

Grand County Budget Advisory Board Meeting

Thursday, October 26, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (BAB) was called to order by Chairman Gabriel Woytek at 2:04 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker, and County Treasurer Chris Kauffman. Shalee Bryant arrived at 2:15. Others present were: Cody Deeter of CFG Consultants, Personnel Services Coordinator Laura Allred, and Chief Deputy Clerk Dana Van Horn.

Action Items

1. Approval of minutes for the Budget Advisory Board meeting of October 12 and 19, 2023:

Motion by Renee Baker to approve the minutes as presented with a spelling correction. Second by Chris Kauffman. MOTION CARRIED 6-0.

Presentations and Discussion

2. Other General Fund Expense Categories:

- a. **4126 Public Defender:** Public Defender services are required by the State of Utah to be provided by the county. The 2023 budget is overspent due to caseload and presently unregulated rates charged by contracted attorneys. Next year's budget should be more straightforward as a new process and predetermined pay rate for contracted defenders will be in place. The department is difficult to budget due to an unknown number of cases that will come to the office.
- b. **4147 Surveyor:** Chairman Woytek spoke with the surveyor and confirmed that the only lines budgeted should be salary and benefits. The employment contract with the Surveyor includes travel in his salary. The map cabinet budgeted for placement in the Recorder's Office this year is already accounted for in the Recorder's budget.
- c. **4150 Non-Department:** This account is used for items that either benefit multiple departments or no specific department in the County. Bank fees are budgeted at \$10k, utilities at \$11k. Professional and Technical line houses funds for the Centrally Assessed Litigator. Treasurer Kauffman said that he would look into cost sharing of the attorney fees. There are other districts, including the school district that account for over 66% of the taxes levied. The Miscellaneous line is used for the purchase of U.S. and State flags for use outside of county facilities.
- d. **4151 Audit:** This account houses costs attributed to the County's external audit. The contract is currently with Larson and Company. There is also a budgeted amount for audit preparations by Squire. There was discussion amongst the board on the length of the contract with Larson and the best-practice timeframe for changing auditors.
- e. **4170 Elections:** 2024 is a presidential election year. There will be three elections administered by the Clerk/Auditor's Office. The Democratic Presidential Primary, the regular primary election, and the general election. \$1500 for an informational kiosk in the courthouse lobby was carried over to 2024's budget request.

- f. **4922 Fire Control:** Chairman Woytek said that the \$50k budgeted for fire control was a placeholder. The exact amount will be approved by the County Commission. 2023's amount was \$46,915.00.
 - g. **4253 Animal Control:** The County contributes funds to Moab City Animal Control based on the number of calls they receive outside of city limits. A contribution is also made to the Humane Society for spay/neuter services as well as funding for utilities at the shelter.
 - h. **4310 Public Health:** The amount contributed to Four Corners Mental Health is based on a formal request to the County Commission. The amount contributed to the SE Utah Health Department is Grand County's proportionate share of the multi-county department. Chairman Woytek budgeted a total of \$194,098 for 2024. 2023's contribution was \$191,414.
 - i. **4561 Museum:** The museum's building is owned by Grand County. The County pays the utilities for the facility. The museum receives additional funding from the County. A 2% proposed increase results in an overall 2024 request of \$114,525.
 - j. **4820 Transfers:** The Transfers and Other Uses account houses the Jail Remodel Lease payment of \$150k. \$200k is contributed to the B-Roads Fund. There are \$5,846,457 in 2023 funds used for capital projects. Chairman Woytek will finalize the number for 2024. Airport debt contributions to be confirmed.
 - k. **4830 Contributions to Other Agencies:** The Contribution to Other Agencies is a fund that represents both donations and obligations to outside entities. Many of the amounts are taken from written requests from entities like Moab Valley Fire and Seekhaven. Other requests are contractual and/or derived from a formula or invoice from entities like SEUAOG or Lower Valley Fire. Chairman Woytek moved the amount allocated in the Commission's Discretionary Budget line to the Water Study Contribution line. 4830 also includes contributions to partner agencies like the Children's Justice Center that, in 2024 will require an additional \$41,454 from the County in order to balance their budget as requested. The ILA with Moab City is presumed to be for the Victim's Advocate agreement. Chairman Woytek will update the \$30k placeholder prior to the next meeting.
3. **New Position Requests, Reclassifications, Cost of Living Adjustments:** In the first presentation, she outlined proposed changes to the "Pay for Performance" program. A committee of staff and commission members designed and implemented this program a couple of years ago and Renee is suggesting changes that would alter the criteria for the Merit Increase (alternating) years of potential step increases for employees. The board discussed the present format and it was agreed that further discussion amongst the County Commission and possibly the committee would be appropriate. She will follow up with some additional, requested numbers and also some examples of what other Utah Counties are doing for their employee performance reviews. Personnel Services Director Renee Baker presented a summary of all new position requests and reclassifications from county departments in a PowerPoint presentation. The recommended COLA increase for all county-paid employees is recommended at 3.2%. The associated costs of the new and reclassified position requests were presented with the COLA included in the calculations. Renee said that it would be easy for her to change the amounts if the COLA was not approved by the County Commission at that amount. It was recommended that the County

