

SALT LAKE COUNTY

*2001 South State Street
Salt Lake City, UT 84114
(385) 468-7500 TTY 711*



Meeting Minutes

Tuesday, September 13, 2022

2:00 PM

AMENDED AGENDA

Room N2-800

Council Work Session

1. CALL TO ORDER**Present**

Chair Laurie Stringham
Council Member Richard Snelgrove
Council Member Jim Bradley
Council Member Steve DeBry
Council Member Arlyn Bradshaw
Council Member Dave Alvord
Council Member Aimee Winder Newton
Council Member Ann Granato
Council Member Dea Theodore

2. CITIZEN PUBLIC INPUT

Mr. Steve Van Maren stated \$600 thousand for the SSI/SSDI Outreach, Access, and Recovery (SOAR) program seemed high for that kind of study. If the Mayor can not do this in her department, this must cover every department in the County. He saw a notice for yoga at his County library and it seems the County is crossing boundaries for departments.

Council Member Newton stated she hoped Mr. Van Maren could stick around for the discussion on the \$600 thousand.

3. DISCUSSION ITEMS:**3.1 Proposed Hire Report / Incentive Plans under \$3,000 / [22-0829](#)
Weekly Reclassification Report**

Attachments: [Staff Report](#)
[Proposed Hire Report 9-7-2022.xlsx](#)
[Incentive Plans 9-7-2022](#)
[Weekly Reclassification Update for Council 9-13-2022](#)

Presenter: David Delquadro, Council Fiscal Manager (Approx. 5 mins)
Informational

Mr. David Delquadro, Chief Financial Manager, Council Office, reviewed the proposed hire report, incentive plans, and weekly reclassifications.

**3.2 Budget Adjustment: Salt Palace's Appropriation Unit Shift of [22-0849](#)
\$574,000 from Operations to 4 Existing Capital Projects.**

Attachments: [Staff Report](#)
[26294 - Salt Palace Transfer from Ops to Capital](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

A motion was made by Council Member Bradshaw, seconded by Council Member Bradley, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

**3.3 Budget Adjustment: Mountain America Expo Center [22-0850](#)
Requests an Additional \$30,000 to Complete the Cooling
Tower Fill Packs Replacement, Utilizing Operating Revenue
Surplus for Funding.**

Attachments: [Staff Report](#)
[26824 - MAEC Transfer from Ops to Capital Prj.](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

A motion was made by Council Member Bradshaw, seconded by Council Member Bradley, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

**3.4 Budget Adjustment: Aging & Adult Services' Appropriation [22-0851](#)
Unit Shift of \$150,000 from Operations to Temporary Labor
Budgets in the Revenue Contract - ARPA Funds with the
State Area Agency on Aging.**

Attachments: [Staff Report](#)
[26853 - AAS State AAA Contract ARPA Funding](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

A motion was made by Council Member Bradley, seconded by Council Member Granato, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

3.5 Budget Adjustment: Mayor's Finance and Administration Requests a Budget Adjustment to True Up the Incremental Property Tax Pass Through Amount that the County Remits to the Convention Center Hotel. [22-0864](#)

Attachments: [Staff Report](#)
[26895 - Convention Center Hotel Incremental Property Tax Pass Thru](#)
[26895 - Incremental Property Tax Agreement - Final](#)
[26895 - June budget slide for Convention Hotel pass-through post June interim](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

A motion was made by Council Member Bradshaw, seconded by Council Member Alvord, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

3.6 Budget Adjustment: Mayor's Finance and Administration Requests \$5.6M for the ESR Fund to Cover Increases in 2022 Actual Medical Claims and Anticipated Claims and Reinsurance Premiums in 2023. [22-0866](#)

Attachments: [Staff Report](#)
[26907 - Countywide Medical Expense Increase](#)
[26907 - 2022- 5300 Rev and Exp Budget 8-30 FIN for Budg Adj](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

Council Member Theodore asked why there was an increase in medical claims.

