

Salt Lake County Council

Committee of the Whole

&

Budget Workshop

~MINUTES~

Tuesday, October 31, 2017

[1:21:13 PM](#)

Committee Members

Present:

Jennifer Wilson¹
Richard Snelgrove
Jim Bradley
Arlyn Bradshaw
Michael Jensen
Aimee Winder Newton
Sam Granato
Max Burdick
Steven DeBry, Chair

Citizen Public Input

No one appeared for Citizen Public Input.

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Review of New Hires ([1:21:34 PM](#))

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

Agency

Position

Sheriff's Office

Payroll Supervisor 14
Jail Clerk 10
Control Room Operator 12
Construction and Maintenance Specialist 11

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BUDGET WORKSHOP

¹ Participated electronically.

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Department Budgets ([1:24:41 PM](#))

Administrative Services

Ms. Megan Hillyard, Director, Administrative Services Department, delivered a PowerPoint presentation showing the Administrative Services Department's 2018 budget summary, with and without the Fleet Management and Human Resources Divisions, as these two divisions were moved out of the Administrative Services Department, and each of the following budgets:

<u>Division</u>	<u>County Funding</u>
Addressing	\$561,399
Records Management and Archives	\$472,631
Contracts & Procurement	\$962,751
Real Estate	\$313,552
Government Center Operations	(\$977,173)
Facilities Management	\$513,993
Facilities Services	\$312,696
Printing	\$33,381
Information Services	\$18,089,186
Technology Improvement Plan	\$500,000
Telecommunications	(\$395,184)

She also reviewed the following new requests:

- Addressing has a negative revenue amount of \$3,000 due to Millcreek and the Greater Salt Lake Municipal Services District, and an \$18,000 reduction in overtime.
- Records Management and Archives is asking to increase its operational budget by \$12,050 for ContentDM, Archives West, Oxygen Editor, and Operations.
- Real Estate is requesting a Real Estate Specialist FTE in the amount of \$81,846, but would reduce its Operations budget by \$79,140 to fund the FTE.
- Facilities Management is requesting an Energy Manager FTE in the amount of \$101,000.
- Facilities Services is requesting an upgrade to the Work Order System for \$101,000, and that Printing be moved into its division, which would result in a decrease of \$33,381.
- Information Services is requesting an increase for software maintenance, licensing, and support for \$194,600, a Harris Tax System FTE in the amount of \$135,622, a PeopleSoft managed services contract for \$262,800, IT infrastructure to support business continuity for \$117,280, and a Mainframe Migration Project Manager FTE in the amount of \$138,286, as well as technical adjustments, and a rebudget request of \$237,783 for the IJIS/Talend Project.
- Telecommunications is requesting a technology migration to SIP Routers for \$59,828, but will have a depreciation budget reduction of \$357,444, and has some technical adjustments.

Lastly, she gave an update of the Technology Advisory Board (TAB) and the projects it reviewed.

Council Member Newton asked if the Energy Manager FTE for Facilities Management needed to be an ongoing position or if a consultant could be brought in to help improve energy costs for a year. If the Council does decide the best way to go is to hire an FTE, she asked if that could be a time-limited position.

Ms. Hillyard stated energy efficient systems are constantly evolving and upgrades occur routinely. So overtime, a position like this would pay for itself. Administrative Services would be fine starting it out as a pilot program to see what that return on investment would be.

Council Member Newton stated having it be time-limited would be her preference. She would like to see the baseline numbers of all the County facilities to have something to compare that to and which can actually show outcomes.

Ms. Hillyard stated part of the reason Facilities Management is proposing this investment is because consultants charge a higher fee. It would be worth making the investment and keeping the institutional knowledge in the County. If the Council does make it a time-limited position, she asked that it be at least three years because it takes a couple of years to establish things like baselines. It would take that period of time to get the program up and running and start to see a return on investment.

Council Member Snelgrove asked if the scope of this Energy Manager would include Fleet or if that was a subspecialty aside.

Ms. Hillyard stated there is a lot of in-house Fleet expertise in terms of what made sense for vehicles. However, investing in things like electric power stations would be part of the scope of this position, and the person would work closely with the Fleet Division.