Commission meet in a Budget Workshop to discuss and straw poll rank the position requests/reclassifications for possible approval.

4. **Capital Equipment and Building Requests:** Chairman Woytek shared a spreadsheet with requested capital expenditures by department. The requests were limited to those over \$10k impacting the General Fund. It was requested by the board that he follow up with the number of requests below \$10k to understand the entire picture better. A few of the requests were the county's matching portion for grants that are pending. The entire list will be available to the County Commission for review at future meetings/workshops.
5. **Sales and Use Tax Revenue Projections:** Cody Deeter presented a detailed analysis of historical tax revenues and projections for the remainder of 2023 (November and December) and for 2024. The projections were in three categories: Aggressive, Mid., and Conservative. He recommended using the mid or modest growth in tax revenues or the conservative (flat) growth in tax revenues and discouraged using the aggressive model. He suggested that capital expenditures could be conditionally approved by the commission with funds being released for the projects after their receipt. Commissioner Winfield recommended that Cody provide a projection scenario that would account for the decline in TRT and TRNC revenues since 2022. The projections will be presented to the Commission in a workshop for them to choose which one to use for 2024's revenues.

Future Considerations

Chairman Woytek reminded the board that the next meeting is scheduled for Wednesday, November 1, 2023, at 4:30 p.m.

Adjourn – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 5:00 p.m.

Attest:

Gabriel Woytek

Gabriel Woytek, Chairman

Chris Kauffman

Chris Kauffman, Secretary

Grand County Budget Advisory Board Meeting

Thursday, October 12, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Chairman Gabriel Woytek at 2:00 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker, Board Member Shalee Bryant via Zoom, and County Treasurer Chris Kauffman (Chris joined Zoom at 2:15 p.m.). None were absent. Others present were: Consultant Cody Deeter, Planning Director Elissa Martin, Grand Center Director Lorette (Yordy) Eastwood, County Sheriff Jamison Wiggins, Emergency Manager Cora Phillips, Jail Commander Shan Hackwell, and SAR Commander Brad Hines. Other Sheriff's Office staff present were: Chief Deputy Sheriff Mike Palmer, Dispatch Supervisor Jennifer Swenson, and Assistant SAR Commander Erinn Looney-Triggs. IT Director Matt Cenicerros was present for the Sheriff's presentation.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of October 6, 2023:** Two typographical errors in the minutes emailed to the board yesterday were corrected prior to the meeting. Motion by Renee Baker to approve the minutes as corrected. Second by Shalee Bryant. MOTION CARRIED 6-0.

Presentations and Discussion

2. Department Presentations:

- a. **Planning and Zoning: Expenses:** Grand County Planning Director Elissa Martin presented. There are no new employees or reclassifications planned. Public Notices is increased for next year. Elissa explained that there are several public workshops planned and the renewable energy program's "opt-out" notices are required. Many of the expenses in the Planning and Zoning Department are increasing next year due to the recent addition of the County Engineer position. The Professional Services line item is down for the same reason. The Gov-OS software that tracks overnight rentals is split between their department and Economic Development. They are in the process of hiring a new Code Enforcement person. The job will be more proactive than the previous complaint-driven one. They will likely use more fuel than before and the junk removal program is planned to pick up. Commissioner Winfield said that residents of Thompson Springs are eager for the program to begin again. Elissa said that she is focused on getting the Future Land Use Plan and General Plan completed and approved next year. The Housing Project that was planned will be worked on after. The VISTA position is usually placed in the Planning Projects line item as well because the position is focused primarily on project assistance. **Revenues:** There are recent updates to the Consolidated Fee Schedule that should bring a small increase in revenues. The Grant Revenue line remains undecided. Elissa will meet with Chairman Woytek to discuss grant funding for 2024.

