

The Regular Meeting of the
Brian Head Town Council
Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
[www.Zoom.us \(Click Here\)](https://www.zoom.us/j/8412078)
Via Zoom Meeting ID# 841 2078

TUESDAY, OCTOBER 11, 2022 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. 20-YEAR SERVICE AWARD PRESENTATION: CHRIS LEIGH, PUBLIC WORKS.**
Mayor Calloway will present a 20-year service award to Chris Leigh, Public Works.
- D. DISCLOSURES**
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. AGENDA ITEMS:**
 - 1. FY2023 BUDGET AMENDMENT.** Shane Williamson, Town Treasurer. The Council will consider an ordinance amending the FY2023 Town Budget.
 - 2. TELLURIDE/MOUNTAIN VILLAGE, COLORADO FIELD TRIP DEBRIEF.** Bret Howser, Town Manager. The Council will discuss the benefits of the Telluride/Mountain Village, CO field Trip.
 - 3. BRIAN HEAD STREET LIGHTS MASTER PLAN RESOLUTION.** Bret Howser, Town Manager. The Council will consider a resolution establishing the Street Lights Master Plan.
 - 4. FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas.
- G. ADJOURNMENT**

Date: October 7, 2022

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the public board may participate by means of electronic communications. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in three conspicuous locations; the Post Office, The Mall, and the Brian Head Town Hall and have posted copies on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk





STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Ordinance amending FY 2023 Brian Head Town Budget
AUTHOR: Shane Williamson, Town Treasurer
DEPARTMENT: Administration Department
DATE: October 11, 2022
TYPE OF ITEM: Legislative Action

SUMMARY:

Council will adopt Ordinance No. 22-0 amending the Fiscal Year (FY) 2023 Brian Head Town Budgets.

BACKGROUND:

With the close of FY 2022, the Town experienced a General Fund budget surplus. Therefore, in typical process, the Town Council discussed with staff potential budget adjustments to account for expenditures tied to the FY 2022 surplus during a public hearing on September 27, 2022. Consequently, the below proposed budget adjustments reflect those present during the public hear with the edits, additions, and subtractions directed by Council.

ANALYSIS:

Based on the results of the September 27, 2022, public hearing and council discussion, staff is presenting the following FY 2023 budget adjustments. All budget adjustments listed below are directly tied to the FY 2021 & FY 2022 General Fund budget surplus.

General Fund – 10

Revenue

- 10.3890 – Fund Balance Appropriated: Increased by \$785,700. This illustrates bringing forward FY 2022 surplus funds in the General Fund.
- 10.3890 – Fund Balance Appropriated: Increased by \$195,100. This illustrates bringing forward FY 2021 surplus funds in the General Fund.
- Total of above items: \$980,800

Expense

- 10.4140.310 – Admin – Professional & Technical Services: Increased by \$5k to account for the Town website rebuild/design.
- 10.4140.110 – Admin – Salaries & Wages: Increased by \$4,040 to account for the admin portion of the Annual Bonus Program.
- 10.4140.130 – Admin – Employee Benefits: Increased by \$960 to account for the admin portion of the Annual Bonus Program.
- 10.4180.310 – P&Z – Professional & Technical Services: Increased by \$7,500 to account for the purchase of permit management software.

- 10.4660.310 – Marketing & Events – Professional & Technical Services: Increased by \$15k to fund the Town’s rebranding process.
- 10.4210.250 – Police – Equipment, Supplies & Maintenance: Increased by \$4,200 to account for purchasing red dot sights w/ slide.
- 10.4210.110 – Police – Salaries & Wages: Increased by \$7,273 to account for the PS portion of the Annual Bonus Program.
- 10.4210.130 – Police – Employee Benefits: Increased by \$727 to account for the PS portion of the Annual Bonus Program.
- 10.4410.110 – Streets – Salaries & Wages: Increased by \$6,260 to account for the PW portion of the Annual Bonus Program.
- 10.4410.130 – Streets – Employee Benefits: Increased by \$1,740 to account for the PW portion of the Annual Bonus Program.
- 10.4410.310 – Streets – Professional & Technical Services: Increased by \$1k to survey Ski View Dr for plow turnaround.
- 10.4410.420 – Streets – Road Maintenance/Improvements: Increased by \$20k to account for Deer Trail drainage (\$5k), Alpine Ct/Steam Engine drainage (\$5k) and replacing guard rail in the Trails @ Navajo (\$10k).
- 10.4560.621 – Recreation – Beautification: Increased by \$22k to account for Bear Flat Well Ice feature (\$2k), Holiday Lighting Enhancements (\$5k), and rubber mulch for the park playground (\$15k).
- 10.4846 – Transfer to Capital Projects Fund (46): Increased by \$879,100 to account for a transfer from General Fund to Capital Projects fund for projects listed below in the Capital Projects Fund section.
- 10.4847 – Transfer to Asset Replacement Fund (47): Increased by \$6k to account for expenses listed below in the Asset Replacement Fund section.

Capital Projects Fund – 46

Revenue

- 46.3810 – Transfer from General Fund: An increase of \$879,100 used for projects listed below in the Capital Projects – Expense section.

Expense

- 46.4100.710 – Admin- Land Purchase: Increase of \$196k to cover possible purchase of land.
- 46.4100.720 – Admin – Town Hall: Increase by \$70k to cover the purchase of office furniture (\$20k) and various Town Hall Improvements (\$50k).
- 46.4210.720 – Police – PS Building: Increased by \$20k to purchase furniture for office remodel.
- 46.4410.710 – Streets – Streets Lighting: Increase by \$100k to account for street lighting upgrade project.
- 46.4410.730 – Streets – Hwy 143 Corridor: Increase by \$195,100 to account for various Hwy 143 Corridor projects.

- 46.4410.740 – Streets – PW Vehicle: Increase by \$44k to account purchasing additional PW vehicle.
- 46.4410.730 – Shop – Shop Equipment: Increase by \$62k to account for purchasing a street sweeper (\$24k) and a Roll & Pack grader attachment (\$38k).
- 46.4410.750 – Shop – Public Works Building: Increase by \$35k for engineering on PW Building expansion.
- 46.4410.720 – Pedestrian Improvements – Increase by \$117k for Town Trail Phase III project.
- 46.4560.700 – Recreation – Recreation: Increase by \$40k for the Manzanita Trail project

Asset Replacement Fund – 47

Revenue

- 47.3810 – Transfer from General Fund: An increase of \$6k used for projects listed below in the Capital Projects – Expense section.