Council Member Newton stated some things on the TAB project list are new requests, yet things in Administrative Services, such as the Mainframe migration have not yet been funded. She asked if TAB looked at Information Services' (IS) needs overall. A year or two ago, the Council discussed the needs and potential risks in IS, and how behind it was. So, it worried her that Administrative Services was adding new things when it was not taking care of existing programs.

Ms. Hillyard stated all of the requests, including IS projects that have to be done, such as the Mainframe migration, are presented as concept documents and reviewed by TAB. Administrative Services did its best to marry business priorities and IS business priorities. It is a balance between keeping lights on, innovation, and looking for efficiencies. It is also difficult to weigh the different projects other agencies need compared with Administrative Services' needs. So the Mayor's Office wanted to change that through the TAB process.

Council Member Newton asked what projects Administrative Services would like to fund that were not in the Mayor's original budget, if it had funds to do so.

Ms. Hillyard stated the next items below the line are two enterprise projects – the Mayor's Finance BRASS upgrade, which needs to be done and was prioritized highly by TAB. However, it has between a \$700,000 and \$1 million price tag, so was not included in this year's budget. The document management system SIRE upgrade is also something that will be hurting soon.

Council Member Burdick asked where the project costs came from.

Ms. Hillyard stated IS in conjunction with the business develops a concept document using a new online form, which has about a 50 percent accuracy. They looked at best practice industry standards and the types of systems that are out there, for example, a work order system. Then, they do a best guess estimate on what the project costs would be.

Council Member Newton asked how the Council would know what projects on the TAB list were in the Mayor's proposed budget.

Ms. Erin Litvack, Deputy Mayor of County Services, stated the Mayor's Office can explain where projects are listed within the different budgets. She sat on the TAB last year, and one conversation it routinely had was establishing some kind of ongoing funding source to address technology issues as they change over time. The Mayor's Office will want to talk with the Council to identify a funding source long-term.

Council Member Jensen, seconded by Council Member Bradshaw, moved to tentatively approve the Administrative Services budget as presented, with the exception of making the Energy Manager FTE position a three-year time-limited position. The motion passed unanimously.

Mr. David Delquadro, Chief Financial Manager, Council Office, clarified that the Harris Tax System FTE and Mainframe Migration Project Manager FTEs were also time-limited and will be reviewed yearly.

Mr. Jason Rose, Legal Counsel, Council Office, stated it is implicit in every motion that the approved items will go into the tentative budget to be presented to the public.

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Other Budget Items ([2:08:06 PM](#))

Budget Process

Council Member Wilson stated she has been confused about whether or not the Council is directing Jason Rose, Legal Counsel, Council Office, to build a budget around the action items, and when or how the Council can go back and amend items later. She proposed asking Mr. Rose to tally the Council's actions. Then, do a final review of those actions, and allow the ability to pull something out individually in the late stages of the budget process.

Mr. Jason Rose, Legal Counsel, Council Office, stated it would be more appropriate for the Council's fiscal staff to do that.

Mr. David Delquadro, Chief Financial Manager, Council Office, stated the plan is to have a budget before Thanksgiving so that it can be put on display for the public 10 days prior to its approval. The final action is scheduled for December 5th. If the Council has items it wants to address between Thanksgiving and December 5, those can be done after the public hearing or as part of it. Now, the Council may want to focus on incrementally building the budget. There will be opportunities for it to review and revise or amend actions it has taken.

Council Member DeBry asked if the Council wanted the items it votes on to be placeholders, and then go back and adjust as needed.

Council Member Jensen stated the Council has always gone through every department and elected officials' budget and approved them, and everyone knows it can bring something back. He asked if Council Member Wilson was concerned about not being able to bring something back because maybe that had happened before.

Council Member Wilson stated she wanted to avoid reviewing something right away that had been voted on, so the budget could move forward. Then, she would want the ability to amend and clarify any concerns before the budget went on display.

Mr. Rose stated the statute contemplates that any Council Member can bring up any budget item during the course of the budget workshop since action is not final until after the budget hearing.

