

# **Grand County Budget Advisory Board**

Thursday, September 26, 2019

9:00 a.m. – 12:00 p.m.

Grand County Council Chambers

125 E. Center St., Moab, UT 84532

## **Call to Order**

### **A. Action Items:**

1. Approving minutes of September 19, 2019
2. Review of Budgets for 2019 and 2020:
  - a) 10-4113 Human Resources
  - b) 10-4146 Assessor
  - c) 22-XXXX Restaurant and Car Tax
  - d) 31-XXXX Debt Service Courthouse Fund, postponed from September 12, 2019
  - e) 32-XXX Debt Service Building Authority
  - f) 10-4310 Public Health, postponed from September 12, 2019
  - g) Revisit questions from previous budgets, postponed from September 19, 2019

### **B. Discussion Items: (none)**

## **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.

**Budget Advisory Board  
MEETING**

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

**September 19, 2019**

The Budget Advisory Board met on the above date in the Grand County Council Chambers. The meeting was called to order by Chairperson Chris Baird at 9:50 a.m. with a quorum present. In attendance at the call to order were Chris Baird (Budget Officer and Clerk/Auditor), Evan Clapper (Council Member), Jaylyn Hawks (Council Member), and Chris Kauffman (County Treasurer and Board Secretary). Absent were Elaine Gizler (Moab Area Travel Council Executive Director) and Zach Wojcieszek (Citizen). Also attending was Ruth Dillon, County Council Administrator, to take minutes.

**A. Action Items:**

**A1. Approving minutes of September 12, 2019**

**MOTION:**

**Motion by Jaylyn Hawks to approve minutes of September 12, 2019 was seconded by Evan Clapper and carried 4-0.**

**A2. Review of Budgets for 2019 and 2020**

Chairperson Baird provided on-screen a spreadsheet titled "Full account analysis 9-19-19" and acknowledged Chris Kauffman for helping to automate the budget analysis.

**Chairperson Baird moved up agenda item A2c, 10-4252 Weed Department.**

**A2c. 10-4252 Weed Department**

The budget line items were reviewed with analysis. Caselle Advantage was provided on-screen. Various changes were made for the 2020 initial budget request, following discussion with Tim Higgs, Weed Supervisor and Robbie Wood, Lead Weed Technician. The most significant change included budgeting within Fund 34 Capital Equipment (within Capital Projects) for a Weed truck at a quote of \$41,732, plus \$4,278 for a truck bed, plus \$1,946 for a truck trailer. The Capital Equipment line of the Weed Department operating budget at approximately \$48,000 was zeroed. There was discussion about leasing, and Chairperson Baird suggested to the Weed Supervisor to talk with the leasing company used by the Sheriff's Office and/or the County Fleet Manager about possibly leasing instead of purchasing.

There was discussion about converting a grant position to a furloughed position in order to make use of the balance of grant monies in the amount of \$28,000 to \$30,000. The request was made for converting two seasonal positions to two furloughed positions with benefits (furloughed during off-season); Chairperson Baird explained that county policy would have to be changed to accommodate any furloughed positions.

There was discussion about step increases for two seasonal employees who hold masters degrees; a referral to HR was made so that policy is properly followed regarding any step increases. There was also discussion of a possible reclassification via the County Council of the grade of the seasonal positions as there appear to be current mapping responsibilities with the positions. There was general agreement by Board Members to find a way to spend down the grant funding. Additional ideas included reduced hours during low season with year-round benefits, in the same way that Sand Flats does.

**Chairperson Baird moved up agenda item A2d, 10-4242 Building Inspector.**

**A2d. 10-4242 Building Inspector**

The budget line items were reviewed with analysis and discussion with Jeff Whitney, Chief Building Official/Floodplain Administrator and Bill Hulse, Building Inspector. Caselle Advantage was provided on-screen. Slight reductions were made to the recommendation for the 2020 initial budget request.

Ruth Dillon announced that Bill Hulse will be the new Chief Building Official/Floodplain Administrator effective Friday, September 27, 2019, which is Jeff Whitney's last day as he is retiring.

**A2a. 10-4143 Treasurer**

The budget line items were reviewed with analysis and discussion with Chris Kauffman, Treasurer. Caselle Advantage was provided on-screen. No changes were made to the recommendation for the 2020 initial budget request.

**A2b. 10-4142 Clerk-Auditor, postponed from September 12, 2019**

The budget line items were reviewed with analysis and discussion with Chris Baird, Clerk-Auditor. Caselle Advantage was provided on-screen.

Chris Baird explained that since 2018, over \$100,000 has been spent in litigation expenses in the Assessing & Collecting line item for a property owner's appeal related to centrally assessed properties. Chris Kauffman stated that the appeal is from the county's largest taxpayer, Mid America Pipeline, but that the appeal has not yet gone to trial. There was brief discussion as to when to draw the line on costs.

Chris Baird explained that Accounts Receivable has never been set up in Caselle and that he is budgeting in 2020 for Caselle training for this and for his staff. He also stated that the HR Module of Caselle has never been set up, and that training of the Human Resources Director will ideally need to take place for this as well.

No changes were made to the recommendation for the 2020 initial budget.

**A2e. 28-XXXX Impact Fee Fund, postponed from September 12, 2019**

The budget line items were reviewed with analysis. Chairperson Baird stated that the impact fees plan will need to be re-done soon. Evan Clapper and Chris Kauffman stepped out at approximately 11:35 a.m. and returned at 11:37 a.m. Chairperson Baird explained that the county collects for the Fire District. He further explained that he has reconciled impact fee fund balances for Law Enforcement, Parks & Recreation (\$0 balance); Drainage; Road; and Fire year to date. He showed up-to-date balances on screen in a spreadsheet titled "2019 Impact Fee Recap." He explained that, following the reconciliation, \$51,633 is available for Phase 2 of the Jackson Street drainage project (or whichever project is next sought), and approximately \$338,000 is available toward Road projects.

Chairperson Baird stated that the Capital Facilities Plan / Impact Fees Facilities Plan Update will need to be hired out by a consultant; Ruth stated that the costs for this are in the 2019 budget. The suggestion was made to publish a request for proposals rather than rely solely on proposals from our two contracted engineers of record.

Board Members agreed to utilize 2020 trend analysis loosely to predict impact fee revenues. Board Members agreed to Law Enforcement at \$22,000; Drainage Fees at \$35,000; Roads at \$100,000; and Fire Protection Fees at \$15,000 (with no effect to county revenues for Fire Protection Fees).

**Chairperson Baird moved up agenda item A2g, 36-XXXX Healthcare Sales Tax Fund.**

**A2g. 36-XXXX Healthcare Sales Tax Fund, postponed from September 12, 2019**

Chairperson Baird provided on-screen the spreadsheet titled "Healthcare Sales Tax Re-cap 2019." He reviewed

revenues and percent of growth.

**A2f. 31-XXXX Debt Service Courthouse Fund, postponed from September 12, 2019**

This matter was postponed to the next meeting.

**A2h. 10-4310 Public Health, postponed from September 12, 2019**

This matter was postponed to the next meeting.

Jaylyn Hawks left the meeting at 12:04 p.m.

**A2i. Revisit questions from previous budgets**

This matter was postponed to the next meeting.

**B. Discussion Items: (none)**

**Future Considerations**

Chairperson Baird inquired for any future considerations; there were none.

**Adjournment**

The meeting was adjourned by Chairperson Baird at 12:04 p.m.

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Chris Baird  
Budget Advisory Board Chairperson

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Christopher Kauffman  
Budget Advisory Board Secretary