Expense

- 47.4100.742 – Admin- Computers/Electronics: Increase of \$6k to cover the cost of replacing the server and adding a VPN.

FINANCIAL IMPLICATIONS:

The amended FY 2023 budget will become the official budget regulating Town spending in FY 2023.

STAFF RECOMMENDATION:

Staff recommends the budget(s) be adopted as proposed.

PROPOSED MOTION:

Town Budget:

I move to adopt Ordinance No. 22-011, amending the FY 2023 Brian Head Town budget as presented.

ATTACHMENTS:

Attachment A – Budget Reports

Attachment B – September 27, 2022, Staff Report

Attachment C – Ordinance Amending the FY2023 Budget



Brian Head Town
Operational Budget Report

General Fund - 10

	Current YTD	FY 2023 Annual Budget	Proposed Adjustment Amount	Proposed Amended Budget
Revenue:				
Taxes				
3110 General Property Tax (Current Year)	-	894,300		894,300
3120 General Property Tax (Delinquent)	5,028	105,000		105,000
3130 Sales and Use Taxes	20,639	199,000		199,000
3135 PAR Tax	3,216	37,000		37,000
3140 Franchise Tax	205	3,800		3,800
3145 Telecommunication Tax	613	4,700		4,700
3151 Resort Tax	50,547	603,000		603,000
3152 Highway Tax	9,648	111,500		111,500
3153 Municipal Energy Tax	1,259	126,500		126,500
3154 Municipal Transient Room Tax	13,654	107,000		107,000
3170 Fee in Lieu	1,273	7,000		7,000
3190 Penalties on Delinquent Taxes	158	4,500		4,500
3200 Personal Property Taxes	674	29,900		29,900
Total Taxes	106,915	2,233,200	-	2,233,200
Licenses and permits				
3210 Business Licenses	5,498	30,700		30,700
3215 Alcohol Licenses	-	600		600
3220 Enhanced Services Business License Fee	55,985	453,000		453,000
3221.1 Building Permit Fees	1,913	15,900		15,900
3221.3 Tree and Grading Permit Fee	5,075	5,000		5,000
3222 Land Use Permit Fees	1,100	4,500		4,500
3223 Disproportionate Service STR Fee	3,100	54,000		54,000
3230 Other Permits	5,104	5,300		5,300
Total Licenses and permits	77,775	569,000	-	569,000
Intergovernmental revenue				
3341 General gov't state grant	5,504	58,050		58,050
3356 Class C Road Funds	16,337	65,600		65,600
3358 State Liquor Fund Allotment	-	4,000		4,000
3373 County - fire agreements	-	40,000		40,000
Total Intergovernmental revenue	21,840	167,650	-	167,650
Charges for services				
3419 Administrative Charges	16,600	66,400		66,400
3422 Retail Fuel	30,003	122,500		122,500
3426 Fire Department Revenue	390	8,800		8,800
3428 Misc Police Revenue (Police Reports)	-	-		-
3435 Shop Charges	30,200	120,800		120,800
Total Charges for services	77,193	318,500	-	318,500
Fines and forfeitures				
3510 Court Fines	10,190	600		600
3520 Administrative Fines (Code Violations)	-	-		-
Total Fines and forfeitures	10,190	600	-	600
Interest				
3610 Interest	8,511	12,000		12,000
Total Interest	8,511	12,000	-	12,000
Special Events				
3570 Other Revenue	-	-		-
Total Special Events	-	-	-	-

Miscellaneous revenue				
3650 Sales of materials and supplies	-	250		250
3680 Building/Pavilion Rentals	(385)	-		-
3690 Sundry (Miscellaneous)	-	6,450		6,450
3691 Health Insurance reimbursement (to be cleared)	-	3,200		3,200
Total Miscellaneous revenue	(385)	9,900	-	9,900
Contributions				
3802.2 Public Safety Impact Fee/3059	459	2,290		2,290
Total Contributions	459	2,290	-	2,290
Transfers from other funds				
3825 Transfer from RDA	-	8,667		8,667
3890 Fund Balance Appropriated	-	1,325	980,800	982,125
Total Transfers from other funds	-	9,992	980,800	990,792
Total Revenue:	302,498	3,323,132	980,800	4,303,932
Expenditures:				
General government				
Council				
4111.110 Council - Salaries	-	16,000		16,000
4111.130 Council - Benefits	-	1,224		1,224
4111.230 Council - Travel, Conferences & Training	92	9,250		9,250
4111.240 Council - Office Supplies & Expense	-	1,250		1,250
4111.290 Council - Telephone/Data Plans	110	600		600
4111.450 Council - Expenses	55	-		-
4111.610 Council - Miscellaneous Expense	-	250		250
Total Council	257	28,574	-	28,574
Administrative				
4140.110 Admin - Salaries & Wages	28,268	123,487	4,040	127,527
4140.111 Admin - Overtime Wages (Administrative)	132	-		-
4140.130 Admin - Employee Benefits	10,948	54,642	960	55,602
4140.210 Admin - Books/Subscriptions/Memberships	222	2,295		2,295
4140.220 Admin - Publishing/Legal Notices	202	1,600		1,600
4140.230 Admin - Travel, Conferences & Training	283	4,495		4,495
4140.240 Admin - Office Supplies/Reimb Expenses	1,055	5,000		5,000
4140.245 Admin - Bank Charges	419	1,500		1,500
4140.250 Admin - Equipment Supplies/Maintenance	1,514	2,250		2,250
4140.254 Admin - Vehicle Repair & Maintenance	69	1,000		1,000
4140.255 Admin - Fuel & Oil	228	1,500		1,500
4140.270 Admin - Bldgs/Grounds - Supplies/Maint	1,875	10,760		10,760
4140.280 Admin - Utilities	687	5,000		5,000
4140.290 Admin - Telephone	1,384	5,200		5,200
4140.310 Admin - Professional & Technical Services	9,065	15,630	5,000	20,630
4140.312 Admin - Audit & Accounting	-	15,500		15,500
4140.470 Admin - Uniforms	-	-		-
4140.510 Admin - Insurance Expense	51,277	49,500		49,500
4140.540 Admin - Promotions/Incentives	536	6,100		6,100
4140.610 Admin - Miscellaneous Expense	-	250		250
Total Administrative	108,164	305,709	10,000	315,709
Legal				
4145.310 Legal - Professional & Technical Services	-	7,000		7,000
Total Legal	-	7,000	-	7,000

