



G R E A T E R S A L T L A K E

Municipal Services District

Trustees

Joe Smolka, Chair
Paulina Flint, Vice Chair
Kelly Bush
Sean Clayton
Dan Peay
Richard Snelgrove

Bart Barker
General Manager

MEETING MINUTES OF THE BOARD OF TRUSTEES BUDGET WORKSHOP GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT (MSD)

Wednesday, August 29, 2018, 6:00 pm
2001 South. State Street, Council Chambers, Room #N3-930
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair
Paulina Flint, Vice-Chair
Dan Peay
Sean Clayton
Kelly Bush

Trustee Excused:

Richard Snelgrove

Staff Present:

Bart Barker, MSD General Manager
Mark Anderson, MSD Attorney
Ina Oviatt, MSD Office Manager
Jared Steffey, Fiscal Administration

Others Present:

Kade Moncur, Director of Salt Lake County Flood Control Engineering
Wayne Johnson, Salt Lake County Associate Director of Parks Operations
Justice Court Judge Shauna Graves-Robertson
Steven Calvert, Justice Court Administrator/Fiscal Manager
Ralph Chamness, Chief Deputy District Attorney
Karen Crompton, Salt Lake County Department Director of Human Services
Rich Morrow, Executive Director, Indigent Legal Services
Blake Thomas, Salt Lake County Director of Regional Economic Development
Sam Klemm, Senior Policy Advisor
Ryan Shelton, Salt Lake County Public Works Communications Manager
Alison Weyher, Director of Community Outreach

1. Call to order

Joe Smolka, Chair, called the meeting to order.

2. Public Comments

There were no public comments.

3. Informational: Presentation of budget requests for MSD's service providers, (Discussion)

a. Outreach

Alison Weyher explained that she and Ryan Shelton work full-time on community outreach. A part time Administrative Assistant will soon be hired. Ms. Weyher is responsible for special projects for the Metro Townships. Mr. Shelton provides web updates, and works with the Metro Townships on special events, such as tomorrow morning at old Camp Kearns, where there will be a party to open the newly paved roads.

There are no new funding requests. The Community Outreach Budget is a remnant of the old Township Services Budget. Community Outreach is requesting \$439,684.00 from the MSD; in addition to receiving \$35,330 from the County General Fund. Twenty percent of Ms. Weyher's salary is paid from the County General Fund because she does multiple projects, not all of which are tied to the MSD. Trustee Flint suggested, instead of referring to "temporary personnel", we could use the phrase "contract personnel". Bart Barker and Jared Steffey agreed that the wording change would give the MSD more flexibility.

b. PW Engineering

Kade Monkur explained that County Public Works includes the following: Public Works Engineering and Administration, IT Services, AP/AR, Human Resources (HR), Cost Accounting, Emergency Planning/Managing, Project Management, Capital Improvement Projects, Grant Writing, Master Plans, Permits, etc.

Flood control engineering is funded by the County as a General Fund County-wide service. County Flood Control has jurisdiction over all major waterways that are listed in the County Ordinance. Flood Control is responsible for permits on the creeks and maintenance along the creeks. The Capital Projects Budget can only be used for flood control purposes. The Draper-Sandy Canal used to be covered by the County Flood Control Ordinance. It was removed from the County Ordinance in 2010, when the Draper-Sandy Canal stopped functioning as an irrigation canal. Trustee Flint noted that Dimple Dell and Dry Creek fall under Sandy City's jurisdiction. Building in a flood plain is possible; it just needs to be designed properly.

New funding request: Two new engineering full-time employees (FTEs). They currently have 12 FTEs.

On a temporary basis, they want to hire a drafter for \$44,000.

The total Budget request is \$2,549,000.00. Mr. Monkur said that the overhead money goes to IS, HR, Purchasing, Finance, and Real Estate. Jared Steffey said that he and Bart Barker are continuing to work with Darren Casper (CFO with the County Mayor's Office) to address issues with the overhead accounts. Mr. Barker has asked Mayor's Finance to move to direct billing to make it easier to evaluate the legitimacy of the charges. Trustee Flint asked for help understanding the regulations. Mr. Monkur would like to be on the MSD Board agenda after the 2019 Budget is complete.

c. Parks

Wayne Johnson stated that County Parks and Recreation is responsible for 100 public parks occupying approximately 7,000 acres across the Salt Lake Valley (only a fraction of which are the responsibility of the MSD). They provide mowing, caretaking, grounds maintenance, complaint resolution, and reservation services.

