

Grand County Budget Advisory Board

Thursday, September 5, 2019

9:00 a.m. – 12:00 p.m.

Grand County Public Library – Board Room

257 E. Center St., Moab, UT 84532

Call to Order

A. Action Items:

1. Nomination and Election of Chair, Vice Chair, and Secretary
2. Approving minutes of October 17, 2018 Joint Grand County Council - Budget Advisory Board meeting
3. Approving 2019 meeting schedule
4. Review of General Fund Revenue Projections for 2019 and 2020:
 - a. 10-3100 TAXES
 - b. 10-3200 LICENSES AND PERMITS
 - c. 10-3300 INTERGOVERNMENTAL
 - d. 10-3400 CHARGES FOR SERVICE
 - e. 10-3500 FINES AND FORFEITURES
 - f. 10-3600 MISCELLANEOUS
 - g. 10-3800 CONTRIBUTIONS
5. Delegation of member duties

Future Considerations

Closed Session(s) if necessary

Adjournment

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It is hereby the policy of the Grand County Budget Advisory Board that Board members may participate in public meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real-time interaction in the way of discussions, questions and answers, and voting.

**Joint Grand County Council - Budget Advisory Board
SPECIAL MEETING**

**Grand County Council Chambers
125 East Center Street, Moab, Utah**

October 17, 2018

The Grand County Council and the Budget Advisory Board ("board members") met jointly in Special Session on the above date in the County Council Chambers. The meeting was called to order by Budget Advisory Board Chairperson Chris Baird at 8:34 a.m. with a quorum of both boards present. In attendance at the call to order were Budget Advisory Board Members: Chris Baird (Budget Officer), Evan Clapper (Council Member), Jaylyn Hawks (Council Member), and Zach Wojcieszek (Citizen). Absent from the Budget Advisory Board were Diana Carroll (Clerk/Auditor), Chris Kauffman (Treasurer), and Elaine Gizler (Moab Area Travel Council Executive Director). County Council Members present at the call to order were, in addition to Budget Advisory Board Members/Council Members Clapper and Hawks: Council Member Terry Morse and Council Member Curtis Wells. Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

Council Member Rory Paxman arrived at 8:36 a.m., Council Chair Mary McGann arrived at 8:38 a.m., and Council Member Greg Halliday arrived at 8:39 a.m.

A. Action Items

A1. Approving minutes of October 9, 2018 meeting-

MOTION: Motion by Jaylyn to approve the minutes of October 9, 2018 seconded by Evan carried 9-0.

Questions arose regarding law enforcement impact fees and taxiway issues, but there were no corrections.

Budget Advisory Board or County Council Action Items

A2. Presentation and possible revision of 2019 proposed operating budget(s) (in order of presentation)-

A2a. Emergency Management, postponed from September 26, 2018

Budget Advisory Board Chairperson Baird provided the Emergency Management budget on-screen. He explained revenues and expenses associated with the budget. No changes were made.

A2b. 911 Emergency Funds, postponed from September 26, 2018-

Chairperson Baird provided the 911 Equipment budget on-screen. He explained that this is a restricted fund, with half of salaries and benefits applied to the Emergency Management Director position and the other half from the Emergency Management budget. Questions arose regarding the current dispatch matter and possible impacts to this budget. Board members reviewed the list of capital requests, such as a Willow Basin microwave replacement as one of the highest priorities. No changes were made.

A2c. Misc. Grants, postponed from September 26, 2018-

Chairperson Baird provided the Miscellaneous Grants budget on-screen. He reviewed the active miscellaneous grants including the BLM Onion Creek Grant, Biological Weed Control Grant, and GIS Cadastral Mapping Grant, as well as Misc. Grants defined as new grant opportunities that are awarded during the year yet not anticipated during budgeting.

Questions arose regarding the Surveyor's Office, which has not been filled in many years. Chairperson Baird provided the Surveyor budget on-screen and explained anticipated work of the Surveyor once elected. Chairperson Baird stated there are possibly only two years left on the Surveyor term and agreed to check on it. He explained that the County Council could consolidate the term once the term is over. He further explained that if the position was to be consolidated with the Recorder's Office, the Recorder does not have to be a licensed Surveyor and would instead

contract out the survey work.

A2d. Family Support Center, postponed from September 26, 2018-

Chairperson Baird postponed the Family Support Center budget.