Building department				
4160.110 BldgDept - Salaries & Wages	6,475	-	-	-
4160.111 BldgDept - Overtime Wages (Building)	66	-	-	-
4160.130 BldgDept - Employee Benefits	3,187	-	-	-
4160.240 BldgDept - Office Supplies & Expenses	-	-	-	-
Total Building department	9,728	-	-	-
Planning and zoning				
4180.110 P&Z - Salaries & Wages	9,499	94,335		94,335
4180.111 P&Z - Overtime Wages (P & Z)	54	-		-
4180.130 P&Z - Employee Benefits	5,267	56,791		56,791
4180.210 Admin - Books/Subscriptions/Memberships	-	250		250
4180.230 P&Z - Travel, Conferences & Training	-	4,100		4,100
4180.240 P&Z - Office Supplies & Expense	33	1,850		1,850
4180.290 P&Z - Telephone	112	1,100		1,100
4180.310 P&Z - Professional & Technical Services	2,663	7,950	7,500	15,450
Total Planning and zoning	17,628	166,376	7,500	173,876
Marketing & Events				
4660.250 Marketing & Events - Equip Supplies/Maint	2,500	3,200		3,200
4660.310 Marketing & Events - Prof & Technical Services	-	1,450	15,000	16,450
4660.612 Marketing & Events - Advertising/Marketing	64,608	116,850		116,850
4660.615 Marketing & Events - Entertainment	-	18,400		18,400
Total Marketing & Events	67,108	139,900	15,000	154,900
Retail Fuel				
4640.245 Retail Fuel - Bank Charges	1,339	7,420		7,420
4640.250 Retail Fuel - Supplies & Maintenance	-	1,500		1,500
4640.260 Retail Fuel - Retail Fuel (Town Pump)	14,378	102,500		102,500
4640.310 Retail Fuel - Professional & Technical Services	699	800		800
4640.510 Retail Fuel - Insurance Expense	-	560		560
Total Retail Fuel	16,416	112,780	-	112,780
Transit				
4650.250 Transit - Supplies & Maintenance	-	1,000		1,000
4650.310 Transit - Professional & Technical Services	-	10,000		10,000
4650.485 Transit - Transportation Service	-	143,850		143,850
Total Transit	-	154,850	-	154,850
Total General government	219,302	915,189	32,500	947,689
Public safety				
Police				
4210.110 Police - Salaries & Wages	85,120	364,379	7,273	371,652
4210.111 Police - Overtime Wages (Police)	6,887	24,368		24,368
4210.120 Police - Part-time Officers	5,973	35,131		35,131
4210.130 Police - Employee Benefits	56,414	287,747	727	288,474
4210.210 Police - Books/Subscriptions/Memberships	266	650		650
4210.230 Police - Travel, Conferences & Training	2,839	7,390		7,390
4210.240 Police - Office Supplies & Expense	160	800		800
4210.250 Police - Equipment Supplies & Maintenance	997	9,880	4,200	14,080
4210.254 Police - Vehicle Repair & Maintenance	995	6,040		6,040
4210.255 Police - Fuel	4,077	20,000		20,000
4210.270 Police - Bldg/Grounds Supplies & Maintenance	1,104	6,205		6,205
4210.275 Police - Public Safety Building Payment (MBA)	226	60,185		60,185
4210.280 Police - Utilities	335	4,000		4,000
4210.290.1 Police - Telephone	1,134	5,850		5,850
4210.290.2 Police - Communications	-	35,650		35,650
4210.310 Police - Professional & Technical Services	307	8,195		8,195
4210.450 Police - Uniforms	259	4,000		4,000
4210.451 Police - EMT Supplies	667	1,500		1,500
4210.452 Police - EMT Training & Travel	98	5,480		5,480
4210.453 Police - Search & Rescue	-	500		500
4210.610 Police - Miscellaneous Expense	-	400		400
Total Police	167,857	888,350	12,200	900,550

Fire

4220.110 Fire - Salaries & Wages	27,534	121,460		121,460
4220.111 Fire - Overtime Wages (Fire)	2,281	8,124		8,124
4220.120 Fire - Part Time Wages	-	4,500		4,500
4220.130 Fire - Employee Benefits	18,518	96,520		96,520
4220.210 Fire - Books/Subscriptions/Memberships	260	335		335
4220.230 Fire - Travel, Conferences & Training	-	1,875		1,875
4220.240 Fire - Office Supplies & Expense	114	350		350
4220.250 Fire - Equipment - Supplies & Maintenance	9,567	5,550		5,550
4220.254 Fire - Vehicle Repair & Maintenance	1,812	7,080		7,080
4220.255 Fire - Fuel	623	2,000		2,000
4220.270 Fire - Bldgs/Grounds - Supplies & Maintenance	1,180	6,004		6,004
4220.275 Fire - Public Safety Building Payment (MBA)	-	60,185		60,185
4220.280 Fire - Utilities	335	4,000		4,000
4220.290 Fire - Telephone	1,043	5,850		5,850
4220.310 Fire - Professional & Technical Services	2,475	12,700		12,700
4220.450 Fire - Uniforms	-	750		750
4220.610 Fire - Miscellaneous Expense	-	2,000		2,000
Total Fire	65,742	339,283	-	339,283

Total Public safety	233,600	1,227,633	12,200	1,239,833
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Highways and public improvements**Highways**

4410.110 Streets - Salaries & Wages	28,449	162,675	6,260	168,935
4410.111 Streets - Overtime Wages (Streets)	1,857	5,000		5,000
4410.130 Streets - Employee Benefits	15,774	112,347	1,740	114,087
4410.230 Streets - Travel, Conferences & Training	-	4,615		4,615
4410.240 Streets - Office Supplies & Expense	33	150		150
4410.250 Streets - Equipment - Supplies & Maintenance	-	1,200		1,200
4410.253 Streets - Snow Removal	24,349	47,870		47,870
4410.269 Streets - Equipment Rental	11,102	31,900		31,900
4410.280 Streets - Utilities (Area Lights)	2,483	15,000		15,000
4410.310 Streets - Professional & Technical Services	770	3,800	1,000	4,800
4410.411 Streets - Street Signs & Signals	-	3,500		3,500
4410.415 Streets - Skier bridge O&M	-	1,800		1,800
4410.420 Streets - Road Maintenance/Improvements	15,552	32,080	20,000	52,080
Total Highways	100,369	421,937	29,000	450,937