Mr. David Delquadro, Chief Financial Manager, Council Office, stated there were both price increases and utilization increases. There was a damper in demand during COVID and now the County is seeing the consequences of that.

Council Member Newton asked how the Employee Service Reserve (ESR) Fund is funded.

Mr. Delquadro stated it requires funding not only for health, but for sick and annual leave as well. It is prorated on a per-employee basis. Premium increases are coming.

Mr. Darrin Casper stated every organization in the County becomes a revenue to the ESR Fund. It is intended to fund the benefits that are adopted in the County's insurance package. Employee contributions are also a revenue. This year the claims are projected to go up 18 percent. The revenues will be adjusted next year.

A motion was made by Council Member Bradshaw, seconded by Council Member Winder Newton, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

- 3.7 Budget Adjustment: IT Requests an Appropriation Unit Shift of the \$700,000 from the Office Furniture and Equipment Account to the Appropriate Expenditure Account for the Approved County-Wide Video Conferencing Equipment Project.** [22-0867](#)

Attachments: [Staff Report](#)
[26931 - County-Wide Video Conferencing Equipment](#)
[26931 - County-Wide Video Conferencing Equipment - ARPA - Business Case](#)
[26931 - County-Wide Video Conferencing Equipment - ARPA - TCO Budget Estimate](#)
[26931 - SLCO Conference Room Video Project](#)

Presenter: Hoa Nguyen, Council Budget and Policy Analyst (Approx. 5 mins)
Discussion/Direction

Ms. Hoa Nguyen, Budget and Policy Analyst, Council Office, reviewed the budget adjustment.

A motion was made by Council Member Theodore, seconded by Council Member Bradshaw, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

3.8 Budget Adjustment: Mayor's Finance and Administration Requests \$600,000 to Hire a Partner to Access Opportunities to Ensure Efficiency, Effectiveness, and Accessibility for Countywide Services. [22-0861](#)

Attachments: [Staff Report](#)
[26901 - Countywide Operations Assessment](#)
[SLCo Retooling Project Overview v3](#)

Presenter: Megan Hillyard, Department Director - Administrative Services (Approx. 5 mins)
Discussion/Direction

Mayor Jennifer Wilson stated people are living in a time of transformation and volatility as the pandemic has affected all aspects of our lives. The world is no longer doing business as usual. Many Council Members have approached her about staffing issues and they have found ways to incentivize employees differently. This presentation suggests employee investments be considered. Many of the services the County offers can move to digital.

Ms. Megan Hillyard, Director, Administrative Services Department, delivered a PowerPoint Presentation entitled Salt Lake County Retooling Initiative. She reviewed Focus Areas, Who/What the project is, Stakeholders

Engagement, and Outcome. Versions of this project have been in the works for the last couple years and the County is trying to capture opportunities to be innovative with how people receive services. This project will not be successful if not done in collaboration with all County elected officials because these opportunities are interwoven. She would like to establish a project committee that is nimble, but inclusive. A consultant is also critical to help ask the right questions.

Council Member Snelgrove asked if the \$600 thousand would come from American Rescue Plan Act (ARPA) or General Fund dollars. He also asked who the consultant would likely be. There are capable and competent managers in the County and he wondered to what extent we would be outsourcing something that could be done internally.

Mr. Darrin Casper, Deputy Mayor of Finance and Administration, stated the dollars would come from the General Fund.

Ms. Hillyard stated the County has excellent managers and competent people, but it does not have the bandwidth necessary. She has been told by state partners that there is a high value in getting a partner who has some neutrality.

A motion was made by Council Member Winder Newton, seconded by Council Member Granato, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried 8 to 1, with Council Member Snelgrove voting "Nay".

