

**Budget Advisory Board
MEETING MINUTES**

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

October 15, 2021

The Budget Advisory Board met on the above date electronically via Zoom. The meeting was called to order by Budget Officer and Board Chair Chris Baird at 1:02 p.m. with a quorum present. In attendance were Quinn Hall (County Clerk/Auditor), Chris Kauffman (County Treasurer), Kevin Walker (County Commissioner), Mary McGann (County Commissioner), Angela Book (OSTA Director), and Zach Wojcieszek. Also present were Mallory Nassau (Associate Commission Administrator), Matt Cenicerros (IT Director), Renee Baker (Personnel Services Director), Maddie Logowitz (Director, Active Transportation & Trails), Debbie Swasey (Assessor), John Guenther (Planning & Zoning Director), August Granath (Economic Development Director), and County Attorney Christina Sloan.

Action Items:

1. Approval of Minutes:

a. October 1, 2021

Motion by Quinn to approve the minutes for October 1, 2021, seconded by Zach W., passes 6-0.

b. October 8, 2021

Motion by Kevin to approve the minutes for October 8, 2021, seconded by Quinn, passes 6-0.

2. Review of Department Budgets:

a) County Attorney

Christina is requesting an increase in subscriptions, in order to obtain Westlaw, a legal research tool, which costs \$1,896 per year. Their office also needs network upgrades to get into compliance with computer security rules for criminal files. A county-wide compliance would cost around \$75,000, or there is a \$30,000 option also. This upgrade would apply to attorneys, law enforcement, and Justice Court. Christina said they also need a better way to store, search for, and access their case files, so she wants to purchase an E-Prosecutor subscription for that, which would cost around \$1,500.

She and Baird budgeted office supplies and expenses at \$6,000. A larger staff in 2022 will necessitate more funds for training. The professional and technical services line item they mostly use for translation services and transcripts. They also have witness expenses, which can be high if physicians are involved. Baird agreed that those 3 items (trial expenses) can be widely variable from year to year. Christina said she will need more money for witness expenses if they prosecute the (La Sal mountain) double homicide next year, because she will need to bring down many people from the State crime lab, but she doesn't know yet if that prosecution is going to happen. In inventory, Matt C. wants to replace three of their desktop computers, and they want a stand-up desk, so they budgeted \$7,500 for that for 2022. They raised the budget amount a bit for law enforcement officer training.

b) Recreation - Active Transportation & Trails

Revenue for this department comes from TRT (Transient Room Tax) the optional transportation tax, grants, and donations.

Budgeting for the responsible recreation messaging will remain in the Economic Development Department, mainly because Maddie is in the field a lot. In Contributions (bringing money in from the fund balance), \$420,000 is left over from the paved path maintenance fund, which will be put back into the budget, and there is \$187,510 left over from some prior-year funds targeted toward design of the Spanish Valley Dr. path.

In expenses, next year they will seal-coat the Moab Canyon Trail, which will cost around \$150,000. In Travel, Maddie would like to go to the professional trail builders conference in Arkansas; that line item is budgeted at \$5,450. She would like to incentivize employees to use their bikes for work, by paying for bike tune-ups and repairs. Baird added 15% to the 2019 budget amount for fuel, for 2022. Maddie is requesting a large increase for miscellaneous supplies, for cattle guard replacements, since that's not being paid for through a grant. \$7,400 in that category will be spent on hardware, lumber, gloves, paint for trail delineation, and part of those expenses are reimbursable, but the reimbursement doesn't arrive until 2023.

In Inventory (\$8,600), \$2,600 will be for purchasing a walk-behind rubber carrier, basically a motorized wheelbarrow, \$500 for metal ramps to load it into the truck, \$3,000 is for signs, there's an amount for the Adobe Suite software license (for designing signs), \$340 for spot devices, and \$1,000 recommended by Matt for possible computer replacements. She is planning on some training for Tyson and herself. They typically make a \$2,000 contribution to the cross-country ski trail groomers non-profit group (Luna).

c) Assessor

Debbie Swasey said she reduced her re-appraisal budget from \$27,000 to \$25,000. Public notices fluctuate in amount from year to year - those are for reappraisal mailings. Baird raised the amount for equipment maintenance to \$9,000, due to the higher cost of COIN. They lowered the amount for Professional Services from \$5,000 to \$4,000, as Debbie does not expect to do more audits than normal. Debbie will be requesting an additional employee for 2022, so that person will need training and equipment. Baird and Debbie discussed her staff's time spent manning the DMV window, and that the State does not compensate us much for that staff time. Chris Kauffman said that his Treasurer's Office is prepared to take over the personal property tax collection, from Debbie's office, but they all three mentioned potential drawbacks to that course of action. The Assessor's office will need 3 desktop computers in 2022, at \$3,000.

d) Information Technologies

In Travel, Matt Cenicerros said there are several conferences he would like him and Frank to attend, so he budgeted \$2,000 for that. Utilities is set at \$10,000, that covers internet costs. He reduced GIS Hardware to \$200, down from \$3,020 in 2019. Special Department Supplies (\$100) is for cable adapters, jacks, ends, connectors, etc. He doesn't anticipate any Inventory expenses. In Professional Services, Matt says this is mostly for ongoing support for our County systems, including Know B4 (internet security awareness training), domain name registration, Civic Plus, whose cost increased this year, email filtration, phone support, and social media accounts. Currently our email service hosts 185 users. Matt just found out that in January, Google is going to force all of its clients to upgrade from G-Suite to Google Workspace, and the cost is going to increase from \$16,000 to \$26,900.