Shop & garage

4440.230 Shop - Travel, Conferences & Training	-	500		500
4440.240 Shop - Office Supplies & Expenses	-	500		500
4440.250 Shop - Equipment - Supplies & Maintenance	1,015	7,650		7,650
4440.252 Shop - Heavy Equipment Maintenance	7,213	34,700		34,700
4440.254 Shop - Vehicle Repair & Maintenance	3,702	9,850		9,850
4440.255 Shop - Fuel	19,183	66,000		66,000
4440.261 Shop - Equipment Lease (operating)	50,147	100,850		100,850
4440.270 Shop - Bldgs/Grounds - Supplies & Maint	313	2,820		2,820
4440.280 Shop - Utilities	530	10,000		10,000
4440.290 Shop - Telephone	805	7,100		7,100
4440.310 Shop - Professional & Technical Services	320	1,575		1,575
4440.450 Shop - Uniforms	4,980	6,700		6,700
Total Shop & garage	88,208	248,245	-	248,245

Total Highways and public improvements	188,577	670,182	29,000	699,182
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Parks, recreation, and public property**Recreation**

4560.110 Recreation - Salaries & Wages	11,109	33,022		33,022
4560.111 Recreation - Overtime Wages (Recreation)	89	-		-
4560.130 Recreation - Employee Benefits	4,477	19,716		19,716
4560.230 Recreation - Travel, Conferences & Training	38	160		160
4560.240 Recreation - Office Supplies & Expense	33	150		150
4560.250 Recreation - Supplies & Maintenance	104	1,000		1,000
4560.254 Recreation - Vehicle Repair & Maintenance	-	800		800
4560.269 Recreation - Equipment Rental	-	1,280		1,280
4560.270 Recreation - Blds/Grounds - Supplies & Maint	293	2,300		2,300
4560.310 Recreation - Professional & Technical Services	-	200		200
4560.450 Recreation - Uniforms	-	200		200
4560.621 Recreation - Beautification	1,141	6,500	22,000	28,500
4560.633 Recreation - ATV/Snowmobile Trails	-	5,000		5,000
4560.634 Recreation - Trail Signs	-	2,100		2,100
Total Recreation	17,284	72,428	22,000	94,428

Total Parks, recreation, and public property	17,284	72,428	22,000	94,428
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Miscellaneous

4900 Operating Contingency	8,304	37,700		37,700
Total Miscellaneous	8,304	37,700	-	37,700

Transfers

4846 Transfer to Capital Projects	-	250,000	879,100	1,129,100
4847 Transfer to Asset Replacement	-	150,000	6,000	156,000
Total Transfers	-	400,000	885,100	1,285,100

Total Expenditures:	667,067	3,323,132	980,800	4,303,932
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Total Change In Net Position	(364,569)	-	-	-
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Brian Head Town
Operational Budget Report
Capital Projects Fund - 46

	Current YTD	FY 2023 Annual Budget	Proposed Adjustement Amount	Proposed Amended Budget
Revenue:				
Interest				
3610 Interest revenue	1,121	-	-	-
Total Interest	1,121	-	-	-
Miscellaneous revenue				
3690 Sundry/Miscellaneous	-	-	-	-
Total Miscellaneous revenue	-	-	-	-
Transfers from other funds				
3810 Transfers from General Fund	-	250,000	879,100	1,129,100
3890 Fund Balance Appropriated	-	95,000	-	95,000
Total Transfers from other funds	-	345,000	879,100	1,224,100
Total Revenue:	1,121	345,000	879,100	1,224,100
Expenditures:				
General government				
Administrative				
4100.700 Capital Project - Administration Vehicles	-	-	-	-
4100.710 Capital Project - Land Purchase	-	-	196,000	196,000
4100.730 Capital Project - Hwy 143 Corridor	-	-	195,100	195,100
4100.720 Capital Project - Town Hall	-	-	70,000	70,000
Total Administrative	-	-	461,100	461,100
Total General government	-	-	461,100	461,100
Public safety				
Police				
4210.700 Capital project - Police Public Safety Vehicles	74,065	-	-	-
4210.720 Capital project - Public Safety Building	65,432	-	20,000	20,000
Total Police	139,497	-	20,000	20,000
Fire				
4220.730 Capital Project - Fire Equipment	-	45,000	-	45,000
Total Fire	-	45,000	-	45,000
Total Public safety	139,497	45,000	20,000	65,000
Highways and public improvements				
Highways				
4410.250 Street Non-Capital	15,356	-	-	-
4410.700 Capital project Streets	-	280,000	-	280,000
4410.710 Streets Lighting	-	-	100,000	100,000
4410.720 Capital Project - Pedestrian Improvements	-	-	117,000	117,000
4410.740 Capital Project - Public Works Vehicles	-	-	44,000	44,000
Total Highways	15,356	280,000	261,000	541,000
Shop & garage				
4410.730 Capital Projects - Shop Equipment	-	20,000	62,000	82,000
4410.750 Capital Projects - Public Works Building	-	-	35,000	35,000
Total Shop & garage	-	20,000	97,000	117,000
Total Highways and public improvements	15,356	300,000	358,000	658,000
Parks, recreation, and public property				
Recreation				
4560.700 Capital project - Recreation	27,051	-	40,000	40,000
4560.710 Capital project - Mountain Bike Trails	25,977	-	-	-
Total Recreation	53,028	-	40,000	40,000

Total Parks, recreation, and public property	53,028	-	40,000	40,000
Total Expenditures:	207,880	345,000	879,100	1,224,100
Total Change In Net Position	(206,759)	-	-	-



