

Salt Lake County Council

Committee of the Whole

~MINUTES~

Tuesday, September 19, 2017

[2:08:41 PM](#)

Committee Members

Present:

Jennifer Wilson
Richard Snelgrove
Jim Bradley
Michael Jensen¹
Aimee Winder Newton
Sam Granato¹
Max Burdick
Steven DeBry, Chair

Excused:

Arlyn Bradshaw

Citizen Public Input ([2:31:56 PM](#))

Ms. Patty Dwyer spoke under "Citizen Public Input" regarding ideas for homelessness. She suggested smaller communities could each help two to four families with encouragements and a chance to thrive.



Review of Proposed Hires ([2:09:04 PM](#))

Mr. Brad Kendrick, Budget & Policy Analyst, Council Office, reviewed the following proposed hires:

Agency

Position

Salt Lake County Jail

Psychiatrist 27

Solid Waste Management Facility

Landfill Traffic Controller 9

Immunizations

Bilingual Office Specialist 10

Criminal Justice Services Division

Data Analyst 14
2 Case Manager Probation 14

¹ Participated electronically.

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Surveyor's Office

Chief of Party 14/15

Salt Lake County Health Department

Time limited Health Educator 14

Parks & Recreation Division

3 Building Operations Manager 11



Interim Budget Adjustments ([2:09:15 PM](#))

Mr. Brad Kendrick, Budget & Policy Analyst, Council Office, reviewed the following interim budget adjustment requests, which have been placed on the Council agenda for formal consideration:

District Attorney's Office

Interim budget adjustment to reclassify an Office Specialist to a Paralegal II.



Mayor's Finance

Interim budget adjustment of \$30,162,670 to update the pass through taxes budgets related to mass transit sales taxes, corridor fees, and the State TRT Fund Diversion of transient room tax. This includes transferring revenues and expenses budgeted for Proposition 1, and for corridor pass through as a result of HB332, and adds an additional cushion for increases in 2017.



Sheriff's Office

Interim budget adjustment of \$27,740 for an additional Drug Court Officer. This is an increase to the Unified Police Department's contract for October-December 2017, and will be annualized in 2018.

Mr. Darrin Casper, Deputy Mayor of Finance and Administration, reviewed an appropriation summary for Operation Rio Grande covering 2017, 2018, and 2019. The County must come up with a certain amount of money to adhere to the agreement with the State. However, the State is contributing a lot of money to this issue. The County's overall contribution is estimated to be \$13.5 million over a two year period.

Council Member Wilson stated in the next few weeks she would like to see additional figures relating to the State's contributions, as well as those from the Unified Police Department and the Salt Lake City Police Department.

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Interim budget adjustment to reclassify 5 full-time Nurse positions to EMT positions.

Interim budget adjustment to increase the starting wage for new hires in the Jail Health Services Division in an effort to recruit for vacancies, and to bring up the starting wage for current employees.

Council – Tax Administration

Interim budget adjustment of \$5,649 to purchase a copy machine. This will entail transferring funds from Temp Salaries to Capital Assets Office Equipment.

Flood Control Engineering

Interim budget adjustment of \$500,000 for Killyon Canyon bike lanes. This will entail the Office of Regional Transportation, Housing & Economic Development transferring First Class Highway funding.

Interim budget adjustment of \$40,000 to analyze water samples in the Jordan River watershed for the presence of E.Coli. Expenses will be reimbursed from a Non-Point Source grant.

Community Services Department

Interim budget adjustment of \$19,100 for a high capacity copy/scanning machine at the Eccles Theater. Funding will come from savings in utility expenses.

Interim budget adjustment of \$32,551 to purchase a pickup truck for the Eccles Theater. Funding will come from savings in utility expenses. This request must also be reviewed by Fleet Management.

Interim budget adjustment of \$13,128 for a .75 ArtTix Shift Supervisor at the Eccles Theater. Funding will come from savings in utility expenses.

Interim budget adjustment of \$29,329 for an ArtTix System Administrator at the Eccles Theater. Funding will come from savings in utility expenses.

Interim budget adjustment of \$21,794 for an Event Coordinator at the Eccles Theater. Funding will come from savings in utility expenses.

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Interim budget adjustment of \$14,735 for a Facilities Operations Worker at the Eccles Theater. Funding will come from savings in utility expenses.