Server storage is in need of an upgrade at some point, and Matt estimates that will cost around \$100,000. He said Jenny at Emergency Management said there were some grants specifically for cyber-security. Baird asked him to prepare a proposal for the Capitals List.

e) Planning and Zoning

John Guenther said that Subscriptions (\$2,000) covers their memberships in the American Planning Association and the National Code Council. He and Baird lowered the amount for Public Notices from \$5,000 to \$2,100. In Travel, they discussed state and national conferences. Office Supplies has increased due to the General Plan, and is set at \$3,000. They set Equipment Maintenance at \$1,200, due to P&Z getting the bigger copier. In Professional & Technical Services, John explained that they want to keep Mary Hofhine there for archiving, at \$10,000, for the first three months of 2021. She would be part-time, at 24 hours a week. Also, John wants a Public Strategist in house, to work on a public strategy master plan (public engagement, mapping, decision-making, committees, doing a gap analysis, and then a communication strategy results). Baird said that the addition of those two positions would be decided on by the County Commission.

Code Enforcement expense is set at \$15,000. Baird said that amount would also be decided by the Commission in November. Guenther said they would try to leverage some of that cost with some non-profits.

Next item, Planning Projects, then at \$290,000, covered Parks & Rec., Resource Management, Regional Plan, Public Safety (2023), Economic Development (2021), Social (2023), and General Plan Phase 2 (2023), which Guenther said are all generated by the County General Plan; they are action Master Plans. Baird confirmed that all of these would be contracted out of house. Guenther said doing them in-house would take two or three times as long. Baird questioned whether any of these were duplicative. Baird said the Economic Development Plan would instead be in the Economic Development budget, not here, so he set that at \$0. Social and GP Phase 2 he also set at \$0, since they are in 2023. Baird removed the Capital Improvement Plan from that account, because that comes out of a different budget. Baird noted that they need to cut this budget down, and prioritize what we can afford. They lowered both the Parks & Rec. plan budget amount and the Resource Management plan amount to \$20,000, noting that the State requires us to update the latter. With Public Safety plan still at \$40,000, that makes the total \$80,000.

Planning Grants, set at \$3,300, covers the VISTA workers. Baird raised the Engineering Fees to \$60,000 for 2021, to contract for more inspections, so that amount will remain for 2022, but often the engineers are not available. That amount will be up to the Commission, but Baird noted that these inspections are important, and worth the cost. In Inventory, Guenther said they will need 2 desktop computers, and a laptop, totaling \$3,200.

f) Economic Development

August Granath and Baird are re-organizing the categories from this fund, into a new fund. This will make budgeting and reporting to the State easier. He is projecting TRT revenues for 2022 at \$3,152,507, that is the 37% cut of TRT collections. August explained that the Labels category is for people who request a travel brochure on the Travel Council website, and opt into having their email address placed on a mailing list for local businesses. The Travel Council then sells that list to local businesses. The Thompson Welcome Center is also in this budget.

Granath said that historically, the Utah Office of Tourism has offered a matching grant. Grand County applied for this grant every year except in 2019. \$200,000 is in the Diversified Rural Economic Development grant fund, enacted by 2020 (SB 95).

In expenditures, Baird noted that statutorily, they can spend no more than 1/5 of the 37% of TRT on establishing or promoting recreation, film, and conventions. Event Funding is to support local events. Baird said the City of Moab has requested that we take over the entire Film Commission, which is a decision for the County Commission, but it would cut into some expenditures. We send \$137,000 to the Recreation Special Service District for Youth Sports programming and their recreation grant program. We give \$10,000 to Moab Art Trails. They discussed with Kevin whether that would be considered 'recreation', and decided to get a legal opinion from Christina Sloan.

Trail Ambassadors are in this budget, these are the people who spread info about good trail stewardship at busy trailheads. That amount is budgeted at \$80,000, up from \$15,000 in 2021, partly for water bottles with responsible messaging that they give away at trailheads. Responsible Trail Promotion / Responsible Recreation Promotion is set at \$126,835. The County passed a Resolution to provide the City of Moab with \$250,000 in 2021 for the pilot shuttle program; they've requested \$20,000 for 2021, so Baird split the remaining amount into three years (\$76,666 each year, beginning in 2022). We've had a request to buy a moveable stage for \$167,000, for local events. Baird is not sure if that purchase would fit into the 37% TRT spending requirement, but he said it should not come out of TRCC.

Granath went over other expenses included in Travel Council Administration, including advertising, budgeted at \$440,000, much lower than in previous years. He and Baird discussed re-organizing the categories to streamline them. Granath said Matt recommended that almost all of the computers be upgraded, he's requesting \$1,700 each for two people. They typically make a \$38,000 payment to the Moab Information Center to ensure they are staffed. That is separate from the \$7,000 contribution to the MIC to keep it open after hours, for the public restrooms. Granath and Walker agreed that the Love's Communication info is helpful. Granath lowered the amount for Travel Shows from what Elaine was budgeting in the past. The Travel Council Advisory Board recommendations are very similar to Granath's draft budget. Baird discussed the TRCC budget.

Future Considerations (None)

Adjournment

The meeting was adjourned by Chair Baird at 5:01 p.m.



Chris Baird
Budget Advisory Board Chair



Christopher Kauffman
Budget Advisory Board Secretary