

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