A2e. Sand Flats Contribution to Other Agencies-

Chairperson Baird provided the budget for the Sandflats Recreation Fund on-screen, at last week's request by Chris Kauffman as a possible way to fund the necessary work of a new Audit Committee (of less than a quorum of County Council Members) for internal auditing by government CPAs. Chairperson Baird explained that Sand Flats, the county's only Enterprise Fund, contributes to the General Fund at \$5,000 per year in exchange for payroll, bookkeeping, accounting, and cash receipting services by the county. He stated that this is in addition to a contribution of \$10,000 per year to Search and Rescue. Board members discussed having Sand Flats contribute \$10,000 or \$15,000 per year for accounting and bookkeeping-related services; the line item was increased to \$10,000.

Chairperson Baird provided the Sheriff budget on screen to reveal the Search and Rescue contribution made by Sand Flats.

Chairperson Baird again provided the Sandflats Recreation Fund on-screen and reviewed the proposed salary and benefits adjustment, which includes the increased cost of health insurance. He explained that the 2019 revenue projection may be too conservative based on trending that he has performed, and he provided the Sandflats Recreation revenue budget on-screen. Board members discussed the possibility of increasing the Search and Rescue contribution but ultimately did not do so.

A2f. Contribution to Moab Valley Fire Protection District-

Chairperson Baird provided a page of the April 2018 Memorandum of Understanding (MOU) with Moab Valley Fire Protection District (MVFPD) on-screen, showing Paragraph 14 regarding compensation for fire suppression services. Board Members expressed various concerns, including double taxation for property owners residing within the district's boundaries. They expressed a desire to understand real costs per incident from the Fire District. Discussion briefly included Thompson Fire District, a non-taxing district.

Chairperson Baird explained that the county is responsible for fire control on private property outside the MVFPD. Board members discussed the agreement between the Lower Valley Fire Protection District (of Fruita, Colorado) and the county's Emergency Management. Chairperson Baird suggested contacting Lower Valley Fire Protection District to see what the responses have been, to perhaps re-negotiate to a per-incident fee. Council Member Halliday stated that Lower Valley responded to the Danish Flats explosion this year, as did Castle Valley and Moab Valley Fire Protection Districts. A suggestion was made to ask the Emergency Management Director to request records from Lower Valley of their responses on behalf of Grand County.

Chairperson Baird explained that he budgeted \$100,000 for the MVFPD MOU since that is the maximum amount for one year between April 2018 and April 2019; he added that nearly \$47,000 has already been billed at \$1,800 per incident for calendar year 2018. Ruth stated, however, that the MOU is dated April 2018 for one year, and thus the county should not have been billed at \$1,800 per incident for January, February, and March 2018.

Council Member Paxman stepped out at 9:32 a.m. and returned at 9:43 a.m.

Following discussions regarding the general need for binding Interlocal Agreements, rather than non-binding MOUs, particularly with regard to funds to be expended, Board members expressed a desire to budget for the minimum of \$50,000 to MVFD for 2019 to allow time to create a better arrangement than the current MOU. Following additional discussion, the line item was reduced to \$50,000. Board members discussed prior year contributions to Moab Valley

Fire District at \$10,000 per year. Council Member Halliday brought up the fact that Castle Valley Fire is not billing the county for fire suppression services outside their district boundaries, even though they are providing the services.

Board members discussed the need to communicate to the MVFPD Fire Chief that the County Council will not be renewing the MOU and would instead like to start proactively planning for a new arrangement. Board members discussed their desire for the MVFPD to further investigate the impact of the homeowner's insurance costs to property owners if the district was to expand their boundaries since there may be possibilities of tiering the ISO (Insurance Services Office) ratings, thereby splitting ratings into different areas. Board members expressed ideas for joint workshops with the MVFPD Commissioners to consider different strategies. Ruth agreed to draft a letter on Council letterhead for consideration at the next County Council meeting.

A2g. Line item for clean up of refuse, debris, junk and/or inoperable, wrecked, unregistered vehicles and the like-

Chairperson Baird provided the Funds budget on-screen. Council Member McGann explained that a line item and funding will be needed if the county is serious about dealing with junk and abandoned properties. Council Member Wells explained that a citizen with relations in the community stepped up to help with removing scrap from properties and that Council Member McGann is also working on a clean-up committee to collect donations of junk. The committee includes another citizen, Council Member Wells, and the Code Enforcement officer from the Community and Economic Development Department. He stated that Moab City is doing something similar and announced that a Request for Proposals for a local contractor is currently being drafted, possibly in legal review, through the Community and Economic Development Department for potentially paying a contractor to clean up and haul the scrap.

