support Center facility). Remodels associated with Interact Club won't be accounted for in Maintenance Budget. Increased building maintenance might also come as County contemplates acquisition of 198 E. Center Street. Line reduced to \$69,000 to reflect a 15% increase. Utility line entered at \$86,000, projected calculation that reflects current trends, with a small cushion built in to cover some natural cost increases. Vehicle Lease Payment line entered at \$21,187, same amount budgeted for in 2022. Baird calculated a projection of \$4,000, based on historical and current trends, substantial gas price increases. Professional & Technical line request increased to \$5,000, used for services contracted out (grease trap cleanout, elevator inspection, window washing), includes one extra \$1,000 elevator inspection. Cell phone allowance entered at \$3,480 (same as 2022). Special Department Supply request increased to \$2,500 from \$2,000, historical trends closer to \$1,500, 2023 request brought back down to \$2,000. \$20,000 budgeted in Capital improvements for 2022 still unspent. Fugit awaiting details on County LED lighting retrofit, \$18,000 entered as a placeholder for this work. Inventory line request increased to \$6,350 for various pieces of equipment and fixtures, with itemized expense list presented to the board. Baird stated that depending on how tight the budget gets, this list might need to be pared down somewhat. \$200 requested in schooling line in the event training is needed for a potential new hire.

e) Treasurer (Chris Kauffman)

Kauffman presented 2023 budget expense requests. 2023 increased requests are due to increased cost of postage, increased UAC conference fees, lodging costs associated with conference attendance. E-check fees continue to increase, more so now due to Treasurer's office picking up Assessor's payment fees. Clarification offered that Professional Services line accounts for property tax collection software (COINS).

2022 TRT Related Budget Amendment

Baird gave a presentation on the upcoming proposed TRT budget amendments, to reflect decreased revenues in comparison to projections, \$311,624 decreased revenue projection for economic diversification and \$530,604 decreased revenue projection for tourism mitigation. Decrease in revenues for TRT mitigation funds. result in an increased draw from General Fund reserves in order to cover law enforcement budget. This draw from reserves will likely not occur due to natural contingency built into the County's final approved budget, based on typically not being fully staffed.

TRT Fund Balances will also be proposed to be drawn into diversification and promotion, \$500,000 and \$459,000 respectively, as well as \$250,000 from either fund for Flood Relief Grant. Proposed Special Events Coordinator position to come out of tourism promotion budget for remainder of year and into the future, along with Special Events software with a initial cost of \$18,000.

Amendment to reflect \$80,000 contribution from Moab City for mobile stage, which was uncertain to be received when finalizing 2022 budget. Other increases to revenue in the form of economic development grant funding received which was higher than anticipated.

2023 District Allocation and TRT Allocation

Baird gave overview of projected allocations.

Recommended allocation to Solid Waste Special Service District of TRT funds set to \$400,000, unchanged from 2022.

Pass-through allocation of Rural Healthcare Sales Tax, which has an already agreed upon updated split of 57/43 from 60/40 in 2022 (CHCSSD/EMSSSD), which will result in approximately a \$90,000 shift in allocation to EMS, based on current projections. Recommended allocation for 2023 reflects updated 2022 end of year projections with zero growth.

Recommended allocation to Recreation Special Service District of TRT funds set to \$137,000, unchanged from 2022.

Future Considerations (none at this time)

Meeting Adjourned at 2:26 p.m.