**Brian Head Town
Operational Budget Report**

Asset Replacement Fund - 47

	Current YTD	FY 2023 Annual Budget	Proposed Adjustement Amount	Proposed Amended Budget
Revenue:				
Intergovernmental revenue				
3314 Public Safety State Grant	-	40,000		40,000
Total Intergovernmental revenue	-	40,000	-	40,000
Miscellaneous revenue				
3640 Sale of Assets	-	49,000		49,000
Total Miscellaneous revenue	-	49,000	-	49,000
Transfers from other funds				
3810 Transfer from General Fund	-	150,000	6,000	156,000
3890 Fund Balance Appropriated	-	20,297		20,297
Total Transfers from other funds	-	170,297	6,000	176,297
Total Revenue:	-	259,297	6,000	265,297
Expenditures:				
General government				
Administrative				
4100.720 Admin - Town Hall (Fuel Tank Replacement)	1,251	5,000		5,000
4100.742 Admin - Computer/Electronic Replacement	-	15,700	6,000	21,700
Total Administrative	1,251	20,700	6,000	26,700
Total General government	1,251	20,700	6,000	26,700
Public safety				
Police				
4200.721 Public Safety - FF&E Replacement/Renewal	-	2,500		2,500
4200.740 Public Safety - Equipment Replacement	-	65,565		65,565
4200.741 Public Safety - Vehicle Replacement	10,110	41,037		41,037
4200.742 Public Safety - Computer/Electronics Replacement	355	7,090		7,090
Total Police	10,465	116,192	-	116,192
Total Public safety	10,465	116,192	-	116,192
Highways and public improvements				
Special improvements				
4400.721 Streets - FF&E Replacement/Renewal	418	4,000		4,000
4400.740 Streets - Equipment Replacement	-	35,500		35,500
4400.741 Streets - Vehicle Replacement	-	80,025		80,025
4400.742 Streets - Computer/Electronics Replacement	230	2,880		2,880
Total Special improvements	648	122,405	-	122,405
Total Highways and public improvements	648	122,405	-	122,405
Total Expenditures:	12,364	259,297	6,000	265,297
Total Change In Net Position	(12,364)	-	-	-



Brian Head Town

ORDINANCE NO. 22-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2023 BUDGET OF FUNDS AND ACCOUNTS ENDING JUNE 30, 2023, FOR THE TOWN OF BRIAN HEAD, UTAH.

WHEREAS, in accordance with the Uniform Fiscal Procedures Act for Utah Towns, Brian Head Town, Utah, has adopted its budget for the fiscal year ending June 30, 2023; and

WHEREAS, in accordance with Utah State law, a public hearing was held on September 27, 2022 to receive public comment on the amended budget; and

WHEREAS, the Town Council determined an amendment to the Town Budget would need to be made with the increase in surplus funds and additional expenditures to be identified in the FY2023 budget.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF BRIAN HEAD, STATE OF UTAH:

ADOPTION: The Fiscal Year 2023 budget is hereby amended, including all funds and accounts as listed below:

All budget adjustments listed below are directly tied to the FY 2022 General Fund budget surplus.

General Fund – 10

Revenue

- **10.3890 – Fund Balance Appropriated:** Increased by \$785,700. This illustrates bringing forward FY 2022 surplus funds in the General Fund.
- **10.3890 – Fund Balance Appropriated:** Increased by \$195,100. This illustrates bringing forward FY 2021 surplus funds in the General Fund.
- **Total of above items:** \$980,800.

Expense

- **10.4140.310 – Admin – Professional & Technical Services:** Increased by \$5k to account for the Town website rebuild/design.
- **10.4140.110 – Admin – Salaries & Wages:** Increased by \$4,040 to account for the admin portion of the Annual Bonus Program.
- **10.4140.130 – Admin – Employee Benefits:** Increased by \$960 to account for the admin portion of the Annual Bonus Program.
- **10.4180.310 – Planning & Zoning (P&Z) – Professional & Technical Services:** Increased by \$7,500 to account for the purchase of permit management software.
- **10.4660.310 – Marketing & Events – Professional & Technical Services:** Increased by \$15k to fund the Town's rebranding process.
- **10.4210.250 – Police – Equipment, Supplies & Maintenance:** Increased by \$4,200 to account for purchasing red dot sights w/ slide.
- **10.4210.110 – Police – Salaries & Wages:** Increased by \$7,273 to account for the PS portion of the Annual Bonus Program.
- **10.4210.130 – Police – Employee Benefits:** Increased by \$727 to account for the PS portion of the Annual Bonus Program.
- **10.4410.110 – Streets – Salaries & Wages:** Increased by \$6,260 to account for the PW portion of the Annual Bonus Program.
- **10.4410.130 – Streets – Employee Benefits:** Increased by \$1,740 to account for the PW portion of the Annual Bonus Program.
- **10.4410.310 – Streets – Professional & Technical Services:** Increased by \$1k to survey Ski View Dr for plow turnaround.
- **10.4410.420 – Streets – Road Maintenance/Improvements:** Increased by \$20k to account for Deer Trail drainage (\$5k), Alpine Ct/Steam Engine drainage (\$5k) and replacing guard rail in the Trails @ Navajo (\$10k).
- **10.4560.621 – Recreation – Beautification:** Increased by \$22k to account for Bear Flat Well Ice feature (\$2k), Holiday Lighting Enhancements (\$5k), and rubber mulch for the park playground (\$15k).
- **10.4846 – Transfer to Capital Projects Fund (46):** Increased by \$879,100 to account for a transfer from General Fund to Capital Projects fund for projects listed below in the Capital Projects Fund section.
- **10.4847 – Transfer to Asset Replacement Fund (47):** Increased by \$6k to account for expenses listed below in the Asset Replacement Fund section.

Capital Projects Fund – 46

Revenue

- **46.3810 – Transfer from General Fund:** An increase of \$879,100 used for projects listed below in the Capital Projects – Expense section.

Expense

- **46.4100.710 – Admin- Land Purchase:** Increase of \$196k to cover possible purchase of land.
- **46.4100.720 – Admin – Town Hall:** Increase by \$70k to cover the purchase of office furniture (\$20k) and various Town Hall Improvements (\$50k).
- **46.4210.720 – Police – Public Safety (PS) Building:** Increased by \$20k to purchase furniture for office remodel.
- **46.4410.710 – Streets – Streets Lighting:** Increase by \$100k to account for street lighting upgrade project.
- **46.4410.730 – Streets – Hwy. 143 Corridor:** Increase by \$195,100 to account for various Hwy 143 Corridor projects.
- **46.4410.740 – Streets – Public Works (PW) Vehicle:** Increase by \$44k to account purchasing additional PW vehicle.
- **46.4410.730 – Shop – Shop Equipment:** Increase by \$62k to account for purchasing a street sweeper (\$24k) and a Roll & Pack grader attachment (\$38k).
- **46.4410.750 – Shop – Public Works Building:** Increase by \$35k for engineering on PW Building expansion.
- **46.4410.720 – Pedestrian Improvements –** Increase by \$117k for Town Trail Phase III project.
- **46.4560.700 – Recreation – Recreation:** Increase by \$40k for the Manzanita Trail project

Asset Replacement Fund – 47

Revenue

- **47.3810 – Transfer from General Fund:** An increase of \$6k used for projects listed below in the Capital Projects – Expense section.

Expense

- **47.4100.742 – Admin- Computers/Electronics:** Increase of \$6k to cover the cost of replacing the server and adding a VPN.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF BRIAN HEAD on this ____ day of October 2023.