There are no new funding requests for the MSD Board to consider. The MSD Budget will remain the same as last year. Mr. Johnson believes that this Budget is “bare bones” to keep the level of service at the current level. One challenge for the MSD is the deferred maintenance needed for aging facilities and parks. Two needs assessments have been prepared. Mr. Johnson would like to provide a higher level of service, which would enable Parks and Recreation to put more trails into service, but that would cost more money.

Mr. Johnson reviewed recent highlights including 2018 Zap Projects and using artificial turf instead of wood chips for landscaping to avoid an issue with beetles. Trustee Flint complimented Mr. Johnson’s Department, noting that “our trees are looking much better!” The MSD’s Budget for Parks and Recreation is \$1,257,972.

Parks and Recreation capital project requests include applying asphalt at Big Bear Park. Mr. Steffey discussed the renewal and replacement status of capital facilities. Mr. Johnson asked the Trustees how they want to handle renewal and replacement needs? Mr. Barker suggested that they should be re-budgeted. Parks and Recreation is trying to build up a reserve fund for later use, but that is a question for the Board. Trustee Flint noted that outside people are using the parks. The newness is creating some heavy foot traffic. Mr. Johnson explained that caretaking refers to the cleaning of the bathrooms, reservation personnel, and seasonal personnel.

d. Justice Courts

Shawna Graves-Robertson and Steven Calvert explained that Justice Courts are courts of limited jurisdiction (Class B and C Misdemeanors, and Infractions, i.e. traffic violations, minor theft, minor assaults and DUI’s). Steve Calbert has been the Administrator/Fiscal Manager for the Justice Court since October, 2017. He wants to provide the highest level of service to people in the County.

New Requests – The Justice Court facilities haven’t been updated for 30 years. Security is currently being updated. The recording systems need to be updated. The Court is moving to become 95% paperless. Previously, 11 cases of paper were used each month. The Court has used just 6 cases of paper so far this year!

Mr. Calbert is preparing a pricing matrix. The Justice Court is working to bring on new cities, which will spread the costs. The recording software will cost \$8,800.00. The Court serves Millcreek, and two more cities may send cases to the Justice Court. The Justice Court can handle 14,000 to 18,000 cases per year with the current staff. The Justice Court is not a money maker. Fees are growing faster than the wages of the Court personnel. The Court might pick up other duties from the District Attorney’s office and enter into partnerships with other departments and cities. That would increase productivity. If three major cities are added, it would be necessary to bring on a part-time judge. Currently, 8,000 cases are handled each year.

The MSD Budget request is \$1,701,618.00. The Justice Court currently has 14 FTEs. There will be an open house in October.

e. District Attorney (prosecution)

Ralph Chamness, representing the District Attorney's ("DA") office, explained that the DA's office, among other activities, prosecutes misdemeanor crimes (6238 cases last year). They currently have four FTE's assigned to serve the MSD, consisting of two attorney prosecutors and two secretaries, with salaries totaling \$344,734.00. The total cost is \$600,732.00. The total MSD Budget request is \$356,625.00.

The DA's Budget request is based on projections. State statute defines where the collected fines go: ½ of the monies collected are given back to the entity that provided the Justice Court (the MSD) and the other ½ goes to the treasury that provided the prosecution services (the DA). Trustee Peay voiced concerns about current Code Enforcement issues. Mr. Chamness responded that such matters generally go through the civil process. The District Attorney's Office has little control over how a case is filed. The DA's office screens cases as they come in.

f. Indigent Legal

Karen Crompton and Rich Morrow reviewed the Budget request for indigent legal defense. The 6th Amendment requires the Courts to appoint legal counsel for indigent defendants. They don't get to pick their clients. The State requires counties and municipalities to provide indigent legal services.