Board members discussed a range of dollar amounts for budgeting for clean up. Chairperson Baird provided the Miscellaneous budget on-screen and, following Board discussions, budgeted \$5,000 for donation revenue and agreed to budget \$50,000 for junk clean up. Ruth brought up the current complaint-based system which invokes the code enforcement staff to attempt to bring the offender into compliance. Board members discussed having a one-time physical survey, to be performed by code enforcement staff, of non-compliant property owners in the county in order to create a priority list for clean up.

Evan stepped out momentarily at 9:42 a.m.

Chairperson Baird provided the General Fund budget on-screen as a review.

Council Member McGann stepped out at approximately 9:55 a.m. and returned at 10:10 a.m.

A2h. Strategies to balance General Fund and Library Fund, depending on County Council action of October 16, 2018 regarding a possible 2019 property tax increase:

- a. Fund Balance Draw
- b. Cost Cutting
- c. Legislative Amendments
- d. Non-Property Tax Revenue Growth
- e. Allow for New Growth in Property Values
- f. Engage Other Entities for Cost-Sharing
- g. Other
- h. Mixture of the above

Chairperson Baird provided on-screen the "what if" spreadsheet that was created during the October 9, 2018 joint meeting to arrive at figures for a possible property tax increase had the County Council voted yesterday to determine an amount to move forward with the tax increase. He reviewed the spreadsheet stating that storm water mitigation is

currently budgeted at \$100,000 while \$400,000 is necessary for a match for a 2019 project. Ruth reminded Board members that there are two storm drainage projects on the current Community Impact Fund Board (CIB) list: Boulder Avenue conveyance system at a total estimated cost of \$800,000 and Phase II of Jackson Street drainage mitigation for a conveyance system to Pack Creek with potentially a similar cost.

Council Member Halliday reported that the Transportation Special Service District is considering expanding their funding to include storm water control beyond the storm water control generated from county right-of-ways. He reported that a public hearing is scheduled to hear citizen input on possibly amending the charter—the enabling resolution—for this purpose, prior to County Council consideration. Chairperson Baird reminded Board members that Class B Road funds and Optional Sales Tax for Transportation funds cannot be used for drainage projects.

Chairperson Baird explained that subdivision developers cover the costs of storm drain within the subdivisions being developed, while the county covers stormwater infrastructure in anticipation of storms that originate for example, on public property and move to private property.

Chairperson Baird provided the working General Fund budget on screen showing a balance “in the red” of \$290,000 after including approximately \$881,000 for the countywide compensation adjustment with the increase in health insurance costs. Board members discussed the amount for storm drain mitigation, and the line item change was made to increase it to \$400,000.

Board members agreed to keep the IT/GIS Support Technician position in the General Fund budget.

Board members agreed to budget \$250,000 for the taxiway grant match project as a Contribution to Other Funds from the General Fund if the TRCC Fund will, in fact, be transferred out for 2019 compensation adjustments.

Chairperson Baird provided the Taxes budget on-screen and reviewed the Car Rental Tax which he stated virtually doubled since the tax went into effect April 1, 2018, thereby providing an extra estimated \$187,000 for 2019. He explained that TRCC funds are used for mainly the airport, Old Spanish Trail Arena, and the Grand Center while TRT mitigation funds are used mainly for law enforcement, search and rescue, and solid waste management.

Chairperson Baird suggested using the Capital Projects General Fund Balance to budget the anticipated \$238,000 in capital projects expenses instead of transferring that amount from the General Fund operating budget. Board members agreed.

Chairperson Baird reminded Board members that income and expenses have to sum to zero. He stated that the end result, after transferring all TRT (mitigation) and TRCC Fund Balance over to the General Fund, and making a transfer with capital projects money, the amount left over would come from General Fund balance. It was stated that savings (General Fund Balance) could be diminished to approximately \$3.7 million from \$4.2 million for 2019.

Chairperson Baird reiterated that the 2019 budgeting is to draw down all of the TRT mitigation Fund Balance, all of the TRCC Fund Balance, \$238,000 of the General Fund Capital Projects Fund Balance, in addition to drawing from the General Fund Balance for the remainder.

Chairperson Baird stated that this budgeting process will be more challenging next year, partly because Fund Balance monies currently available, such as in TRT and TRCC, will no longer be available next year.

Chairperson Baird provided the Travel Council revenue budget on-screen showing mainly Transient Room Tax (TRT) revenues.