Council Member Newton suggested keeping a list of things Council Members want to consider if there are cuts elsewhere. She would like to consider the Mayor's Finance BRASS and SIRE upgrades.

Council Member Jensen stated traditionally, the Council has taken care of personnel first, and he would rather do that first. He asked when that would be on an agenda.

Mr. Delquadro stated compensation is scheduled to be discussed near the end, after the Sheriff has made her proposal on how she would like to allocate money among the sworn officers. That will be discussed next week. That is the only outstanding issue.

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Council Member Jensen stated traditionally, the Council has given the Sheriff a pot of money and the Sheriff has divvied it out. New dollars are not being appropriated, apart from what the Mayor has proposed.

Mr. Delquadro stated the question is whether increases for sworn officers will occur on the anniversary date for the hires, or be effective on January 1st. If the increases occur on the anniversary date, the amount of money proposed will only be half enough, assuming that there is an even distribution of those anniversary dates throughout the year. That would have an annualization effect double to what was appropriated this year.

Council Member Jensen, seconded by Council Member Bradshaw, moved to support the Mayor's compensation plan as presented, with the exception of adding in a one-time 1 percent longevity for the redlined employees; and to attach legislative intent that the Council be provided with periodic updates and explanations as to what is going to be done with the money that has been set aside for compression, so that the employees have a timeline; and noting that when the Sheriff comes in with her plan, the compression plan will be updated. The motion passed unanimously.

Mr. Delquadro stated in the recent past, the longevity has occurred in January, not in December as it used to be.

Council Member Jensen stated he was okay with whatever the new process has become.

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COMMITTEE OF THE WHOLE

Ordinance and Countywide Policies and Procedures ([2:19:42 PM](#))

The Council reviewed an ordinance and the following Countywide policies and procedures. The ordinance will be introduced during the 4:00 p.m. Council meeting and the policies and procedures have been placed on the 4:00 p.m. Council agenda for ratification and execution:

- #2000 – GRAMA Records Management Policy & Procedure Definitions
- #2030 – GRAMA Access to Records
- #2040 – GRAMA Appeals Procedure
- #2050 – GRAMA Guidelines regarding Public and Non-Public Records and Personal Privacy
- #2070 – GRAMA Records Retention Scheduling Process
- #2110 – GRAMA Disposal of Records
- #2120 – GRAMA Administration (GRAMPA)

Ms. Maren Slaugh, Manager, Records and Archive Division, stated the ordinance and the policies relate to the Government Records Access Management Act

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(GRAMA) appeal process and makes the necessary changes in order to comply with the new statute that was adopted by the State Legislature in 2017.

Ms. Dianne Orcutt, Deputy District Attorney, stated most of the changes are minor. The major change is the removal of the local appeals board. There are already three levels of appeals built into the statute. The ordinance and policies take away the unnecessary level of appeals. It better serves both the County and the public and expedites the appeals process.

Mr. Jason Rose, Legal Counsel, Council Office, stated getting rid of the extra appeals board will make the appeal process more efficient for appellants. The appellants will be able to go directly to the State Records Committee instead of going through three to four levels of appeals at the County level.

Council Member DeBry asked if these changes bring the County into compliance with the new state statute.

Mr. Rose stated yes.

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

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BUDGET WORKSHOP

Elected Officials

Assessor's Office ([2:25:15 PM](#))

Mr. Kevin Jacobs, County Assessor, stated due to programming issues with the proposed DARWIN System, the Assessor's Office has not received its property segregations. There are typically 3,000 to 5,000 of these per year. This work is running six months behind and office staff will need to work overtime to catch up. He wanted the Council to be aware of this, since additional funds would be needed to cover overtime expenses, which he would request during the June mid-year budget discussions.

Council Member Jensen asked how much additional funding would be needed.

Mr. Jacobs stated the maximum would be \$6,500 to \$6,800.

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Council Member Bradshaw, seconded by Council Member Jensen, moved to approve the Assessor's budget as recommended by the Mayor. The motion passed unanimously.