TOWN COUNCIL VOTE:

DRAFT

Mayor Clayton Calloway	Aye_____	Nay_____
Council Member Martin Tidwell	Aye_____	Nay_____
Council Member Larry Freeberg	Aye_____	Nay_____
Council Member Kelly Marshall	Aye_____	Nay_____
Council Member Shaun Kelly	Aye_____	Nay_____

BRIAN HEAD TOWN

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of October 2022, and have posted a complete copy of the ordinance in three conspicuous places within the Town of Brian Head, to-wit: Town Hall, Post Office, and The Mall.

Nancy Leigh, Town Clerk



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Telluride-Mtn Village Strategic Planning Tour Debrief
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 11, 2022
TYPE OF ITEM: Discussion

SUMMARY:

The Council will discuss and share thoughts and notes regarding the recent Strategic Planning Tour by the Council and Planning Commission of Telluride and Mountain Village Colorado

BACKGROUND:

During the FY 2023 Strategic Planning Retreat, much discussion centered on the fact that Brian Head is at an inflection point in our development as a resort town. The importance of gleaning information from resort communities somewhat similar to Brian Head but further down the developmental path of mountain resort community kept resurfacing. Ultimately, Town Council directed staff to include in the FY 23 Strategic Plan a tour of resort communities to prepare for future strategic planning.

After some conversation with Council, it was determined that Telluride and Mountain Village Colorado met the description of the sort of communities we could learn from – particularly the dynamic of a master planned community developed right beside a more organically developed community (something we may experience with the proposed Aspen Meadows development). Pursuant to the strategic plan, the Town Council and some members of the Planning Commission visited those communities on Sep 7-9, 2022, and met with staff and elected officials of those communities.

ANALYSIS:

A summary of notes from attendees is attached. The Council wishes to revisit these notes together in the Council Meeting on Oct 11.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

N/A

PROPOSED MOTION:

N/A

ATTACHMENTS:

A – Notes from Telluride-Mtn Village Trip

What Did We Learn from Telluride & Mountain Village

Please take a minute and record your thoughts and recollections from your experience visiting Telluride & Mountain Village. Below are some general categories that we discussed during our time there; just add your thoughts to the bullet point lists. If I'm missing a category, go ahead and add it in. This is a shared document, so please don't edit anything anybody else put in here, just add your thoughts.

Annexation/Interaction Between the Two Cities

- Having two different cities with very distinct goals clearly creates issues
- If Town is going to "Give" (i.e. sewer access) anything to 1700 acre Developers then we must insist on annexation so Town has control. Two distinct cities made compromising very difficult it sounded like.
- The conflict Telluride and MV has clearly demonstrated to me the importance of looking into the future to anticipate future needs of all parties involved. It is important to work together with GP to make sure we do not do anything to cause them to want to create their own municipality. It is highly unlikely GP would do this, but I'm sure Telluride thought it highly unlikely MV would do what they did.

Parking

- Phased parking structure
- The phased theory works really well.
- Not concrete, more open feel
- All parties (town, commercial, residential, resort) all involved for future parking needs
- Liked the middle of the road parking in Telluride for "short term" and deliveries. Gave quick options.
- I heard several times "do not give in on parking requirements." However, the town also needs to do their part. We need to set aside land for a future parking structure.

Transit

- Transit district – transit is a regional issue
- Dial-a-ride style in Mountain Village may be a better fit for us than the fixed route option like Telluride
- Transit for employees living off the mountain - priority
- Transit for skiers - park & ride from Parowan - can Iron County be involved?
- Transit for skiers and workers will always be an issue. Let's get ahead of this. Shuttles from Parowan is worth exploring.
- Within the town, dial a ride and fixed route should both be used.

Nightly Rentals

- More hotels lowers the demand for residential rentals? But Telluride/Mountain Village demand for long term rentals is higher than Brian Head.
- Telluride doesn't allow any new nightly rentals except for those grandfathered in, because of full-time housing problem (?)
-
- MV eliminated much of their STR problems by disallowing ANY on street parking. This forces lower occupancy and less congestion.

Workforce/Affordable Housing

- They're trying to build their way out of a significant problem
- Their issues may be more pronounced than ours due to lack of nearby population base
- Transit will always be part of the solution
- If you go to deed restricted housing, get help (and ensure pricing cap rate)
- Hard to decide if Brian Head needs to get into housing development?? Takes Big Pockets - Moab's situation with a mobile home park isn't going well.
- If town starts to consider affordable housing, it might work best off the mountain in Parowan, as the commute up Hwy 143 is short and the cost would be significantly less.
- Mountain Village had 2 types of affordable housing - rental apartments - studios, 1 bdrms, 2 bdrms in a park like setting and houses in the Meadows that are purchased and had some weak deed restrictions.
- 
- I prefer shuttle solution. Most 20 somethings do not want to live here all year anyway. All the talk of deed restricted priorities and town owned developments seemed to all come with many problems. Parowan and Cedar are relatively close, which is different than the situation in Telluride and MV.

Night Skies/Lighting

- Limited street lighting, all shielded
- Business lighting in Telluride was pretty minimal
- Looked like most businesses closed earlier right now than maybe what they do during the winter (prime time).
- Street lights limited to 12' high in MV. Pedestrian walk ways were 7'. Cut off fixtures only. 2400 kelvin max. I asked our guide in MV why the major collector we were driving on did not have lights at the intersections. He said they didn't want them. They wanted the natural dark sky feel. They also did not feel it was a public safety issue. Fire and Police both signed off on not having the lighting. Signs were down lighted.







-
- I did not see one 25' to 35' cobra head light during the entire trip. Telluride Main Street was very pleasing at night. Signs were down lighted with very little light trespass.







Infrastructure Development/Maintenance

- 16 Public Works employees in Mtn Village
- I was impressed with how well maintained the streets and streetscapes were in Mtn Village, they clearly put a lot of emphasis on details
- Trails I saw in both communities were capped with road base or crushed granite
- Street signs in both communities were nice and had character, but were inconsistent
- Little pocket park type spaces everywhere which were well maintained
- It is apparently possible to do snow removal where snow is stored on the side of the roads without having barren/gnarly shoulders that look like crap in the summer
- Inlaid brick/paver crosswalks
- Bike racks everywhere, very bike/pedestrian oriented
- Telluride -wonderful walking/biking trail next to river, tons of people walking their dogs. Mountain Village also had many great walking trails.
- Telluride - great park with facilities - outdoor concert venue, skatepark, community swimming pool, indoor ice rink, baseball & soccer fields
- Large kiosks with information & events



- The info kiosks were amazing. This could be a easy win for the town.

