

**Budget Advisory Board  
MEETING MINUTES**

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

**October 30, 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), Gabriel Woytek (County Commissioner), Chris Kauffman (County Treasurer and Board Secretary), Elaine Gizler (Travel Council Director), and Zach Wojcieszek. Also present were Christina Sloan (County Attorney), Mallory Nassau (Assistant Commission Administrator), Renee Baker (Personnel Services), Teri Hines (County Attorney's office), Forrest Rodgers (Museum of Moab), Mike Johnson (USU Extension services), Angie Book and Steve Swift (OSTA), and Bill Jackson (Roads and Bridges Supervisor).

**A. Action Items:**

**1. Approval of Minutes**

a. October 23, 2020

Approval of the minutes was postponed.

**2. Review of budget requests and possible action:**

a) County Attorney

Christina Sloan is requesting a new position: prosecutorial assistant. She said if approved, it will lower the amount of overtime her office is currently using. They agreed to set the budget for office supplies and expenses at \$6,000. Civil training courses are more expensive than criminal. Training is important; in the Black Lives Matter era, citizens are now asking about it. They agreed to set civil training at \$1,600 and criminal training at \$2,000, with the caveat that it be lowered if the new position is not approved. In the major crimes expense, Christina said they could spend \$10,000 on one big trial. The public is asking for more law enforcement, but if that happens, then we will need more prosecutors.

Special department supplies includes lunches for staff and out-of-town court people, which probably won't be needed as long as we have COVID-19. Christina would like to keep inventory expense at \$7,500. She explained that they use Macintosh computers, so that they can be paperless, especially in court. 2 of their 4 Macs need to be replaced in the next year, one is really glitching badly. They would like to provide more training to law enforcement personnel next year.

b) Roads and Bridges

Chris B. is projecting a 6% increase over the 2019 Transportation Tax amount, which translates to a 3% increase in 2020 and a 3% increase in 2021, which is conservative. The Road Department receives revenue when they help with trail maintenance. The largest revenue is the B-road allocation, and that revenue has not been affected by COVID-19. The general fund contribution is \$200,000. Interest revenue is expected to be lower. The CIB funding will be carried over into next year. Chris B. said that if we lease vehicles from Enterprise fleet, the county would sell off its older vehicles.

Equipment maintenance expense is significantly higher because of the motor grader rebuild. Lease payments (\$60,000) are for the two graders. They raised the fuel expense from \$140,000 to \$150,000, based on 2018-2019 figures. Professional services expense is going up because of the City/County Transportation Plan. Special highway projects is set at \$400,000. The cost for the new lower OHV speed limit signs will be about \$27.00 per sign, and Bill Jackson estimates total expenses of at least \$2,500 for that project. Bill is estimating \$30,000 for the Enterprise

vehicle leases. This budget is running in the black.

c) Museum

Forrest Rodgers confirmed that the Museum is requesting \$99,099 for 2021, excluding the utility payment. That is a 5% increase over 2020. Chris B. raised the amount budgeted for utilities from \$2,700 to \$4,400. The Museum now has new staff. They invested almost \$15,000 to ensure that all their items are stored appropriately. They have received grants from the Utah Humanities Program to offset some staff costs. They received a grant from the Utah State Historic Records Advisory Board, to begin digitizing historic photographs. They received a grant from the Utah Office of Tourism, to reach out to visitors. They want to increase their oral histories, which they can do now that they are better staffed.

d) USU Extension

We help fund the extension services in Grand County. But, the employees of USU are not county employees. The expense lines are the same amounts as requested in 2020. Mike Johnson estimated that their operating and maintenance costs will be between \$15,000 and \$20,000, but they won't need that until 2022, because they won't move into the new building until December 2021. Chris B. said the State legislature appropriated \$1,000,000 toward the USU Extension facilities in the new campus.

e) Old Spanish Trail Arena - Revised

Most of the increase in this budget is due to salary and benefits. Steve Swift has decreased the amounts for many expenses. They need a tractor clutch (in equipment maintenance, about \$5,000), and a backflow prevention valve. Building and grounds maintenance is now much more in line with past years. In inventory, they will need new radios, new security cameras, an air compressor, and pitching mounds for the ball field. Capital requests total \$53,330, but some of them are really maintenance.

f) Public Defender

This fund is required by State law. \$16,000 in professional services is for public defender Steve Russell, when there is a conflict of interest with the regular county public defender. The contract with the public defender may be renegotiated, due to higher caseload. Our contract with the parental defender costs \$52,000.

g) Commission Administration

Salaries and benefits line item is lower in 2021 than in the past due to transitions in staff. Chris B. moved some subscriptions and memberships over to the county commission budget. Public notice expenses are highly variable. Equipment maintenance is set at \$1,750, for copier/printer maintenance. Inventory is set at \$1,500 because we may need some enhanced computer equipment.

Chris B. then went over the Commission budget. He questioned whether some subscriptions could be cut. Special department supplies is set at \$1,000. There is a tentative request for some money for legislative lobbying, so the discretionary item was increased.

h) Public Health

The Health Department requested \$94,330 from Grand County. Four Corners (the mental health services which we are statutorily required to provide) requested \$87,678, which is lower than last year because it was based strictly on population this time. The Moab Area Watershed Partnership via the Health Department requested \$2,500 for 2021.

i) Elections

Typically, in a municipal election year, we have not had much expense, because the City held their own elections. But in 2019, the new City Recorder asked that the County run the elections for the City, and we did. Since that will continue, Chris B. kept the same amounts in 2021 as in 2019. Inventory is for the rental of the tabulator.

j) Animal Control

We have an agreement with Moab City that they will respond in the county to animal issues, if they can. Then they bill the county for that service call. The budget is \$15,000 for that. The Humane Society requested \$12,000 for their low cost / free spay and neuter program.

- k) New Position Requests and
- l) Cost of Living Adjustment

There is a new position at the jail. There is a new sheriff's deputy position, who will patrol BLM land, and the BLM will pay his salary. There proposed reclassified/new positions in the Clerk's office, Travel Council, and Planning & Zoning. Chris B. added the cost of living adjustment (COLA), a 1.4% increase, into the budget.

The general fund is about \$204,000 in the red. 2019 closed with \$500,000 of expenditures less than budget, which is about 3.6% contingency. If the same is true for 2021, that number would be around \$535,000. If the amount showing in the red is less than the contingency, then we very likely can say we have a balanced budget. We're currently at \$204,000 in the red, so we are within contingency, but with some caveats. The main one is the Enterprise lease expense hasn't been plugged in to every single department yet, so Chris B. does expect the \$204,000 figure to go up.

Every other fund is running in the black, except for Family Support Center, so based on the explanation above, right now we have a balanced budget.

m) Motion to send Tentative 2021 Budget to County Commission

There was discussion about adding a line item, "Art Trails", and their relation to the Travel Council.

The 2021 tentative budget will be on the Commission meeting agenda for November 4, 2020.

**Motion** by Chris Kauffman to approve the tentative 2021 budget, seconded by Gabriel. Motion passes unanimously.

**Future Considerations**

We need to schedule a joint meeting with the Commission to go over major decisions: new positions, capital equipment requests, cost of living adjustment, etc.

**Adjournment**

The meeting was adjourned by Chair Baird at 10:41 a.m.



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Chris Baird  
Budget Advisory Board Chair



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Christopher Kauffman  
Budget Advisory Board Secretary

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**11 / 18 / 2020**

20:13:17 UTC

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