

**Budget Advisory Board
MEETING MINUTES**

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

October 16, 2020

The Budget Advisory Board met on the above date electronically via Zoom. The meeting was called to order by Chair Chris Baird at 8:31 a.m. with a quorum present. In attendance were Quinn Hall (County Clerk/Auditor), Elaine Gizler (Travel Council Director), Jaylyn Hawks (County Commissioner), Gabriel Woytek (County Commissioner), Chris Kauffman (County Treasurer and Board Secretary), and Zach Wojcieszek. Also present were Mallory Nassau (Assistant Commission Administrator), Debbie Swasey (Assessor), Matt Cenicerros (Information Technology Services), Mila Dunbar-Irwin (Planning & Zoning Director), Maddie Logowitz (Active Trails and Transportation), Angie Book and Steve Swift (Old Spanish Trail Arena) and citizen Kevin Walker.

A. Action Items:

1. Approval of Minutes

a. October 9, 2020

Motion by Gabriel Woytek to approve the minutes, seconded by Elaine Gizler. Motion passes unanimously.

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

a) Assessor

The 2020 actuals for subscriptions and memberships are \$4,206, which is quite a bit higher than what it's been in the past. Debbie Swasey explained that last year she coded it differently. They are going to reappraise properties in Spanish Valley next year, so they'll use more fuel than in 2019. Her 2021 budget request for reappraisals was \$30,000 (non-commercial properties), but she and Chris B. agreed on \$27,000. The variability in professional and technical fees is due to the number of audits they do, which varies every year.

b) Grand County Active Transportation and Trails

This Fund receives revenue from grants and the optional transportation sales tax. Maddie Logowitz (Director) described the various grants. The Forest Service grant is expected to be \$25,000. The \$10,000 BLM grant money is in the account, they just need to record their employee hours when they work on BLM land. The state grant started in 2019, and will end autumn of next year. Covid-19 affected donations this year, as events were canceled. In the past they've gotten around \$18,000 from map sales and donations. Elaine suggested putting donation buttons on the Travel Council website hiking & biking pages. Chris B. suggested budgeting \$15,000 for donations in 2021. The \$78,000 budgeted in 2021 is just for the Utah Office of Outdoor Recreation Grant.

In expenses, the Paved Path Maintenance is a significant item to budget, in order to save up for large projects that arise periodically, like crack seal, seal coat, or repair on the bridge or elevated bike path. For professional and technical expenses, originally the Commission had approved \$200,000, to be used for the study on the Spanish Valley Drive trail. Hotspot funding comes from the State of Utah; it was at \$2,000,000, but they raised it to \$2,500,000. The administrative services item is to reimburse the general fund. Chris B. budgeted \$30,000 to reimburse the City for half the bathroom near the bike skills park. They will split the cost of VISTA with Planning & Zoning.

c) Planning and Zoning

Subscriptions & Memberships went from \$5,714 in 2018 to \$7,136 in 2019; planning & zoning has only spent about

\$1,400 on them this year so far. Baird will check with the Commission regarding a junk cleanup budget. In planning projects in 2021, we're budgeting for the General Plan again, which we postponed this year, and the Small Area Plan as well. Developer fees, through which we pay our engineering reviews, are budgeted at \$25,000, and we get compensated partly for those through planning & zoning fees. In 2019, we spent almost \$35,000 on developer fees. In 2020, year to date we spent \$20,000. Mila said that development is not slowing down. The available land is more difficult to build on, partly due to drainage issues, and that makes the engineering fees go up. They budgeted \$3,500 for training. Mila is ready to move forward with the General Plan.

d) Grand Center

The Grand Center is split between two departments in Caselle. Verleen Striblen is requesting \$1,200 for travel in 2021. Equipment maintenance will depend on how many home meals they will be delivering in 2021, they are delivering about 200 meals right now. If you add in the employee labor, each meal costs about \$10. Chris Kauffman said a significant portion of the CARES Act funding will go to the Grand Center, helping seniors stay at home because of Covid-19. For contributions to other agencies, Verleen gives \$89,000 to SEUALG for senior nutrition.

e) Old Spanish Trail Arena (OSTA)

They decided to cover the advertising expenses for OSTA through the Travel Council, using TRT money. The amount requested for 2021 travel (\$2,970) is much higher than has been spent in the past. Chris B. clarified this is not for training itself, just for hotels and per diem. Steve Swift said office supplies is for software to manage the camping on-site. Chris B. moved that expense (\$1,000) to professional and technical services. Chris B. would like it to be more conservative, since we lost so much revenue in spring 2020.

Steve is requesting \$24,702 for equipment maintenance, and detailed the items that was for. Chris B. asked for justification for why the amounts requested for 2021 buildings and grounds maintenance and work crew supplies are so much higher than past expenditures. Steve said the amount requested for 2021 fuel could be lowered to \$4,500. Utilities are higher due to more events, and also the campers. Chris B. said that fees need to go up, to recoup some of these expenses. The annual fee schedule is being prepared now, and Chris B. would prefer to have small increases over the years, rather than running lean, and then having a huge increase in fees. Chris Kauffman suggested looking at the income to expense ratio, to see where fees could be raised.

f) Information Technology Services

The IT employees did not travel to any conferences this year, due to COVID-19. IT Utilities is essentially the courthouse internet. Matt Cenicerros changed to a different plan with Emery Telcom, and their internet bill went from \$840 to \$270 per month. That's why the 2020 actuals are low. But if the quality decreases, he will need to go back to a guaranteed service, so he is requesting \$10,000 again for 2021. Professional services includes county gmail and security awareness training. He's requesting \$40,000 for that for 2021. He is requesting \$21,000 for backup solutions. GIS Licensing is \$25,000 per year. The \$5,000 in 2020 inventory is for switches. The \$25,000 in 2021 inventory is to replace the core router (for firewall connections between the courthouse and everywhere else), but he doesn't have a hard quote yet. The budget for schooling also went up.

Future Considerations (none)

Adjournment

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



Chris Baird
Budget Advisory Board Chair

Christopher Kauffman

Christopher Kauffman
Budget Advisory Board Secretary

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