Interim budget adjustment of \$21,881 for a Stage Manager at the Eccles Theater. Funding will come from savings in utility expenses.

Mr. Kendrick stated this is the first year of operation for the Eccles Theater. Many of the operating costs for the theater were estimates. The utility estimate turned out to be too high, and the actual utility costs will be about \$500,000 under budget. Other operations expenses are in line and revenues are trending upward. A lot of new performances have been added. These requests are for additional uses of the theater.

Council Member Newton stated she recalled that the County was operating the theater, but the proceeds would somehow be split with Salt Lake City.

Mr. Casper stated the first \$850,000 of Eccles revenue goes into a capital reserve fund. The next \$600,000 is a dividend to Salt Lake County to offset losses at the Capitol Theater. The next \$300,000 goes to Salt Lake City. All revenue after that is split 50/50 between the County and City. Projections are trending positive and the County's dividend will likely be beyond expectations.

Council Member Snelgrove, seconded by Council Member Wilson, moved to approve the requests and forward them to the 4:00 p.m. Council meeting for ratification. The motion passed unanimously.



Real Estate's Request for a New FTE ([2:37:10 PM](#))

The Council reviewed a request from the Administrative Services Department for an interim budget adjustment of \$19,785 for an FTE within the Real Estate Section to perform duties that had previously been done by an employee from the Facilities Management Division, but who is no longer with the County. Funding that was being used for the Facilities Management Division employee will pay for the new FTE.

Ms. Megan Hillyard, Director, Administrative Services Department, stated this would be a self-funded FTE. Funds are available in the Real Estate budget that could be moved to personnel to bring the Real Estate staff up to three FTEs. Currently, they are recruiting for the Real Estate Manager position. Mr. Lee Colvin, who managed the Real Estate Section for years, retired in 2015. His replacement, David Clemence, resigned after one year because of the extensive workload. Mr. Colvin has temporarily returned to his former position until a new manager can be hired. Between the tenures of Mr. Colvin and Mr. Clemence, the workload fell behind especially on the constituent side. She delivered a PowerPoint presentation covering the history of Real Estate staffing, workload, timing, and the role of the Facilities Project Manager.

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Council Member Wilson asked how many FTEs were currently within the Real Estate budget.

Mr. Hillyard stated there are currently two FTEs in Real Estate – the vacant Real Estate Manager, and Gary Ladle, Senior Appraiser. They are asking for a third FTE – a Real Estate Specialist – who could focus on lease and tax deed work. The concern is that Real Estate will lose the new manager if the office is not adequately staffed.

Council Member DeBry asked why the FTE could not just be transferred from Facilities to Real Estate. Then, Facilities could make a request for a new FTE during the normal budget process.

Ms. Hillyard stated the Real Estate Section is no longer within the Facilities Management Division. It is now under Administrative Services. One of the confusing things is the position that Real Estate was borrowing was a Facilities Project Manager, which is funded out of the Internal Services 650 Fund. That is different than the Real Estate positions which are General Fund positions. The Facilities Project Managers charge their time to the agencies that demand the work. At any given time, Facilities will have one or two vacant Project Manager positions, which is key to the flexibility needed in Facilities. Therefore, the Real Estate positions and Facilities positions were not meant to be co-mingled.

Mr. Darrin Casper, Deputy Mayor of Finance and Administration, stated the County has \$100 million in capital projects going forward. The Facilities project management staff will be fully booked and working at or above capacity for the next two years.

Mr. Rory Payne, Director, Facilities Management Division, stated his office has open recruitment with Human Resources in order to ramp up for next year.

Council Member Newton stated there is no budgetary impact for 2017, and this money was already being used to pay an employee salary from Facilities. She asked if there would be a budgetary impact for 2018.

Ms. Hillyard stated no. She stressed the large workload facing the Real Estate Section.

Council Member Snelgrove stated he has not heard any constituent complaints about the service level in the Real Estate Section.

Ms. Hillyard stated the current two FTEs in Real Estate are the lowest level of staffing the section has ever had. It has had as many as five FTEs at one time, but three will right size the section.

Council Member Snelgrove asked if it would be more cost efficient to use part time help or pay overtime than to have a new FTE.

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Ms. Hillyard stated they have used outside help on quite a few tasks, such as water rights. Other County agencies also rely on Real Estate to help them navigate the process. In addition, a County employee will always have the County's best interest at heart when negotiating.