Auditor's Office ([2:28:09 PM](#))

Mr. Scott Tingley, County Auditor, stated the FTE count within the Auditor's General Fund has a negative 1 FTE. This is due to the transfer of the FTE from the General Fund to the Tax Administration Fund within the Auditor's budget. His office is asking for a slight increase of \$55,639 to accommodate the FTE. This addition is included within the Mayor's recommended budget.

Council Member Jensen, seconded by Council Member Burdick, moved to approve the Auditor's budget as recommended by the Mayor. The motion passed unanimously.

Recorder's Office ([2:30:40 PM](#))

Mr. Adam Gardiner, County Recorder, stated instead of asking for additional employees, he tried to find cost savings elsewhere within his budget. It was decided to try outsourcing customer support, data services, and billings. This is a one-year trial that will hopefully free up employees' time to do other work.

Council Member Jensen, seconded by Council Member Burdick, moved to approve the Recorder's budget as recommended by the Mayor. The motion passed unanimously.

Surveyor's Office ([2:32:27 PM](#))

Mr. Reid Demman, County Surveyor, stated there are no new requests within the Surveyor's budget.

Council Member Jensen, seconded by Council Member Burdick, moved to approve the Surveyor's budget as recommended by the Mayor. The motion passed unanimously.

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Treasurer's Office ([2:34:38 PM](#))

Mr. Wayne Cushing, County Treasurer, stated this year the Treasurer's Office requested a new camera system, which was included within the Mayor's recommended budget.

Council Member Jensen, seconded by Council Member Newton, moved to approve the Treasurer's budget as recommended by the Mayor. The motion passed unanimously.



Departments/Divisions

Public Works Department ([2:41:47 PM](#))

Mr. David Delquadro, Chief Financial Manager, Council Office, stated Public Works is an area with several policy discussions that will take some time. They include the \$1.2 million in surplus money coming to both Salt Lake City and Salt Lake County from the landfill, and the possibility of closing the transfer station. There is also a discussion about Animal Services' General Fund money and what it will be used for.

Mr. Scott Baird, Director, Public Works & Municipal Services Department, delivered a PowerPoint presentation. He reviewed the proposed 2018 budget, Municipal Services District (MSD) reductions, overhead relief, General Fund requests, rate changes, and individual budgets for each division within Public Works.

Council Member Newton asked if the money from Public Works contract cities went directly to the County or through the Municipal Services District (MSD).

Mr. Baird stated those funds go directly to Salt Lake County.

Mr. Jared Steffey, Fiscal Administrator, Public Works & Municipal Services Department, stated non-MSD revenue incorporates other cities that are not in the MSD, but are still contractors with the County.

Council Member Jensen asked if SB 277 funds were given to the County by the State Legislature.

Mayor Ben McAdams stated those funds are designated for the metro townships. The proposal in the budget asks that those funds be sent to the MSD to ask if it agrees with the spending plan.

Council Member DeBry asked if all cities that contract with Animal Services are treated the same.

Mr. Baird stated all of the cities will soon be paying the full cost for their operations. Some cities are on a three-year plan to absorb the cost increases.

Mr. Steffey stated the entities paying the full amount right now are the metro townships and Millcreek City. Riverton City has announced it will pull out of its Animal Services contract due to the increased costs.

Council Member DeBry stated the County needs to keep those contracts.

Mr. Baird stated Animal Services are doing everything it can to keep those contracts, including giving the cities a step plan to increase costs.

Mr. Delquadro stated Animal Services is asking for \$160,000 for a new software program. The request has been reviewed by the Technology Advisory Board (TAB), but TAB was not aware of the \$160,000 annual cost for the software. That is unusual and unprecedented. That part was never vetted by TAB and the software request was not a high priority for TAB. He asked why the ongoing costs for the software were so high.

Mr. Steffey stated the \$160,000 ongoing is for internal costs associated with running the software program, such as setting up users, designing reports, ongoing licensing and maintenance. The \$160,000 implementation cost is for working with the cities to get their information out of their current systems and migrated to this new Countywide system.

Mr. Delquadro asked for a price breakdown for each aspect, such as maintenance, licensing and workload.

Mr. Baird stated he would provide that breakdown.