Salt Lake County has contracted with the Salt Lake Legal Defenders Association since 1975. Mr. Morrow is the Executive Director of Indigent Legal. Indigent Legal was down in its appointments last year because of Operation Rio Grande, which moved many indigent people out of downtown Salt Lake City. The offenders are coming in at a higher rate now because the Rio Grande effect has leveled out a bit. Indigent Legal is an independent non-profit organization. It is implementing a time tracking system. The total MSD Budget for indigent legal services is \$162,442.00. The 6th Amendment Report is an evaluation of the indigent services that are provided in the State. Indigent Legal needs an arraignment lawyer. An effort will be made to figure out how to reassign a lawyer to handle this function. Sam Klemm asked if Indigent Legal has money in its Budget this year for capital costs? Mr. Morrow responded that they do not. Trustee Flint asked how they determine who is indigent? Mr. Morrow explained that the courts decide; they have a formula for it. Courts look at financial status -- factors such as whether the defendant owns a home, etc.

Mr. Chamness said that the Indigent Legal attorneys are well educated and have good experience as defense counsel. Mr. Barker advised that, after the 6th Amendment Report came out, County Councilman Snelgrove pushed hard to get more funding. The State needs to assume responsibility for funding.

The total MSD Budget request for Indigent Legal is \$162,442.00.

g. Economic Development

Blake Thomas explained that Economic Development handles economic planning and implementation. Their growth is sales tax based. They offer business recruitment, EPA assessment grants and environmental assessments. Business Outreach assists the various

Chambers of Commerce. There are no new funding requests. The total MSD Budget request is \$60,000.

4. Other Metro Townships, Unincorporated County Community Councils & GSLMSD Business

Mr. Barker reported that Randy Allen is retiring from Salt Lake County employment on Friday. Mr. Barker said that a Request for Proposals (“RFP”) has been issued for land use attorney services for the Metro Townships. The MSD fiscal administrator position is in the process of being filled. The successful applicant needs to understand county, municipality and district financing. Mr. Barker would like to interview candidates with two members of the MSD Board and Mr. Steffey. Trustee Flint volunteered, and Mark Anderson was suggested.

Mr. Anderson is working on an amendment for the Interlocal Agreement with Salt Lake County. He will draft the language, and then send it to Mr. Barker, after which Salt Lake County will have input, and it will be distributed to the Trustees, along with the three Metro Township attorneys, for review. Mr. Barker noted that the next MSD Board meeting will be held on Friday, September 7th, in room N3-930, starting at 9:00 a.m. This will be the first Budget discussion, and will include a presentation of 5-year projections.

The next regular MSD Board meeting will be held on Wednesday, September 12, 2018 in the County Council Chambers.

Trustee Flint brought up the US Census, and said that Nathan Bracken is drafting a letter. Mr. Barker noted that the Census Bureau denied our request for all of the Metro Townships to be classified as independent municipalities. Mark Anderson prepared a rebuttal letter that was sent on to Nathan Bracken for refinement. Mr. Barker said that County Mayor McAdams will send a separate letter to the Census Bureau declaring that the Metro Townships are independent units of local government separate from Salt Lake County.

Mr. Barker is working with Jared Steffey on the transition of the County Planning and Development Department into the MSD. Mr. Steffey is changing the job description for Randy Allen’s job to “accountant”. He will then change it to “Fiscal Manager” (or CFO) after the split from the County. To wrap up the financial audit, Mr. Barker and Mr. Steffey will meet with Squire & Company to discuss the audit corrections recommended by the Board.

Mr. Barker said that, as the Mayor of the Kearns Metro Township, Trustee Bush has sent Unified Police Department (“UPD”) Officers out on Code Enforcement calls because of safety issues. Trustee Bush has asked the Chiefs of Police of Salt Lake and Murray for their support of Code Enforcement Officers receiving partial Post Training. Trustee Bush is receiving threatening calls. She wants the Code Enforcement Officers to be equipped with police radios. Trustee Flint asked Trustee Bush to please use the proper agencies to go with her on those calls, for her personal safety.

5. Adjourn

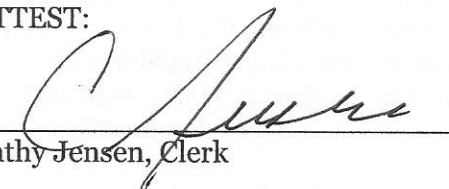
Chair Smolka made a motion to adjourn at 8:32 pm. The motion carried unanimously and the meeting was adjourned.

The foregoing minutes were approved by the Board of Trustees of the Greater Salt Lake Municipal Services District on the 10th day of April, 2019.



JOE SMOLKA, CHAIR

ATTEST:



Cathy Jensen, Clerk

4834-4168-9969, v. 5