Council Member Wilson asked how the Real Estate Operations budget could sustain an \$80,000 hit on an ongoing basis.

Ms. Hillyard stated Real Estate has been using that \$80,000 in Operations to pay for the Facilities Project Manager for quite some time.

Council Member Jensen stated moving funds from Operations to Personnel is problematic. In addition, the issues surrounding Rio Grande will be a higher budget priority for the Council this budget cycle.

Council Member Newton stated she understood the problem of moving money from Operations to Personnel, but with this situation they are using 2.8 FTEs now. If the Council does not approve this FTE, Real Estate will use the \$80,000 for contract help. She would prefer to have the funds spent in the proper line item.

Council Member Wilson stated she needed a better business justification for this FTE.

Mr. Javaid Lal, Fiscal Manager, Administrative Services Department, stated some revenue from that comes into Real Estate, and he would be glad to come back to the Council with an analysis of that.

Ms. Hillyard stated Real Estate cannot take advantage of any revenue sources because it does not have the staff to look at properties. She had a meeting with Taylorsville City yesterday. There are County tax deeds Taylorsville would like the County to maintain at a better service level. The County should be negotiating with the cities to get them to take over these tax deeds. It is not a good use of County dollars to have Real Estate looking over these little strips, but they are a real eyesore in these communities. There are hundreds of parcels throughout the County that could result in additional County revenue, but there is no staff to tackle that project.

Council Member Wilson stated she would like to see the revenue analysis. She is also more comfortable reviewing this FTE along with other requests during the budget cycle.

Council Member Burdick stated the Real Estate website talks about maintaining current inventory of County owned property. He asked what was involved with that.

Ms. Hillyard stated Mr. Colvin used to keep track of County parcels. With the help of the Surveyor's Office, those parcels are now in electronic form.

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Council Member Burdick stated he could see where things got tough the last year and why somebody coming into that position may not want to stay. The workload in Real Estate seemed substantial and he was concerned that the section did not have enough staff.

Ms. Hillyard stated due to lack of staffing, constituent calls are not quickly returned. Work with the Homeless Resource Centers was a special project, but not an unusual flux in demand for staff time.

Council Member Burdick stated the Council needs to do a more in depth look at Real Estate staffing in the future.

Council Member DeBry asked what the urgency was in this request. It could wait until the budget cycle.

Ms. Hillyard stated from the day he walked in the door, David Clemence was ready to quit due to the workload. There are 56 applicants applying for his job. Two or three are qualified. She is concerned that no one will stick with the job if they do not have assurance the staff will be up to three. The County lost a tremendous skill set in David Clemence.

Ms. Erin Litvack, Deputy Mayor of County Services, stated she heard frustrations from other County agencies about the lack of staffing in Real Estate. Projects are being pushed and delayed. The internal customers are very frustrated.

Council Member Bradley stated the fact that Real Estate is asking for this FTE now shows they are desperate. The County has a staggering investment in real estate throughout the County and needs to have the staff overlooking it.

Council Member Jensen stated this request should be presented with all the others during budget sessions and weighed against other requests.

Council Member Newton stated these funds are already being used for personnel, and Real Estate cannot wait any longer since they are in the hiring process.

Council Member Newton, seconded by Council Member Burdick, moved to approve the request.

Council Member Burdick stated the Council still needs to evaluate this during the budget process. Even though things are tight, the Council can make sure this section is taken care of.

Council Member Newton, seconded by Council Member Burdick, moved to approve the request. Council Member Newton amended her motion to approve the request providing it is FTE and revenue neutral, and that the FTE be taken from Facilities to Real Estate and a new FTE proposed in the 2018 Facilities budget. Council Member Burdick accepted the amendment. The motion failed 3 to 5 with Council

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Members Bradley, Burdick, and Newton voting in favor of the motion and Council Members Snelgrove, Wilson, Granato, Jensen, and DeBry voting in opposition.

Council Member Wilson stated she may very well support this request during the budget cycle. However, criminal justice will be the priority this year.



Technology Advisory Board (TAB) Ordinance ([3:16:47 PM](#))

Ms. Megan Hillyard Director, Administrative Services Department, reviewed the following ordinance, which has been placed on the Council agenda for introduction. (Final adoption of the ordinance will be considered at the Tuesday, September 26, 2017, Council meeting.)