Public Safety

- Only 7 officers in Mtn Village, same as Brian Head, to cover population of 1,700
- They don't have crime issues despite the fact that more than half their permanent population is in the affordable housing community
-

Other/Miscellaneous

- Acquire as much Town land as you can, you'll need it someday
- Maybe BH should consider buying land in Parowan for future housing needs
- Any "group" effort needs to look at long term - the agreement for the Gondolas was 30 years, that is now up and they are going to do what?
- Large banners on their Main St (Colorado St) with advertising of race. It would be nice to see bigger advertising of events in BH, preferable on the Highway where no one can miss it. People tend to think the reader message boards are for construction. Would UDOT allow large banners across 143?.
- Good visit location for us but hard to do any comparisons because we are not a Destination Resort/Town like Telluride/Mountain Village. People usually visit us for a weekend, not a week.
- Acquire land.
- MV wishes they had more recreation spaces.
- We should follow the lead of these two communities and do more to promote water conservation.
- Walkable community is a great benefit. Pocket parks are also amazing.



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Street Lights Master Plan
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 11, 2022
TYPE OF ITEM: Administrative Direction

SUMMARY:

The Town Council will review and discuss a proposed Street Lighting Master Plan. The Council may adopt the plan by motion and direct staff to pursue implementation of the plan.

BACKGROUND:

Brian Head Town has long been recognized for its pristine night skies. The General Plan anticipates that the Town will take efforts to maintain this natural resource. In FY 2019 and FY 2020, the Town Council adopted a strategic plan that included an action step to explore International Dark Skies Community (IDSC) certification as a potential measure for preserving our night skies.

In summer and fall of 2019, Planning Commission and Town Council reviewed the guidelines for IDSC certification and made changes to the Town's lighting code which, while perhaps falling short of the strict requirements of IDSC, were more "night sky friendly" than they had previously been. These amendments to Title 9 Chapter 12 of the Town Code were adopted in November 2019.

One of those changes dealt specifically with street lighting. The recommendation of the Planning Commission would have limited streetlights to intersections with the highway and with collector roads and provided for additional streetlights where deemed necessary by Public Safety. The Council was unsure if that was sufficient lighting to create a sense of place. Ultimately the Council adopted the ordinance change with the provision that a Street Light Master Plan would be created to guide the placement of street lights in Town which strikes a balance of safety, dark sky considerations, and sense of place.

ANALYSIS:

The attached Street Light Master Plan was created by a committee consisting of Martin Tidwell (Town Council), Bret Howser (Town Manager), and Dan Benson (Public Safety Director). The plan maps out where street lights ought to be located based on the requirements of Town Code, namely at intersections with collector roads and the highway, for public safety purposes, and for sense of place.

At the 9-27-22 Town Council Mtg, Council directed the following:

- Default to no lights on collector roads and HOA's can ask for them
- Put the lighting committee into the master plan to handle neighborhood requests
- Take a phased approach to implementation
 - Soon
 - Decorative lights along the highway and in Village Core
 - Remove lights that we don't need

- Except in Trails @ Navajo (for now)
 - Except at condominium entrances (for now)
- Switch remaining lights that are included in the Master Plan (out in the neighborhoods) to LED/Dark Sky compliant cobra heads offered by RMP
- Improve/Add trail lights to establish sense of place
- Later
 - Phase out lights remaining lights that are not included in Master Plan
 - Replace lights outside of commercial core with decorative

A map illustrating the phased implementation is included in the Master Plan.

FINANCIAL IMPLICATIONS:

Staff met with RMP on 10-5-22 to discuss this phased approach. We're currently working with RMP, which does have a decorative lighting option available, and investigating potential costs for private vendors offering decorative streetlights to develop a scope/cost for a phase 1 project. Initial investigation indicates the cost difference between RMP and other vendors is substantial (at least 5-10x)

BOARD/COMMISSION RECOMMENDATION:

The Street Lights Master Plan committee recommendation is attached (as amended by Council)

The Planning Commission forwards a positive recommendation of the proposed plan

STAFF RECOMMENDATION:

The committee recommendation reflects staff's opinion

PROPOSED MOTION:

I move to approve the proposed Street Lighting Master Plan and to direct staff to make preparations for its implementation.

ATTACHMENTS:

A – Draft Street Light Master Plan



STREET LIGHTING MASTER PLAN

SEPTEMBER 2022

Introduction/Purpose

Pursuant to Brian Head Town Code 9-12-6(E), this Street Lighting Master Plan has been prepared and adopted to guide the installation and maintenance of street lighting in Brian Head Town. Consistent with the Brian Head Town General Plan and the direction of the Town Council, this plan was designed to limit light pollution while providing for basic safety needs and sense of place. By following this plan, Brian Head Town seeks to use street lighting to bring two potentially competing facets of the Town's character – namely its resort economy and its dark sky natural resource – into balance.

Categorization of Streets

The following categorizations are made for purposes of this master plan and are not to be confused with distinct street categorizations which may exist in other documents or plans, including the Brian Head Streets Master Plan.

- Arterial Roads
 - Characterized by commercial and arterial traffic, speed limits which range over 25 mph and several collector intersections or commercial access points
 - Includes only Highway 143
- Major Collector Streets & Commercial Collectors
 - Characterized as paved roadways with multiple residential streets feeding into it, often connecting multiple subdivisions or providing access to multiple commercial establishments
 - Includes Hunter Ridge, Steam Engine Drive, Ridge View, and Village Way
- Minor Collector Streets
 - Characterized as residential streets which serve as primary access through one or two subdivisions into which multiple residential streets feed
 - Includes Aspen Drive, Circle Drive, Trails at Navajo, Mountain View, Rue Jolley, and Vasels
- Residential Streets & Non-collectors
 - Characterized as streets predominantly (nearly exclusively) serving as access to individual properties located on that same street
 - Includes most of the streets in Brian Head