- b. Grand Center: Revenues:** Grand Center Director Lorette (Yordy) Eastwood presented. There are two different budgets for the Grand Center. One titled “Senior Citizens” is mainly funded by the Council on Aging and is tied with the meal program directly. The other is titled “Community Center” is funded largely by TRTT money and focuses on the event center facilities. **Expenses:** Yordy recently hired a new bus driver and hopes to make the position full-time and expand their duties. She is requesting funds to advertise the center to more active seniors and draw more community involvement in their programs. Travel includes conferences that have been virtual since COVID and are now convening in person. The travel line item also includes money for day trips for the seniors. Attendance at the monthly BINGO night is up and she would like to purchase more and better prizes for the lucky winners. The Schooling line includes mandatory food handler, CPR, and related courses that staffing needs to serve the seniors. Many of the courses are reimbursed by the Council on Aging funds. In the Community Center budget Inventory includes updating the A/V equipment at the facility for use by those who rent it for meetings and events. Matt Cenicerros arrived to the meeting and said that he would work on getting some of the items ordered with this year’s funding and Yordy asked to have the \$7,500 repeated for 2024 to complete the purchase with a new projector. Matt estimated the cost and will advise Chairman Woytek if changes are needed to the line item. Money has been budgeted to stain the wood on the outside of the building and to put down road base in the back parking lot. The Road Department will place the gravel. The sole cost should be for materials only. **Revenues:** The center is funded by the Council on Aging Services and by TRTT monies. Chairman Woytek expects the Commission to approve a similar split of the tax money as in previous years. Most General Funds are spent on salaries and benefits.
- c. County Sheriff: Emergency Management: Expenses:** County Emergency Manager Cora Phillips presented. There are no new positions requested for 2024. Renee Baker explained that Cora’s position was left out of the recent reclassification of the Sheriff’s Department salary grade changes, largely due to the position being vacant at the time. The position will be reclassified to Grade 15 from Grade 13 to match other supervisory positions within their office. Some of the Emergency Manager’s salary is paid by a \$34,300 grant from State Homeland Security. The Professional Services line item has funds related to the Emergency Operations Plan professional assistance. Cora added funds for Public Notices next year and believes that community engagement is important to emergency management. The Emergency Manager is required to become certified. The training is a five to ten-year horizon and she scheduled several of the courses for next year. Communications Tower Maintenance now has its own line item. There is a \$2,543 contribution to the USFS for wildfire “insurance.” The Road Department also picks up some of that cost. The Emergency Management Department maintains HAZMAT response equipment and gear for the responders. The Fire Department responds to any emergency of this type and the equipment is stored at their facility. Some of the items have an expiration date and must be replaced every five years. There is a five-year plan to develop a comprehensive flood warning system. She is working on an MOU with the City of Moab to assist with funding after the Hazard Mitigation Grant funds to be received are determined. The Inventory line includes funds for a small projector and tent. She currently uses one owned by the library and it is not always available when it is needed.

Dispatch: Expenses: Dispatch Supervisor Jennifer Swenson presented. In prior years, dispatch was included in the Sheriff's Office budget. It has been separated out starting in 2024. Salaries and benefits for dispatchers are funded by the General Fund. Most expenses remaining are covered by the approximately \$20k per month received from 911 taxes. There are no new positions or reclassifications requested for 2024. The budgeted office inventory includes new office chairs and a therapy light to mitigate the effects on dispatchers working in a windowless office in a very sedentary job. Training includes classes for handling suicide calls and active shooter training designed especially for dispatch personnel. **Revenues:** The Sheriff is working on charging other entities that use dispatch services. This should bring in some additional revenue in the future. **Search and Rescue: Expenses:** SAR Commander Brad Hines and Assistant Commander Erinn Looney-Triggs presented. There are no new positions or reclassifications requested for 2024. Renee will go back through the numbers she entered as the overtime number was missing and the benefits appeared to be on the high side. Renee said that on-call pay was placed with benefits when a specific category was not present. The Operations and Maintenance line item contains most purchases by the department. Most purchases are reimbursed by the State SAR Program. Repair costs on some equipment are up. Six leased vehicles are requested. They have over 100 tires "on the ground" and there is a constant need for replacement. The department utilizes StarLink for communications in the backcountry. Matt said that the cost has increased and Brad should add \$1,000 to that line item. Some high-angle rope rescue equipment must be replaced every five years and they budget money every year to stay on top of it. **Capital Equipment:** \$30k allocated for a high-security gate at the Emergency Operation Center (EOC), most of which would be covered by a grant as well as a new Polaris 4x4 that would receive 66% grant money from the Department of Recreation. The Sheriff's Department is moving the entirety of their radios to dual-band. New radios and antennas are required county-wide. **Revenues:** The Sand Flats Recreation Area historically provided \$10k in funding for SAR. They have tentatively increased that amount to \$15k. Commissioner Walker suggested that the formula could be changed to the SFRA paying a percentage of their costs based on the number of rescues performed on area lands and suggested the board look into that for 2025. They also receive funding from the BLM and the approximate reimbursement from the State SAR funds is approximately \$30k. TRT revenues are \$300k. The board discussed the possibility of extracting the SAR budget from the Sheriff's Department budget. The two are very intermingled and it may prove challenging. Chairman Woytek said he would look into the possibility. **County Jail Facility: Expenses:** Jail Commander Shan Hackwell presented. A part-time registered nurse is requested for 2024. The jail employs one part-time nurse presently. She works three, half-days per week. The new position is estimated at \$18k/year. Shan said that he and his staff have been unable to attend many trainings due to staffing shortages but he intends to increase attendance in 2024. Professional and Technical includes fingerprinting technical services and touch-screen security maintenance fees. Inventory has funding for a new booking station. There are usually three employees in booking and only two stations for booking people into the jail. The books at the jail are mostly donated by other entities. Shan would like to add a barcoding system to check out books more efficiently. Trustee salaries are used to pay inmates for work performed at the jail like working in the kitchen. Inmate medical expenses are up