Council Member Wells suggested selling county-owned surplussed real property for operational space needs.

Chairperson Baird provided the TRT-County Portion budget on-screen with a revenue projection since 2013. He stated that, to have new office space built, there must be money in the Capital Projects Fund for it. He provided projections on-screen of total TRT for 2019 at over \$6 million, explaining that this is separate from Moab City's TRT revenues. He further explained that \$6 million is more than double the General Operations Property Tax line and stated that TRT in 2017, for the first time, exceeded total property tax revenues, yet only 52% can be used for mitigation. He reported that the Travel Council TRT promotional amount for 2019 budgeting is at \$2,851,000.

Chairperson Baird recapped the County Council's decisions from this meeting:

-Draw off the Fund Balances of TRT (mitigation) and TRCC.

-Instead of pulling money for capital projects from the General Fund, pull money out of the Fund Balance of Capital Projects.

-Whatever remains after these measures will be budgeted to come out of the General Fund Balance in order to balance the 2019 budget.

Chairperson Baird summarized that he agreed to add to the 2019 budget: \$250,000 for taxiway match; \$75,000 for the new IT position, and an additional \$300,000 for storm water mitigation (for a total of \$400,000 for storm water mitigation).

He stated that other budget details, to include a 2019 budget for Family Support Center, will be necessary to finalize the budget for submission to the County Council before November 1, 2018. He stated that after November 1st there will be more time for significant changes to the budget if needed, ideally to be made before ten days prior to the December 4, 2018 public hearing on the 2019 proposed budget (before the Thanksgiving holiday).

B. Discussion Items:

B1. Review of Fund Balance of Designated Funds-

Chairperson Baird provided the Designated Funds budget on-screen stating that this fund does not necessarily represent capital projects. He reviewed the USU Set Aside Funds of \$525,000 and stated that this will be zeroed out with the recent closing by Moab City. He reviewed the Fireworks Donation increase to \$27,000, stating that he has made requests of Moab City and the Recreation District to contribute one-third each at this higher amount. He reviewed the Trail Maintenance Expense Fund for paved path maintenance, built up at roughly \$100,000 per year for crack sealing, seal coats, etc. He explained that a new fund with the Trail Mix employee costs, could transfer this money at approximately \$202,000 for a Parks, Trails, and Recreation Fund to encapsulate more than just trail work. Ruth inquired about budgeting for elevated bridge inspections and agreed to check on the schedule for budgeting purposes.

Chairperson Baird inquired as to whether the County Council wishes to discuss concerns and/or whether another meeting will be needed.

Ruth inquired about other position requests, including those outside the General Fund. Chairperson Baird stated that the Thompson Welcome Center employees are paid via a state contract and will become county employees. He stated that Trail Mix employees will be paid for by the Local Option Sales Tax for Transportation. He said that the part-time Social Media position with the Travel Council is not currently in the budget but will be added.

With no other questions or concerns, Chairperson Baird stated that the next open meeting discussion of the budget will be in a County Council meeting. Ruth inquired as to when the tentative budget is to be adopted; Chairperson Baird stated that he plans to present it by email to the County Council on November 1st, then present it during the November 7th County Council agenda with a narrative interpretation of it.

Future Considerations

The County Council will hold a Special Meeting on Wednesday, October 24, 2018 at 8:30 a.m. in the Council Chambers to consider hearing officer recommendations, postponed date certain from the October 16, 2018 County

Council meeting.

Chairperson Baird declared that the Budget Advisory Board no longer needs to meet for now, thus no other joint County Council-Budget Advisory Board meetings are to be scheduled.

Chairperson Baird stated that he will focus on the 2018 modified budget for presentation to the County Council in December.

Ruth inquired about the timeline for County Council adoption of the Employee and Position Pay Plans. Chairperson Baird stated that adoption of the Pay Plans would occur immediately upon approval of the 2019 budget, during the last County Council meeting in December (December 18, 2018).

Jaylyn requested of the Budget Officer to have financial reports on a regular basis that would show revenues and expenditures to date. Council Member Wells remarked that state code requires that financials be available to the public at least quarterly and posted in the courthouse, while Ruth remarked that the county's current form of government also requires financial information to be provided and posted at least quarterly.

Adjourn

The joint meeting was adjourned on a motion by Council Member Wells, seconded by Council Member Paxman at 11:10 a.m. and approved unanimously by both boards.

Chris Baird
Budget Advisory Board Chairperson

Christopher Kauffman
Budget Advisory Board Secretary