Council Member Bradshaw asked if the annual cost was variable depending upon how many cities joined the program, or if it was anticipated that all cities would join the program.

Mr. Steffey stated the program would be regionalized so that all cities would be participating.

Ms. Talia Butler, Director, Animal Services Division, stated she has met with representatives from every contract city and they are all in favor of this. The software will help citizens reunite with their pets. It will also regionalize the efforts of Animal Control Officers. Recently, an Animal Control Officer was attacked by a dog that had previously attacked two other people. However, because the other attacks were in two different cities, the information was not shared and resulted in injury to the officer. Another huge benefit would be online licensing of pets.

Council Member DeBry stated sharing of information is critical to Animal Control Officers.

Council Member Newton stated it appears the initial \$160,000 is coming from under expend. She asked how Animal Services had money left over in its account.

Mr. Steffey stated in 2017, the division RIF'd six positions. Currently, another six positions are vacant.

Ms. Butler stated since Animal Services is an enterprise fund, revenues gained from contracts comes directly to Animal Services. It is using that money to pay for start up costs for the software.

Mr. Delquadro stated if the under expend funds were being moved from Personnel to Operations, a year-end budget adjustment would be necessary.

Mr. Steffey stated this is a capital request so he will be coming to the Council to request a capital appropriation adjustment.

Mr. Delquadro stated it was his understanding that 2017 under expend would default to Animal Services' fund balance. Then in 2018, Animal Services will come to the Council in the beginning of the year and request an appropriation for the \$160,000.

Council Member Newton stated Animal Services has a very tricky budget because certain things come from the General Fund and others from revenue from contract cities. Her first preference would be that all cities contract with the County for cost savings. She suggested a larger policy discussion about the Animal Services' countywide role. The new system sounds terrific but perhaps other things are a higher priority. After looking at the TAB priority list, she is not comfortable funding the software. She asked that the \$160,000 for new software be put on the Council's list of items to be revisited at the end of the budget workshops.

Ms. Butler stated the Animal Services' budget is difficult. It works hard to make sure everything is pulled from the right location. In addition, this Council and its employees care deeply about the shelter's no kill mission. Salt Lake County is nationally recognized as one of the largest no kill shelters. A lot of other cities do not care about that. For that reason, Animal Services would like all of the cities' no kill programs to be controlled by the County and not the cities. The Salt Lake County shelter is the gold standard in animal care.

Council Member Newton asked how much was spent overall on countywide projects.

Ms. Butler stated in 2017, it was \$1.239 million. For 2018, Animal Services is asking for an additional \$297,000 for a total of about \$1.5 million, or about 25 percent of overall revenue.

Council Member Newton stated when this is further discussed in January the contract cities should be included.

Mr. Baird stated the new software will help with the mission of regionalization and the budget shortfall with contract cities. Moving that program into the General Fund will help with that shortfall.

Mr. Rick Graham, Deputy Mayor of Operations, reviewed a recommendation to transfer one FTE to the Unified Fire Authority. However, upon further consideration this may not be the best place for that FTE. The Mayor's Office/Public Works is exploring other options. He did not want to lose that position. The Emergency Management function of the budget has two employees, but he did not know where to put them so they get the support and supervision they need.

Council Member Jensen suggested the FTE be kept where it is as a placeholder. After the first of the year, Mr. Graham can come back to the Council and ask to have it moved.

Council Member Newton asked if the County was losing \$2.6 million each year at the transfer station.

Mr. Steffey stated the budget is balanced because the landfill subsidizes the transfer station. The transfer station as a profit center loses \$2.7 million per year.

Mr. Delquadro stated the \$2.6 million is a net number. The assumption is that there will be less revenue from tipping fees if the transfer station is closed. That is where the \$2.7 million comes from.

Mr. Baird stated his office will be doing a study to assess all impacts to closing the transfer station.

Council Member Newton asked if they were still considering a January 1, 2018, closing date.

Mr. Baird stated the numbers in the budget reflect that closing date. However, that is not going to happen because the matter still needs to be studied.

Council Member Newton asked why the \$1.2 million dividend Salt Lake County and Salt Lake City receive from the landfill is not put back into the subsidy to cover the transfer station.