3.9 Changes to Human Resource Policies

[22-0831](#)

Attachments: [Staff Report](#)
[1-200_Definitions_ZLL_11July22.pdf](#)
[2-100_Employment Status_ZLL_16Aug22.pdf](#)
[3-200_Reasonable Accommodations_ZLL_11July22.pdf](#)
[3-1200_Admin Separations_ZLL_11Aug22.pdf](#)
[4-200_Leave Practices_ZLL_11July22.pdf](#)
[4-600 Family and Medical Leave Act_ZLL_11July22.pdf](#)
[4-1000_Long Term Disability_ZLL_11July22.pdf](#)
[COW Sept 13 22.pdf](#)

Presenter: Nilsa Carter, Human Resource Associate Division Director (Approx. 15 mins)

Discussion/Direction

Ms. Nilsa Carter, Associate Director, Human Resources, delivered a PowerPoint Presentation entitled: Human Resources Policy Adjustments. She reviewed HR Policy Revisions; Human Resources Policy 3-1200: Administrative Separations; Human Resources Policy 1-200: Definitions & 2-100: Employment Status; HR Policies: 3-200, 4-200, 4-600; HR Policy 4-1000: and Long Term Disability Program.

Council Member Snelgrove asked if Human Resources has reached out to Utah Public Employees Association (UPEA) and Utah Alliance of Government Employees (UAGE) regarding these changes.

Ms. Carter stated it had, and one agency requested some changes to the hire-back policy. These changes would entail not requiring employees to undergo a second probationary period if the hire-back occurred within six months to a year of leaving, depending on the organization.

Ms. Sharon Roux, Director, Human Resources, stated that conversation led to some ideas about what the County might do to modernize its current practices involving retention of benefits with rehires.

Council Member Bradley stated he was confused about the wording “with or without a reasonable accommodation.” He asked if it was worth taking time to rewrite that language or if Human Resources felt the language was clear already.

Ms. Carter stated terminology, while confusing, is straight from federal Americans with Disabilities Act (ADA) language. The language refers to any scenario where an employee still cannot perform the duties of their job even after having received reasonable accommodation. Human Resources has consulted with legal counsel regarding this language and it is confident modification is not necessary.

Mr. Ralph Chamness, Deputy District Attorney, stated it is important to recognize these are all non-disciplinary situations. The constitution requires a certain level of due process in a disciplinary setting. The scenarios being

discussed today all deal with separation for medical reasons.

A motion was made by Council Member Snelgrove, seconded by Council Member Granato, that this agenda item be approved and forwarded. The motion carried by a unanimous vote.

3.10 Presentation on Proposed Enactment of New Public Access Records Management Ordinances and Policies [22-0825](#)

Attachments: [Staff Report](#)
[Letter to Council - Enactment of New Public Access & Records Management Ordinance & Policies](#)
[GRAMA PPT for Council 9.13.22](#)
[6 - RIM Crosswalk](#)

Presenter: Megan Hillyard, Administrative Services Department Director; Maren Slaugh, Records Management & Archives Division Director/County Records Manager (Approx. 15 mins)
Informational

Ms. Megan Hillyard, Director, Administrative Services Department, stated this project was a huge undertaking as the team attempted to rewrite all the Government Records Access and Management Act (GRAMA) policies to meet the legislative intent from earlier this year. She delivered a PowerPoint Presentation entitled GRAMA Policies Overhaul Project. She reviewed Project Goals; the Process; Socializing with Key Stakeholders; and Summary of Proposal. She recognized Ralph Chamness and Gavin Anderson from the District Attorney's Office for their contribution to reviewing these policies. They were able to condense everything, making it more concise and removing the duplicative language. The main request they received from all County agencies was to implement a flat fee, which they have done. Additionally, the first thirty minutes of research will be free of charge.

Council Member Snelgrove asked if the \$25/hour fee mentioned in the presentation might be cost-prohibitive to some individuals.

Ms. Hillyard stated most GRAMA requests are filled in the first 30 minutes.

Ms. Maren Slaugh, Manager, Records Management and Archives, stated agencies will work with the person requesting the information and usually do not want to have to charge a fee when it can be avoided.