drastically from 2022 due to a few required surgeries and one inmate who required \$4,000 in medication for the nine months he was incarcerated at the jail. The facility does have a discount arrangement with the local hospital for most services. All medical services received by State Prison Inmates are reimbursed by the State of Utah. **Revenues:** The jail currently houses nine state inmates. The State pays approximately \$67/day/inmate. The jail is estimated to receive \$220k for housing them next year. Other revenues include State funding for DNA testing and inmate reimbursement for time served when their sentence results in probation. Shan mentioned a possible \$10k grant and will follow up with Chairman Woytek. **Sheriff's Department: Expenses:** County Sheriff Jamison Wiggins and Chief Deputy Sheriff Mike Palmer presented. Renee Baker advised the board that the recent reclassification of the office's grades resulted in Jamison's chief deputy being paid at a higher rate than the Sheriff's grade. She is working now to correct this. Sheriff Wiggins advised the board that many of his office's purchases are made in the last quarter of the year and there are many items on order or that have not been invoiced to date. A change to the vehicle lease contract stopped the county paying a monthly fee for vehicles that while awaiting outfitting for the special equipment needed by the department. A short discussion amongst the board led to a request for Fleet Manager Cody McKinney to come to a future meeting and present on the vehicle lease program. Professional and Technical Service line includes body cameras and the Spillman Software used by law enforcement. He is working on a grant for mental health training for his officers. Jamison attached quotes and invoices for most items discussed. The cost of many items used by the Sheriff's Department have increased. Ammunition, taser and associated equipment have both increased dramatically. In the Inventory line item Jamison hopes to purchase several "less lethal" packages that include bean bag rounds and tear gas. The State has recently increased the number of training hours required to maintain certifications. He would like to host some training in Moab to save money and to have the opportunity for high attendance. The Drug Task Force has recently purchased a K9 and its care will be funded by the county and by task force funds received by the state. **Capital Projects:** None at this time. **Revenues:** The department charges fees for support given to outside events like races, films, and UTV rallies. Fees are estimated at \$40k for 2024. The department is also reimbursed by the state for bailiff services and court security services in the 7th District Court. \$4.35M of TRT funds are used to support county law enforcement efforts.

3. **Future Considerations:** Chairman Woytek introduced Cody Deeter of EFG Consultants. Cody is the independent financial consultant who assists the county with audit preparation. Chairman Woytek said that Cody will assist him with professional analysis, particularly revenue projections. Cody will also provide data presentations and visualizations for the County Commission to help inform their decisions relating to the budget. Cody briefly described his background and Chairman Woytek asked if anyone had any questions for Cody. Commissioner Winfield mentioned the mistakes on the financial statements from the auditors from last week's meeting. He said he is still concerned about the mistakes and wants the county to take them seriously. Board Member Bryant agreed with Commissioner Winfield that it is possible an incorrect financial decision could be made based on the documents. Commissioner Walker disagreed regarding the use of financial statements for informed financial decisions and argued that the budgeting software used was where all financial decisions were derived. He did not argue that the mistakes needed to be addressed. Chairman Woytek spoke to Larsen and

Company and they said they could come and speak at a public meeting to address the errors. Chairman Woytek will schedule that meeting as soon as possible as the main auditor is in American Samoa working on their audit. It was agreed by the board that this would go a long way to increasing transparency of what occurred and how it was rectified.

