

## Grand County Budget Advisory Board Meeting

Wednesday, November 1, 2023, 4:30 p.m.

The regular meeting of the Budget Advisory Board (BAB) was called to order by Chairman Gabriel Woytek at 4:35 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker, County Treasurer Chris Kauffman, and Board Member Shalee Bryant. Others present were: Cody Deeter of CFG Consultants via Zoom and Chief Deputy Clerk Dana Van Horn.

### Call to Order

### Presentations and Discussion

1. **Updated List of New Expense Requests Impacting the General Fund (\$5,000+):** The list was presented previously and has been adjusted to include any new requests over \$5,000. Chairman Woytek noted that the \$200k requested by Emergency Management was withdrawn from 2024's requests as there is not enough information on funding sources and no agreements in place with other entities that may participate in the proposed flood early warning system. Chairman Woytek asked the board for alternate ways to present this information to the County Commission at workshops. It was suggested that the percentage of increase for existing line item requests be provided in addition to the list of new requests. There was discussion regarding the Water Study and EV Charging Station Grant Match items. Chairman Woytek confirmed that these items are not finalized and any requests to use the monies would be brought before the Commission for approval. The proposed Trails Master Plan was discussed. It would replace the existing 2011 plan and costs would be split with Moab City. It was suggested that Department Heads be brought into the workshops to provide more detail on their requests. Chairman Woytek will follow up with them. Chairman Woytek also said he met with Cody McKinney regarding the fleet program with Enterprise. The County should begin to realize the promised savings in 2025 as vehicles are traded back to the company and replaced with new vehicles. Any equity in the traded vehicles will reduce the monthly payments on the new ones.
2. **Updated Breakdown of Budget Impacts Associated with New Positions, Reclassifications, and Cost of Living Adjustments:** Personnel Director Renee Baker presented. Renee provided an updated spreadsheet that included new position and reclassification requests at a pay rate that included the proposed COLA increase of 3.2%. There was discussion regarding historical COLA increases. Commissioner Walker recommended that Renee present these figures to the Commission including the COLA as it is likely that the Commission will approve the increase for 2024. The modifications to the Pay for Performance Program will be discussed and decided by the Commission. Renee prepared a ranking sheet for the commissioners to use in considering the requests. It was recommended that Renee rank the requests also, as she has knowledge of the staffing needs and workloads of county departments.
3. **Discussion Regarding a Budgeted Draw from the Fund Balance:** Chairman Woytek provided a spreadsheet detailing historical salary and benefit numbers and actuals compared to the budget. The salaries and benefits are usually underspent and budgeting an amount from the Fund

Balance to cover the whole amount has historically been a common practice. Chairman Woytek informed the board that a motion to recommend a “not to exceed” amount to budget out of the fund balance has been provided to the Commission in the past. The unspent portion of salaries and benefits ranges between 4% to 14% of the budgeted amount. Chairman Woytek recommended no less than 5% or an amount of \$756k to \$800k be recommended. There was discussion amongst the board on the likelihood that this money would need to be drawn and it was noted that the County’s revenues have historically exceeded the budget whether by underestimating revenues or by underspending budgeted amounts.

4. **Overview of Tentative Budget Topics and November Budget Workshop Schedule:** Chairman Woytek presented the proposed dates for the budget workshops scheduled for November. The seventh and the twenty-eighth are firm dates with meetings at 2:00 p.m. prior to the scheduled Commission meetings. There is a placeholder for the week of November 13<sup>th</sup> with the exact date and time to be determined. It was noted by the Chair that the Airport discussion scheduled for November 28<sup>th</sup> is separated from the other department discussions due to the end of funding from the CARES Act. Small airports all over the country received funding from the Act for years after other entities stopped receiving funds. Chairman Woytek believes this requires dedicated time for the Commission to hear and consider the airport’s budget.

#### **Action Items**

5. **Approval of minutes for the Budget Advisory Board meeting of October 26, 2023:** Motion by Bill Winfield to approve the minutes as presented. Second by Shalee Bryant. MOTION CARRIED 7-0.
6. **Recommendation to Forward a Tentative 2024 Budget for Consideration by the Grand County Commission:** Chairman Woytek read the recommended motion: *“to recommend that the County Commission adopt the presented tentative 2024 budget in November budget workshop sessions such that the budgeted draw from the fund balance does not exceed \$800,000. This may be accomplished by a combination of actions not limited to the following: eliminating new position requests and reclassifications, reducing the cost of living adjustment, adjusting revenue projections and revenue allocations, and denying expense requests.”* And so moved by Commissioner Kevin Walker. The motion was seconded by Commissioner Bill Winfield. MOTION CARRIED 7-0.

#### **Future Considerations**

**Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 5:36 p.m.

Attest:

---

Gabriel Woytek, Chairman

---

Chris Kauffman, Secretary