Mr. Mitchell Park, Legal Counsel, Council Office, stated the statute and policy both state the fee is not mandatory, and individual agencies always have the discretion to waive fees as they deem appropriate.

Mayor Jennifer Wilson thanked Ms. Hillyard and Ms. Slauch and others for their work. GRAMA policy is complex; this was a huge undertaking.

- 3.11 An Ordinance of the Legislative Body of Salt Lake County Amending Chapter 2.82, Entitled “Records Management,” of the Salt Lake County Code of Ordinance, 2001; Regarding the Management of County Records and the Application to the County of the Governmental Records Access and Management Act** [22-0856](#)

Attachments: [Staff Report](#)
[4 - NEW GRAMA Ordinance](#)
[Existing County GRAMA Ordinance](#)

Discussion/Direction

A motion was made by Council Member Winder Newton, seconded by Council Member Bradshaw, that this agenda item be approved and forwarded to the 4:00 PM Council meeting to be introduced. The motion carried by a unanimous vote.

- 3.12 Repeal of Salt Lake Countywide Policies Nos. 2000, 2005, 2010, 2030, 2040, 2050, 2060, 2070, 2080, 2100, 2105, 2110, 2115, 2120, 2125, and 2130** [22-0857](#)

Attachments: [Staff Report](#)
[Obsolete Policies](#)

Discussion/Direction

A motion was made by Council Member Winder Newton, seconded by Council Member Bradshaw, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

- 3.13 Adoption of Salt Lake County Policy 2010: Public Records Access Policy** [22-0858](#)

Attachments: [Staff Report](#)
[2 - NEW 2010 Public Access Policy](#)

Discussion/Direction

A motion was made by Council Member Winder Newton, seconded by Council Member Bradshaw, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

3.14 Adoption of Salt Lake County Policy 2020: Records and Information Management Policy [22-0859](#)

Attachments: [Staff Report](#)
[3 -New 2020 Records Management Policy](#)

Discussion/Direction

A motion was made by Council Member Winder Newton, seconded by Council Member Bradshaw, that this agenda item be approved and forwarded to the 4:00 PM Council meeting for ratification. The motion carried by a unanimous vote.

3.15 Council Discussion of Funding Options for the Salt Lake County Library System [22-0862](#)

Presentation: Darrin Casper, Deputy Mayor of Finance & Administration (15 minutes)

Discussion: Councilmembers (15 minutes)

Attachments: [Staff Report](#)

Presenter: Chair Stringham (Approx. 30 mins)

Discussion/Direction

Mr. Darrin Casper, Deputy Mayor of Finance and Administration, delivered a PowerPoint presentation entitled Library Finances: Key Issues. He reviewed Inflation and Growth, Revenue Growth, and Existing Structural Deficit 2023. He then reviewed two possible long-range plans. The first would increase taxes by 25.65 percent with an advertisement this fall to be effective November 2023. The County would allocate \$5 million both in 2022 and in 2023 from American Rescue Plan Act (ARPA) funds. Those dollars would be used to catch up on additional deferred maintenance. There would also be an effort to raise \$1 million in funds per year from 2024

through 2029. Some of the previous libraries discussed were omitted from this plan, but Sandy, Tyler, Whitmore, and West Valley Libraries remain. The second possible plan would use ARPA funding to “kick the can” down the road. The minimal amount necessary to do this would be \$3.9 million. This scenario does not incorporate all the other projects discussed.

Council Member Newton asked if West Valley, Tyler, Whitmore, and Sandy Libraries are the most in need of deferred maintenance.

Mr. Casper stated they are, and this would be a question for James Cooper to address.

Mr. James Cooper, Director, Library Services stated libraries have transitioned from a transactional resource to a transformational resource. Riverton Library has about 11,000 to 12,000 visitors a month. While there is a decline in visitor ship, it is still experiencing about 650 visitors per hour. And while much of it is digital, there are still a lot of items checked out. Visitors tend to stay for longer periods of time. Libraries now offer services like 3-D printing, robotics, coding, resources for small business, etc.