4. **Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:45 p.m.

Attest:

Gabriel Woytek

Gabriel Woytek, Chairman

Chris Kauffman

Chris Kauffman, Secretary

Grand County Budget Advisory Board Meeting

Thursday, October 5, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Chairman Gabriel Woytek at 2:02 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker, and Treasurer Chris Kauffman joined via Zoom during the Assessor's presentation. Board Member Shalee Bryant was absent. Others present were: County Assessor Debbie Swasey, Trails Department Director Maddie Logowitz, County Attorney Stephen Stocks, Paralegal and Office Manager Teri Hines, and IT Director Matt Cenicerros.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of September 28, 2023:** Motion by Renee Baker to approve the minutes as presented. Second by Quinn Hall. MOTION CARRIED 6-0

Presentations and Discussion

2. Department Presentations:

- a. **Grand County Assessor: Revenues:** Grand County Assessor Debbie Swasey presented. **Expenses:** There are no new employees or reclassifications planned. Chairman Woytek said that he reorganized the expense items in several line items to coincide with standard county practice. Subscriptions & Memberships and Equipment Maintenance are two of the line items where software subscriptions were moved to Professional and Technical. Debbie said that two software subscriptions – PAMS and CIRONE may likely be replaced by the PUMA system for appraisals. The State will be coming in the next few weeks to demonstrate the software. There is an annual property tax audit for businesses performed by the state. Reappraisals of property are on a five-year rotation, however, there is an annual percentage factor that is evaluated by the state and implemented by the County. This should help reduce drastic increases when the physical appraisal is done.
- b. **Active Trails and Transportation: (moved from item c.): Revenues:** Trails Director Maddie Logowitz presented. Fund 47 outlines several revenue sources mainly in the form of grants. They became an official county department in 2019. TRT funds were increased in the mid-year budget amendment but have not been spent. There were no specific projects outlined in the increase. The changes to the budget were implemented to comply with HB416. \$52k of these funds are for salaries for eligible projects. Maddie and her staff keep in-house records of all hours and projects worked. TRCC funds are only allocated to Trails when funds are available. Chairman Woytek left the fields blank for the upcoming year. They will be filled in once the County Commission makes a determination of the expenditure of next year's TRT monies. The Optional Sales Tax Revenues come from the Roads Department funds for alternate transportation and paved path maintenance. Unspent funds are rolled over from year to year. Money is received through a contract with the Forest Service for work done on forest lands. There is not always available staff to work on projects paid for by these funds. They are

required to maintain certain trails/paths and if they do not have enough staff, the work outside of county land does not get completed and the funds will roll over. A similar agreement with the City of Moab is in place. The scope of the use of the funds is very specific and Maddie is working to broaden it. Presently, she is working with City staff to use some of the rolled-over monies to help fund the Trails Master Plan that will include City of Moab lands/trails. The department is also working on a trail system at Mud Springs. The trail is located in San Juan County in Spanish Valley and they contributed \$58,000 towards work done there in 2023's budget. A Hot Spot Grant from the State of Utah for approximately \$2.7M is in place for the Spanish Valley multi-use path. Chairman Woytek believes some easement purchases will be completed before the end of the year and will update the numbers before the final budget. The Recreational Trails Program grant is a two-year grant. Frequently, work completed in the current year will not be reimbursed until the next. \$39k was granted to her department for the Human Waste Initiative and pays for part of the salary of the employee implementing the program.

Expenses: Maddie has one full-time and one part-time partially grant-funded positions requested for 2024. These positions would be funded by a motorized recreation grant that also includes two ATVs. The County would pay for the benefits associated with the positions estimated at \$70k. The grant's cash contribution is \$256k. Maddie is also looking to hire a PT Volunteer Event Manager. Renee and Maddie are working together to add Trail Ambassador II at Grade 6. This change would have the more experienced Trail Ambassadors picking up additional responsibilities and having them paired with newly hired ambassadors. She is requesting an increase for the Healthy Trails Ambassador that would be picked up from the Health Department grant. Travel, Miscellaneous Supplies, and Fuel all show increases for 2024. This is partly due to new employees proposed but also includes things like additional tools and safety gear that are 100% grant-funded. The County's half of the proposed Master Plan is listed in Professional and Technical at \$60k. There will be more details available once the City of Moab is okay with paying for the other half with rollover funds from the ILA Trail Maintenance funds. Maddie is asking for a leased ½ ton pickup truck at \$9,000/year and the County Commission approved the lease of three SUVs for the Trail Ambassadors at \$30,600 per year. The board members spoke briefly on a threshold for requested budget items to revisit them prior to the final budget. Chairman Woytek said that there would be an entire meeting that would cover staffing requests. A threshold of \$50k was targeted for follow-up by the committee. They also readdressed the cellphone reimbursement policy. Renee said she would present some options at the staffing consideration meeting.

