

GRAND COUNTY BUDGET ADVISORY BOARD REGULAR MEETING

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

August 22, 2018

The Grand County Budget Advisory Board met in Regular Session on the above date in the County Council Chambers. The meeting was called to order by Chairperson Chris Baird at 8:30 a.m. with a quorum present. In attendance at the call to order were Board Members Chris Baird (Budget Officer), Evan Clapper (Council Member), Diana Carroll (County Clerk/Auditor), and Elaine Gizler (Moab Area Travel Council Executive Director). Absent for the meeting was Zach Wojcieszek (Citizen). Also in attendance was Ruth Dillon (County Council Administrator) to take minutes.

Jaylyn Hawks (Council Member) arrived soon after the call to order.

A. Action Items

A1. Approving minutes of August 15, 2018 meeting

MOTION: Motion by Evan to approve the minutes of August 15, 2018 seconded by Diana carried 5-0.

Chris Kauffman (Treasurer) arrived at approximately 8:35 a.m.

A2. Presentation and possible revision of 2019 proposed operating budget(s):

A2a. Library-

Chairperson Baird provided the Library revenue budget on-screen and explained that revenues derive mainly from property tax. Chris Kauffman provided a verbal declaration of conflict of interest. Carrie Valdes, Library Director, explained other revenue line items including the interlocal agreement for library cards for San Juan County citizens who have a ZIP code of 84532. She also explained the grant revenues, stating that grant opportunities require a cash grant match. Board members reviewed contribution to fund balance.

Chairperson Baird explained that we cannot budget for new growth even though we do anticipate it. Carrie stated that there has not been a Library tax increase since 2011 and is not anticipating a need for one in 2019.

Chairperson Baird provided the Library expense budget on-screen and reviewed salaries and benefits, stating that they do not yet include the proposed salary adjustments or merit increases, but do include a proposed 2% COLA. Carrie stated that she is anticipating needing a new position of a Teen Librarian but not for 2019. Board Members discussed contingencies, noting that the Library operates completely outside of the General Fund.

Jaylyn inquired about purchases made locally versus through Amazon, and Carrie explained the library's process for utilizing national book suppliers, local book suppliers, and used book suppliers through Amazon.

Carrie stated that the Library Capital Projects balance has had no contributions into it since 2007 when the new library was built and that this balance includes monies for a new roof if determined to be needed.

Chairperson Baird stated that the Library debt service will be reviewed in a future board meeting, along with other county debt service.

No changes were made to the proposed budget.

A2b. B Roads-

Chairperson Baird provided the B Roads revenue budget on-screen and reviewed various revenue streams with Bill Jackson, Roads Supervisor, present. He explained that County Contribution line item must be frozen as per state

mandate. Diana explained that B Road allocations are restricted funds.

Ruth inquired and it was explained that the 2018 law that passed regarding TRT for road maintenance is optional use of TRT, which would be determined by the County Council if there was political will to consider it.

Chairperson Baird provided the B Roads expense budget on-screen. Bill explained the more significant budget requests of Equipment Lease Payments and Road Equipment. Road Capital Projects Fund was discussed to be utilized as a placeholder; Chairperson Baird explained that the amount is not restricted as long as we know what the funds are to be used for. Bill explained that the Capital Projects Fund would be used for the projects that are listed in the Spanish Valley Transportation Plan.

Bill expressed a need for updating the Spanish Valley Transportation Plan, now ten years old, and stated that B Road monies can be used for it. Board members agreed to add funding into the budget, and Bill agreed to get cost opinions. Evan inquired as to whether the Transportation Plan could include paved paths.

Bill explained that the storm drainage mitigation fund is separate from the B Roads fund; further, he explained that the only way that drainage funds can be used via B Roads funds is if the drainage project has to do with a road.

Board members reviewed the Trail Maintenance line item, and it was stated that this can be funded by TRT; Chairperson Baird suggested to Bill to resurrect the spreadsheet of anticipated trail maintenance projects for the purpose of budgeting.

Board members discussed Trail Mix employees potentially moving to the county away from CNHA, a 501(c)(3). Diana stated that the county is a 501(c)(3) and can accept donations.

Board members agreed to increase the Contribution to Trail Maintenance line item for 2018 and for 2019 for the purpose of Spanish Valley Drive preliminary planning and for paved path maintenance. It was explained that the Spanish Valley Drive project will be funded via the County Option Sales Tax.

A2c. Assessor-

Chairperson Baird provided the Assessor budget on-screen. Chairperson Baird reviewed salary information, with a baseline of a 2% COLA explaining that he has not yet filled in merit increases or proposed compensation adjustments. Debbie Swasey, County Assessor, explained the more significant budget requests such as anticipated Reappraisal expenses. Board members reviewed several line items, making a live adjustment during board discussion.

A2d. Building Department-

Chairperson Baird provided the Building Inspector revenue budget on-screen, followed by the expense budget. He reported that the City has confirmed they are separating from the county effective January 2019, which means an approximate 50% decrease to the 2019 expense budget and forward. He explained that this will put the Building Department in the red for year 2019 (until Jeff's anticipated retirement), yet the Building Department is part of the General Fund and not required to be in the black. Board members discussed standard deviations as Jeff Whitney, Building Official, explained budget requests. Board members reviewed several line items, making a live adjustment during board discussion. Jeff agreed to re-review projected travel expenses and computer costs.

A2e. General Fund Revenue: Miscellaneous-

Chairperson Baird provided the General Fund Miscellaneous Revenue budget on-screen and reviewed the various line items. Chris Kauffman explained the request for PTIF interest (Public Treasurer's Investment Fund) to the General Fund. Board members discussed and made live adjustments during board discussion. Diana agreed to look at the District Court lease to determine if the amounts will go up from 2018. Chairperson Baird agreed to request additional information from the Airport Director for projected Airport Lease values, Airport Ramp Fees, and Landing Fees.

Chris Kauffman left the meeting for another commitment.

Future Considerations-

Chairperson Baird reviewed a rough bottomline budget with board members, which does not yet include the proposed salary adjustments or merit increases. He indicated that a revenue increase may be necessary next year if a countywide salary adjustment is approved by the County Council. Diana stated that a 2019 tax increase would need to be determined by the County Council soon, prior to tax notices being mailed out in mid-October. Chairperson Baird also discussed the possibility of the TRT law changing in 2019, which could benefit the General Fund if the law passes.

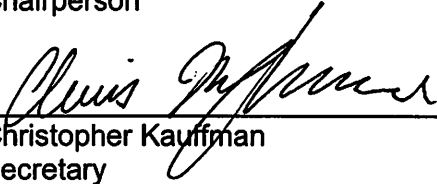
Jaylyn brought up for discussion the determination of the selection committee for reviewing the Forecasted Needs Assessment proposals expected as a result of resubmitting the Request for Proposals (which are due to the county on September 13, 2018). Attending board members informally agreed that the full Budget Advisory Board will be the selection committee to review the proposals and to make a recommendation to the County Council for contract award.

Adjourn

The meeting was adjourned at approximately 11:50 a.m. by Chairperson Baird.



Chris Baird
Chairperson



Christopher Kauffman
Secretary