Ms. Robin Chalhoub, Director, Community Services Department, stated Mayor Wilson had talked about a satellite library in Bluffdale and the County tried that in Herriman years ago. There is an opportunity to think about that as an in-between phase for Bluffdale.

Council Member Alvord stated he was glad the Council decided to wait two more weeks before voting on this issue. He asked Mayor Wilson which of the two long-range plans presented by Mr. Casper she would rather go with.

Mayor Jennifer Wilson stated she preferred to go with the option outlined, which included the 25.5 percent tax increase. She was glad Mayor Finance found a way to use some of the ARPA funds and felt it was a good percentage to use. She felt the plan recommended was a give-and-take, and a compromise everyone could live with.

Council Member Alvord stated he did not see taking the \$3.9 million as a “can kick”. Libraries are becoming more like community centers. The County charges admission fees to the recreation centers. He wondered if

there should be a survey to see if a tax increase is supported. A tax increase would affirm the County’s commitment to brick and mortar, which might not be the future. He would love the opportunity to present to Council some of national trends he has been seeing in libraries.

Council Member Bradshaw stated he was hesitant when Council Member Newton suggested the use of ARPA funds two weeks ago, but he has changed his mind since receiving more specificity about how the funds will be used.

A motion was made by Council Member Bradshaw, seconded by Council Member Granato, that Council provide direction to the Administration to move forward with the implementation of the scenario presented by Mr. Casper, which would utilize the \$5 million in 2022 and \$5 million 2023 in ARPA funding.

Council Member Snelgrove stated he would like to make a substitute motion because the impact of a tax increase to constituents has not been discussed. In his opinion, the best use of ARPA dollars is for the Library.

A substitute motion was made by Council Member Snelgrove that the Council appropriate \$14 million in ARPA funding to the Library Fund to continue library operations for fiscal year 2023 and direct Library staff to prepare the 2024 budget with a library tax adjustment sufficient to cover the operational and debt services payments for the Library system as outlined in its long-range plan. Council Members, working in conjunction with Library fiscal staff, will continue to look for ways to save taxpayer dollars by reducing expenses or looking for additional revenue sources over the next year. The motion failed for lack of a second.

A substitute motion was made by Council Member Alvord, seconded by Council Member Theodore, that the Council allocate \$3.9 million in ARPA funds for eligible government operations at the County Library System in fiscal year 2023. The motion failed by the following vote:

Aye: Council Member Snelgrove, Council Member Alvord, and Council Member Theodore

Nay: Chair Stringham, Council Member Bradley, Council Member DeBry, Council Member Bradshaw, Council Member Winder Newton, and Council Member Granato

A motion was made by Council Member Bradshaw, seconded by Council Member Granato, that the Council provide direction to the Administration to move forward with the implementation of the scenario presented by Mr. Casper, which would utilize the \$5 million in 2022 and \$5 million 2023 in ARPA funding and that this be forwarded to the 4:00 PM Council meeting for ratification. The motion carried by the following vote:

Aye: Chair Stringham, Council Member Bradley, Council Member DeBry, Council Member Bradshaw, Council Member Winder Newton, and Council Member Granato

Nay: Council Member Snelgrove, Council Member Alvord, and Council Member Theodore

4. CONSENT ITEMS:

5. ITEMS FROM COUNCIL MEMBERS

5.1. Internal Business

6. APPROVAL OF MINUTES

6.1 Approval of August 23, 2022 Council Work Session Minutes [22-0816](#)

Attachments: [082322 - CWS Minutes](#)

A motion was made by Council Member Bradshaw, seconded by Council Member Winder Newton, that this agenda item be approved. The motion carried by a unanimous vote.

ADJOURN for BOE

The meeting was adjourned at 4:00 PM.

SHERRIE SWENSEN, COUNTY CLERK

By _____
DEPUTY CLERK

By _____
CHAIR, SALT LAKE COUNTY COUNCIL