Capital Improvements: The department is in need of a new shed for approximately \$8,000 to hold tools, paint, equipment, and signage. They have outgrown the one they have and a second one is needed. Chairman Woytek asked for final questions. Board member Bill Winfield asked why there is money allocated for mileage when the new county policy excludes it. Board member Renee Baker said that the new policy excluded some departments from the mileage reimbursement restrictions. County IT Director Matt Cenicerros asked about the paved path maintenance line item. Chairman Woytek restated that the purpose for the continued rollover of the funds was for the eventual

large expense of repaving the path. Also, as a contingency if the cantilever mechanism at the river crossing fails. County Attorney Stephen Stocks asked about the Wilderness First Responder training for the Motorized Trail Ambassador. He believes there could be some liability for the County if that person is not also EMS trained. Maddie said she would meet with him later to discuss. It was asked that the minutes reflect that additional accounts should be created in Caselle for Responsible Recreation and other TRT-funded programs to be more transparent and easier to understand.

- c. **County Attorney's Office:** County Attorney Stephen Stocks and Office Manager/Paralegal Teri Hines presented. **Expenses:** Attorney Stocks is requesting a new full-time paralegal or prosecutorial assistant position. Their workload has increased in conjunction with the staffing levels at the County Sheriff's Office. They also have a vacancy upcoming. Presently, the position is filled by an attorney who has come out of retirement to help their office. He intends to return to retirement when they find a replacement. Most expenses in their department will remain the same as 2023. There is an increase in the training budget. Stephen provided those present with a detailed breakdown of the training and travel and it is attached to these minutes. The Witness Expense line has a proposed decrease of \$47k. The funds were provided by the County Commission to provide expert witnesses to prosecute noise disturbance cases. No noise cases have been prosecuted by their office to date. The cases they receive heavily dictate department spending. They have recently been required to spend money on a certified translator for Spanish language cases. They are working to have a data bridge with law enforcement that will eliminate much of the data entry they perform presently. The Deputy Legal Services line item is used to pay other offices to take on a case that is a conflict for his office to prosecute. Usually, it is done as a trade with another county's attorney. Occasionally they must hire someone. Funds from their department provide money for the Victim Advocate. Stephen had a question about the origin of the funds. Chairman Woytek asked that it be reflected in the record that he will do research and get back to the board and the County Attorney with information.
 - d. **IT Department: Expenses:** IT Director Matt Cenicerros presented. The department has no new positions or reclassifications proposed for 2024. The Equipment Maintenance line item is up from 2023 due to the need to purchase some large batteries that are scheduled to be replaced. Professional Services is up due to some of the services provided are on a three-year contract and are due next year. These include the KnowBe4 Security Trainings and Social Media Archiving services. RMM is Remote Management Monitoring. This line item contains \$50k (not to exceed amount) for radio tower maintenance and repair. And it includes MDR (Managed Detection Response) software – also \$50k. Board member Walker recommended that this item was split into two lines to reflect the costs of both items included. Chairman Woytek will create an additional account for radio tower maintenance. Matt said that the State of Utah is working on funding a statewide MDR that would be free to all political subdivisions of the state. It is dependent on legislative funding and it may not pass next year, so he is planning on paying the \$50k in 2024.
3. **Future Considerations:** Board Member and Commissioner Bill Winfield made reference to emails that were going around from a citizen regarding errors in the 2022 financial statements. The mistakes were confirmed by the auditor and are being addressed. Bill said that the County

Commission created an Audit Committee at the direction of the State Auditor's Office, of which he is supposed to be a member. It has not met since he was elected. He stressed the importance of the county following its own rules and that he takes the errors seriously. Board Member Hall said that it is possible that the new audit team reclassified some items differently than the firm that had been doing the audit for many years. Also, the County pays an accounting firm every year to help prepare for the annual audit. Chairman Woytek said the financial consultant will here next week and should be present for the meeting.