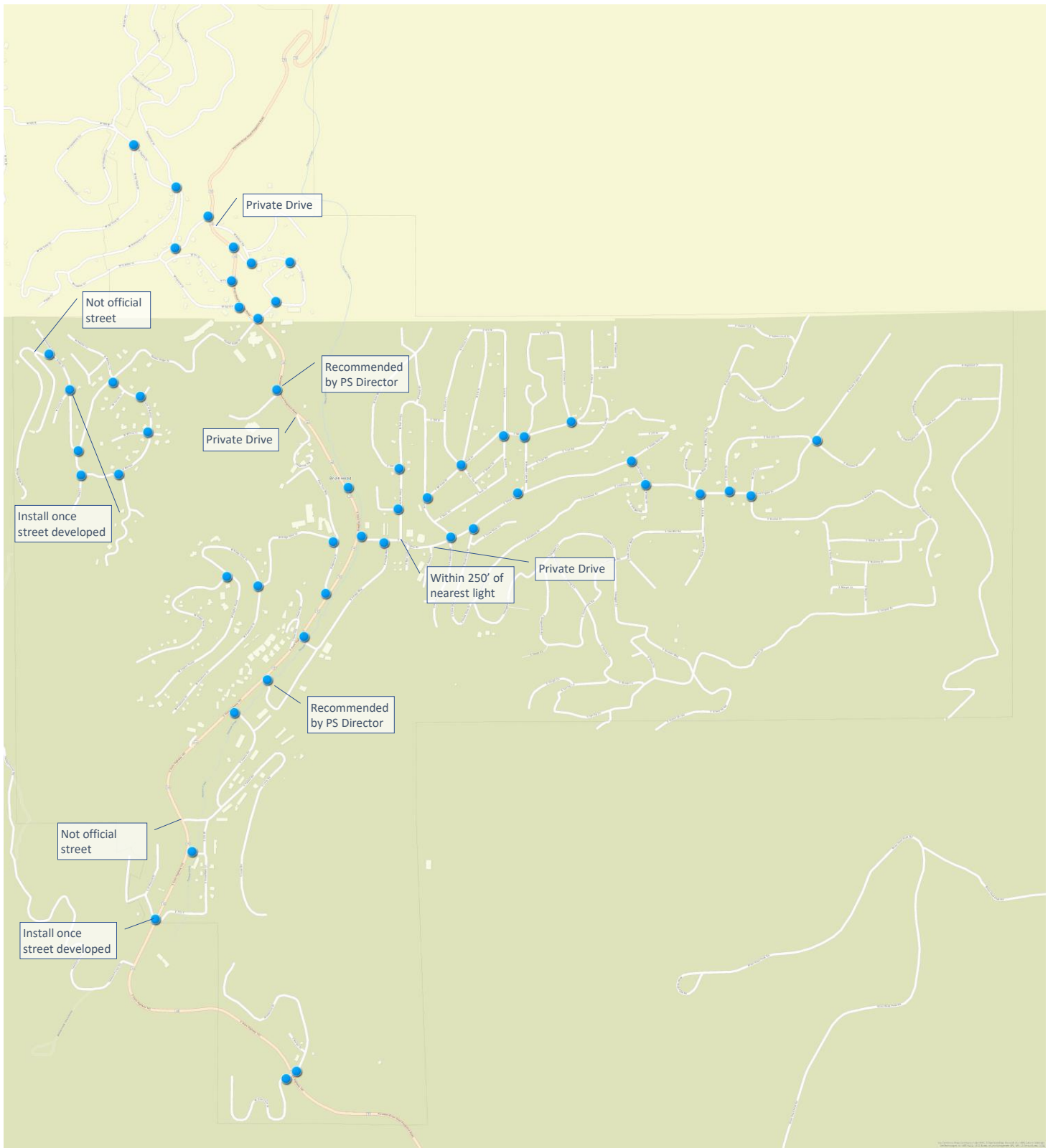
Guidelines for Street Lighting Location

- Arterial Roads & Major Collector Streets
 - One streetlight shall be located at intersections and designated crosswalks
 - Where two intersections are located within 125 feet of each other, only one streetlight shall be employed to provide the maximum lighting and safety conditions possible
 - Additional streetlights may be mandated by the Public Safety Director where a demonstrable safety concern warrants additional lighting
 - On arterial roads, the lowest illumination design that meets the minimum illumination requirements set by UDOT shall be used



- Lighting on arterial roads shall and in the Village Core shall be decorative and be consistent with styles approved and implemented by the Town Council
- Major & Minor Collector Streets
 - No streetlights are required on collector streets
 - Streetlights may be located on collector streets by neighborhood request
 - Streetlights located on collector streets may not be closer than 250 feet from the nearest streetlight
 - Neighborhood requests may be submitted as a request from a Homeowners Association, as a street lighting plan submitted by a developer at the time of subdivision, or as a petition representing a majority of the property owners on a collector street
 - An ad-hoc lighting committee consisting of a member of the Town Council, the Town Manager, and the Public Safety Director will consider requests for additional collector street lighting and may approve or deny in writing based on:
 - Safety concerns
 - Potential impact on dark sky resources, and
 - Availability of funds to complete the project
 - ~~One streetlight shall be located at intersections and designated crosswalks~~
 - ~~Where two intersections are located within 250 feet of each other, only one streetlight shall be employed to provide the maximum lighting and safety conditions possible~~
 - Additional streetlights may be mandated by the Public Safety Director where a demonstrable safety concern warrants additional lighting
- Residential Streets and Non-Collectors
 - No streetlights are required on residential streets and non-collectors
 - Streetlights may be located on residential streets by neighborhood request
 - Streetlights located on residential streets may not be closer than 500 feet from the nearest streetlight
 - Neighborhood requests may be submitted as a request from a Homeowners Association, as a street lighting plan submitted by a developer at the time of subdivision, or as a petition representing a majority of the property owners on a residential street.
 - ~~The Planning Commission~~ An ad-hoc lighting committee consisting of a member of the Town Council, the Town Manager, and the Public Safety Director will consider requests for additional residential street lighting and may approve or deny in writing based on:
 - Safety concerns
 - Potential impact on dark sky resources, and
 - Availability of funds to complete the project
- ~~Neighborhood associations (such as HOA's) may elect to be more restrictive with respect to the placement of street lighting accept where the Public Safety Director has identified a safety concern~~
- Lighting Height & Shielding
 - Light sources shall not be mounted higher than ~~25~~ 25 feet above the street surface on arterial roads and no higher than 15 feet on collector and residential streets
 - Lights sources shall be shielded to reduce glare and direct light to its intended target

Attachment A – Street Lighting Master Plan Map



Street Light Plan – Phased Implementation

Key:

- Replace with (or add new) Decorative Fixture
- Replace with RMP LED/Dark Sky Fixture (lower on existing pole)
- Leave Existing Decorative Fixture (reconsider removing later)
- Replace with RMP LED/Dark Sky Fixture (reconsider removing later)
- Disconnect/Remove Existing Fixture

