

MINUTES
BUDGET COMMITTEE MEETING
Friday, March 29, 2024, 1:00 PM

Alta Community Center, 10351 E. Highway 210, Alta, Utah

COMMITTEE MEMBERS: Roger Bourke
Chris Cawley
Jen Clancy
Craig Heimark
Dan Schilling

ALSO PRESENT: Cameron Platt, Legal Counsel
Chris Otto, Assistance Town Manager

1. CALL THE MEETING TO ORDER

Jen Clancy called the March 29, 2024 Budget Committee Meeting to order. Clancy outlined the agenda, which included discussing general fund revenue projections, project list updates, wage updates, and sewer and water fund updates. Chris Cawley acknowledged that they were behind schedule for making the budget for the next year but expressed confidence in the progress made, particularly highlighting the work Clancy had put into developing a first draft budget. The focus of the meeting was on the general fund, water fund, and sewer fund, as well as categories of expenses, projects, and wages. Clancy mentioned having a draft budget prepared to be sent out to the budget committee after the meeting, and they emphasized that it was a preliminary draft subject to modification based on feedback from the committee.

2. GENERAL FUND REVENUE PROJECTIONS

Jen Clancy began by presenting a slide comparing the approved FY 2024 budget (adopted December 2023) with the first draft budget for FY 2025, specifically focusing on revenue. Roger Bourke noted the relationship between property valuations and tax rates in that if you don't go through truth in taxation process that the rate will decrease if the property valuations increase in order to provide the same revenue. Clancy said she would adjust the property tax revenue to be same in FY 2025 as it was in FY 2024 in the next version. They also discussed sales tax revenue projections based on historical averages and adjustments for the new Resort Tax introduced in the previous year. Clancy explained decreases in miscellaneous revenue, particularly due to changes in shuttle program funding. Craig Heimark inquired about the breakdown of sales tax sources, expressing concern about potential impacts of congestion on revenue. Cawley countered that sales tax growth could be attributed to various factors, including tourism. Bourke mentioned anticipated revenue decreases from Utah Transportation Authority (UTA). Clancy emphasized the importance of conservative revenue projections and acknowledged the expected decrease in revenue from UTA and Alta Chamber and Visitors Bureau (ACVB) for funding the shuttle program.

3. PROJECT LIST UPDATE

Chris Otto provided updates on three upcoming Requests for Proposals (RFPs) to be released during the summer. The RFPs are for a water and sewer master plan, town shuttle service, and a facilities master plan. They detailed the objectives of each RFP, including assessing existing infrastructure,

determining future needs, and evaluating costs for ongoing services. Bourke inquired about the selection process for shuttle vendors, emphasizing the importance of community experience. Otto explained the scoring system used to evaluate proposals and emphasized the goal of selecting the best value rather than solely the lowest bid.

They also discussed the facilities master plan, which includes assessing current buildings, determining future needs, and creating a plan to guide future investments. Cawley presented a capital projects plan for 2025, highlighting proposed projects such as window replacements, equipment purchases, IT infrastructure improvements, and playground equipment upgrades. Heimark raised concerns about the budgeting process and suggested considering a building replacement fund to adequately fund future projects. Cawley acknowledged the need for comprehensive funding planning and emphasized the challenges of accurately estimating costs for large-scale projects.

Mike Morey emphasized that his priority is not the replacement of Alta Central in the short term, but rather focusing on replacing the community center and creating functional police space within it. Morey clarified that Alta Central is a secure facility with less need for public access, while a community center with street-level ADA compliant facilities would allow for better public access.

4. WAGE UPDATE

Cawley discussed the staffing picture of the Town, mentioning the number of full-time (12) and part-time (10) employees and the challenges they face in recruiting and retaining staff. Cawley highlighted the historical context of the Town's employment patterns, noting changes in the cost of living and the impact of increased outdoor recreation demand, especially post-COVID. The discussion also touched on the rationale for wage increases based on a compensation study conducted by Mike Swallow, aiming to align the Town's pay scale with comparable positions in other municipalities.

Dan Schilling emphasized the importance of performance evaluations to ensure fair compensation and prevent wage depreciation. Schilling suggested regular evaluations as a means to keep the process structured and consistent. Cameron Platt mentioned the town code requiring the town council to review the town manager's performance at least every three years, highlighting the need for a regular evaluation process for the town manager. Overall, the discussion revolved around addressing staffing challenges and implementing fair compensation practices within the Town.

The discussion centered on the current state of employee compensation and retention within the municipality. They acknowledged the historical stability in staffing but recognized the growing challenges in recruitment and retention due to factors like increased cost of living, housing prices, and commute times. There was a consensus on the necessity of wage adjustments to remain competitive with other municipalities, particularly in the local area. Cawley described the framework used for analyzing job values and comparing wages with similar positions elsewhere in order to inform the FY 2025 wage recommendations. The conversation also touched on the affordability of housing for staff and the need to factor this into wage decisions.

Schilling expressed confidence in the approach of the administrative staff in addressing the needs of employees at all levels within the municipality. Schilling emphasized the importance of leadership taking care of those under their supervision and commended the professionals for their efforts in this regard. Bourke echoed this sentiment, highlighting the collective responsibility of ensuring the well-being of all staff members.

5. **WATER FUND**

Clancy provided an overview of the water fund, emphasizing its status as self-sustaining enterprise fund (same with sewer fund). Clancy explained the methodology for determining annual rates, which involves calculating the total revenue needed to run the system and dividing it by the current equivalent capacity unit (ECU) value. Clancy noted a slight increase in the ECU value due to new home receiving its occupancy status. For FY 2025 Clancy proposed a 13% rate increase, and a 20% increase to the overage rate. Clancy said quarterly invoices for water would rise accordingly. Clancy also mentioned the repayment of funds from the water fund to the general fund, expecting those funds to be paid back in about 12 years. Bourke inquired about how much was being set aside for capital improvements in the sewer and water funds. Clancy recalled around \$6,000 to \$7,000 for sewer and approximately \$100,000 for water.

6. **SEWER FUND**

Clancy highlighted a 24% proposed increase, mainly due to improved budgeting and disposal cost estimates.

The next budget committee meeting dates were set for April 16 (2pm) and April 29 (2pm).

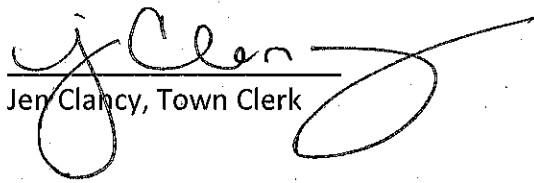
7. **MOTION TO ADJOURN**

MOTION: Dan Schilling motioned to adjourn, and Roger Bourke seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

RESULT: APPROVED

Passed this 16th day of April, 2024


Jen Clancy, Town Clerk