4. **Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:19 p.m.

Attest:

Chris Kauffman
Chris Kauffman, Secretary

Gabriel Woytek
Gabriel Woytek, Chairman

Grand County Budget Advisory Board Meeting

Thursday, October 19, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Chairman Gabriel Woytek at 2:00 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker (arrived at 2:05 p.m.), and County Treasurer Chris Kauffman. Shalee Bryant was absent. Others present were: Economic Development Director Ben Fredregill, Assistant Marketing Director Melissa Stocks, Administrative Assistant Sky White, Film Commissioner Bega Metzner, and Chief Deputy Clerk Dana Van Horn. Members of the public were present both in person and via Zoom.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of October 12, 2023:** Chairman Woytek apologized for not attaching the draft minutes to the email with the agenda. Motion by Renee Baker to postpone approval of the minutes until the next meeting. Second by Chris Kauffman. MOTION CARRIED 5-0.

Presentations and Discussion

2. **Department Presentations:**

- a. **Economic Development: Revenues:** Economic Development Director Ben Fredregill presented. The department is funded by 33% of the Transient Room Taxes (TRT) collected by Grand County. In 2023 the amount was approximately \$3M. The passing of HB416 led to the Economic Diversification funds being redistributed back to the primary Economic Development fund. Four-fifths of the funding is used solely for tourism promotion. The remaining one-fifth goes to the Film and Recreation fund. The department will receive a Rural County grant of \$200k in 2024. They have also applied for a Co-op Marketing Grant of \$200k and a Rural Community Opportunity grant of \$300k. They should know whether they received the grants by the end of this year. Director Fredregill made a brief statement regarding his methodology and thanked Quinn Hall for his assistance with preparing the budget. They are still in the process of distributing the STAR grant funds. The deadline is February of 2024 and they estimate approximately \$15k to be distributed by then to the remaining grantees. **Expenses:** The Film and Recreation fund receives one-fifth of the 33% TRT monies. Director Fredregill is requesting a \$245,185 increase to this budget. He is requesting an increase to the Film Commissioner's salary. Renee said that she has not done a market analysis for this position to date. Subscriptions and Memberships increased from \$2625 to \$6743. Chairman Woytek advised Director Ben Fredregill that it is not generally accepted to have "miscellaneous" or "TBD" in funding requests. The requests need to be as specific as possible so the County Commission may make informed decisions regarding county department budgets. Ben said that he would make changes to those line items prior to presentation to the Commission. \$5500 slated for Public Notices will be moved to the Marketing line. Travel is up from \$7507 to \$33,129. The Utilities and Marketing line

items are \$1500 and \$18,750 respectively. Prior years have zero expenses. Some of the line items in the fund are new and the expenses were previously categorized elsewhere in the budget. Fuel is down from \$4000 to \$1500. Professional Services shows an increase of approximately \$8k and Familiarization is up from \$4598 to \$16,000. Chairman Woytek asked for more details on the request to be provided. Merchandise is a line item for branded gear distributed to visiting film crews. The request is for \$18,750. Professional Services is up \$8k from \$2k to \$11k for an audio/sound technician for Star Hall and a coordinator for the film competition. Special Department Supplies, previously zero, has a request of \$7000. Film Commissioner Metzner said that the funds will be used to purchase a new desktop computer and upgrades to the rental equipment her department makes available to the public. Chairman Woytek will add a line item in revenues for the rental income, as it has never been shown separately before. The desktop computer will be moved to the inventory line item and Chairman Woytek asked that IT be consulted to provide an accurate cost. A request of \$2000 for AFCI training is requested in the Education line item. Conferences and Workshops are up from \$7k to \$19.5k. Chairman Woytek advised Director Fredregill that this line item is solely for the cost of the conferences. Travel should be moved to the appropriate line item. The Youth Recreation line request is the same as 2023 at \$137k. The Responsible Recreation line shows an increase of approximately \$136k. Active Trails and Transportation Director Maddie Logowitz's budget was presented at the October 5, 2023 Budget Advisory Board meeting. This line represents her funding transfer request from TRT monies. It includes the salaries of the Trail Ambassadors and programming. An amount of \$76,666 for the Pilot Transit project is allocated to go to Moab City. Chairman Woytek will review the MOU with the city and provide the board with details on its length and fiscal requirements. The overall budget for the **Tourism and Promotion** department which receives four-fifths of the 33% TRT shows a decrease of \$144,757. Some of the line items in this budget were previously shared with the now defunct Economic Diversification fund including salaries and benefits. Director Fredregill is asking for a reclassification of the Administrative Assistant position to Program Manager. Renee will have more details available at the next meeting where all reclassifications will be discussed. Travel is requested at \$16,600. \$2000 was moved by Chairman Woytek from the Supplies line item to Inventory for the purchase of two iPads. The Admin Services line reflects the money transferred to the General Fund for services provided by the county including the Clerk/Auditor and HR. The department is requesting an additional vehicle lease that may be partially paid by an \$8500 grant. Director Fredregill will get exact numbers for Chairman Woytek. Professional Services includes money for the GovOps software that is split with Planning and Zoning. It also includes some of the contracted services with Love Communications and Better Destinations. Chris Kauffman left the meeting at 3:15 p.m. Memberships are up from \$5k to \$8k, including Adobe Creative Cloud and Crowdriff. The Responsible Recreation Advertising line item was requested at a lower amount by Maddie Logowitz from \$301k to \$150k. Staff Engagement is requested at \$6,000 up from \$3445. Community Engagement includes event grants and a collaboration of ArtTrails with Moab City. The County Fair line item is requested the same as 2023 at \$50k. Chairman Woytek will confer with OSTA Director Angie Book regarding that line item. Training is up from \$1000 to \$6000. There are