Technology Advisory Board (TAB) Ordinance

This ordinance formally establishes a Technology Advisory Board (TAB).

Ms. Hillyard stated this ordinance establishes the membership of TAB, which will be similar to the Steering Committee with representatives from all elected offices and departments. This board is a recommending body to the Council, and as such, the two representatives from the Council will be nonvoting members.

Mr. Reid Demman, County Surveyor, stated there might be some overlapping issues between TAB and the GIS Steering Committee. The bodies have the same membership and are modeled after each other. There is a possibility that the two ordinances establishing these committees will need to be amended after further discussion, debate, and an analysis is done.

Council Member Newton, seconded by Council Member Burdick, moved to approve this ordinance and forward it to the 4:00 p.m. Council meeting to be introduced. The motion passed unanimously.



Overview Presentation of Assessor's Office ([3:25:30 PM](#))

Mr. Kevin Jacobs, County Assessor, delivered a PowerPoint presentation highlighting the responsibilities and duties of the Assessor's Office, statutory requirements, definition of market value, market sales, statistical models, historical residential percent change

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in market value over the past 20 years, residential value percent change throughout the valley for 2016 and 2017, parcel count history, FTE history, personal property, and appeals for both state and local in commercial and residential properties.



Overview Presentation of Surveyor's Office ([3:36:17 PM](#))

Mr. Reid Demman, County Surveyor, delivered a PowerPoint presentation highlighting the mission and performance measurement of the Surveyor's Office, 2017 budget update, 2017 initiatives and accomplishments, 2018 opportunities and future challenges. He stated the office has vacant FTE positions, but with the low unemployment rate, no qualified applications have been received.

Council Member Snelgrove asked if all departments throughout Salt Lake County are aware that the Surveyor's Office has a drone available for use.

Mr. Demman stated the Surveyor's Office has publicized it at every opportunity. There are other offices throughout Salt Lake County that have purchased drones as well.

Council Member Snelgrove stated as drone technology continues to evolve, there will be an increased use for it. He asked if the County would be better served and if it would be more cost effective to have the drone component within one department.

Mr. Demman stated he felt it should be a consolidated effort as opposed to 50 different departments buying drones. The County would be better served with a more centralized effort.

Council Member DeBry asked if wages needed to be increased in order to attract qualified applicants.

Mr. Demman stated he felt it was due to the low employment rate and a shortage of qualified individuals. His office is looking into the need of raising the starting salary to attract applicants.



Overview Presentation of Treasurer's Office

This matter was not discussed.



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CONSENT AGENDA ([3:24:47 PM](#))

Tax Matters

The Council reviewed the tax matters, which will be placed on the Council agenda for final approval and execution.

Council Member Wilson, seconded by Council Member Newton, moved to approve the tax matters and forward them to the 4:00 p.m. Council meeting for ratification. The motion passed unanimously. Council Member Snelgrove was absent for the vote.



Resolutions

The Council reviewed the following resolutions and agreements. The resolutions authorizing execution of the agreements have been placed on the Council agenda for final approval and execution:

Resolutions and Interlocal Agreements

Millcreek regarding indigent defense reimbursement.

Millcreek regarding justice court services.

Millcreek regarding justice court prosecution services.

Herriman City regarding Copper Creek Channel Improvements.

Council Member Wilson, seconded by Council Member Newton, moved to approve the resolutions and forward them to the 4:00 p.m. Council meeting for ratification. The motion passed unanimously. Council Member Snelgrove was absent for the vote.



Real Estate Matters

The Council reviewed the following real estate matters. The resolutions authorizing execution of the quit claim deeds have been placed on the Council agenda for ratification and execution:

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Resolutions and Quit Claim Deeds

Pay outstanding tax delinquency on two tax sale properties and convey them to Salt Lake County.

Surplus property located at 319 West and convey a portion of it to TAG SLC, LLC.

Surplus property located at 319 West and convey a portion of it to Steven F. Moosman.

Council Member Wilson, seconded by Council Member Newton, moved to approve the resolutions and forward them to the 4:00 p.m. Council meeting for ratification. The motion passed unanimously. Council Member Snelgrove was absent for the vote.

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The meeting was adjourned at [3:53:45 PM](#).

Chair, Committee of the Whole

Deputy Clerk

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