several line items for media that accounts for advertising and promotion materials including video and photographs. Travel for trade shows is up from \$18,205 to \$33,600 and International Sales Missions is up from \$10,000 to \$16,000 which includes a trip to Berlin for the International Trade Berlin show. Some of the shows attended are in collaboration with other destinations in the state as a Utah Delegation. The line items include booth rental and attendance at the shows. Visitor Education is up from \$200 to \$20,000. This line item includes advertisements in magazines and was previously entered under Professional Services. The Creative Services line item shows a decrease from \$96k to \$50k demonstrating a reduction in Love Communications' contribution and an increase in in-house services. The Website Costs line item was zeroed out. Chairman Woytek will investigate a possible miscoding to this line item in 2023 for flood mitigation expenses. Director Fredregill will eliminate the Strategic Planning request of \$25k. The Non-TRT Expense line shows grants received and any participation by the county.

3. **Fund 25 Miscellaneous Grants:** This fund is used to house grant proceeds and their balances. Current active grants in this fund are a Homeland Security Grant for the Emergency Management Department and a Biological Weed Control grant.
4. **Fund 27 Designated Funds:** The line items in this fund have a designated or restricted use. They include SAR donations and Opioid Settlement funds. The board agreed that while necessary, both fund 25 and fund 27 could use some housekeeping.
5. **Fund 30 Atlas Tailings Fund:** This fund shows federal grant money used to fund the activities of the UMTRA liaison. They are rarely spent in full each year. Travel to Washington D.C. by commissioners is included in this fund and Chairman Woytek will investigate a possible miscode as it was previously not accounted for here.
6. **Debt Service Building Authority:** This fund was created to track bonds and notes payable for building projects and capital improvements. Current projects include airport improvements and the Jackson Street stormwater project. Chairman Woytek will confer with the Grand Center Director regarding funds present for their remodel several years ago.
7. **Discussion Regarding Major Revenue Projection Methodologies:** Chairman Woytek said that he is considering three different revenue projection methods for the upcoming year's revenues. One assumes flat growth. The other was brought to him by Commissioner Walker and the third was created by the consultant. After some discussion, the board requested a comparison between the three would be the best option for presentation at the next meeting. Chairman Woytek is waiting for Cody to provide more details. Most of the revenue streams have been estimated for next year. Treasurer Kauffman provided many of the estimates. Commissioner Winfield asked for a list of all employees with their step/grade and any proposed changes. Personnel Services Director Renee Baker said she would have this for the next meeting where all department personnel requests will be reviewed by the board. A request was also made to provide a list of departments with the percentage of increase requested to their budget. Chairman Woytek will also prepare a capital improvements list by department and amount.

Future Considerations

8. **Potential Meeting on November 1, 2023 For Approval and Forwarding of Tentative Budget:** Chairman Woytek polled the board members regarding a time for this meeting. Commissioner

Winfield was unable to make the proposed 12:30 p.m. Chairman Woytek said he would reach out to Board Member Bryant and come up with a new time to meet.

Adjourn – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:55 p.m.

Attest:

Gabriel Woytek

Gabriel Woytek, Chairman

Chris Kauffman

Chris Kauffman, Secretary