Mr. Baird stated the dividend is one-time money; the subsidy for the transfer station is ongoing.

Mr. Steffey stated the dividend money comes to the City and County regardless of whether there is a profit or not.

Mr. Baird stated the one-time distribution comes from the money that is in excess of the needed post-closure fund.

Council Member Newton stated there needs to be a serious public process involved in closing the transfer station. It will have a serious effect on many stakeholders and their budgets. Perhaps another entity would like to take over the transfer station or use it for something else.

Mr. Baird stated the study will determine the closure timeline and what to do with the transfer station once it is closed.

Council Member Bradley stated the Council should be careful not to co-mingle the idea of the owners' dividend with the operation of the transfer station. The County is not under any obligation to subsidize the rest of the County through the transfer station and it should not do that. However, there would be severe repercussions if it closed January 1. There needs to be a plan involving alternatives and costs.

Council Member Jensen asked if the transfer station is not closed on January 1, how much each additional day cost the County.

Mr. Steffey stated the Solid Waste Management revenues are not the same every month. However, they do have a percentage breakdown per month, which it can show the Council.

Council Member Jensen stated the longer the transfer station is open, the more out of balance the budget becomes. The County needs a hard deadline.

Council Member Bradley stated extra work needs to be done to include stakeholders, such as Salt Lake City and the Wasatch Front Waste & Recycling District (WFWRD). They may have ideas for improving efficiencies if the transfer station was eliminated or ways to minimize the costs.

Council Member Wilson stated this discussion should be taken out of the budget deliberation. She asked that the Council take another week to further investigate the issue.

Council Member Bradley stated Public Works will be taking more than a week to complete its study.

Council Member Bradshaw asked about the \$50,000 in General Fund money in the Public Works Operations budget.

Mr. Baird stated Public Works Operations needs a place to charge everything it does. The \$50,000 is used for small projects that do not fall within the boundaries of a city or the jurisdiction of the MSD, such as the Neff's Canyon parking lot maintenance.

Council Member Bradshaw, seconded by Council Member Newton, moved to approve the Public Works budget with the following modifications:

- **The FTE described by Mr. Graham will remain in the General Fund.**
- **The budget will be modified to reflect a July 1, 2018, closure date for the transfer station.**
- **Public Works will report the results of its transfer station study and stakeholder recommendations to the Council no later than April 1, 2018.**
- **Leave the \$160,000 for Animal Services' software in the budget.**

Council Member Newton asked that the \$160,000 for new software be put on the Council's list of items to be revisited at the end of the budget workshops.

Mr. Steffey stated the software package and microchip program amount to \$296,000.

Council Member Bradshaw stated the reason for his motion is that if a decision is made to extend the transfer station beyond July 1, the Council would have the opportunity at mid-year budget to make that adjustment.

Council Member Jensen stated he will probably vote for the motion. However, if the Council were the board of directors of a company, it would not keep an area of the business that continuously loses money.

Council Member Burdick stated that is a valid point. It would make sense for the Council to consult with its attorneys on the proper way to move forward.

Mayor McAdams stated the County can study this issue forever, but the transfer station will still be losing money. He is in favor of subsidizing many other aspects of County government, but not the disposal of trash.

Council Member Wilson stated although she supported the motion, she was not sure about the transfer station.

Council Member Bradshaw, seconded by Council Member Newton, made a substitute motion to place the Public Works budget on next week's Committee of the Whole agenda, and to get additional information on the closure of the transfer station. The motion passed unanimously. Council Member Snelgrove was absent for the vote.

Council Member Burdick asked that the District Attorney's Office and the Council's Legal Counsel look into legal matters concerning the closure of the transfer station.

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Justice Court [2:36:43 PM](#)

Judge Shauna Graves Robertson stated all of her budget has been vetted and recommended by the Mayor's Office. This year, her Fiscal Manager and Office Manager both retired. She has hired Steven Calbert to be both Administrator and Fiscal Manager, combining the positions. However, she has kept the two FTEs in her budget until she sees if this arrangement will work. If so, next year she will be eliminating one FTE. There are three challenges that will need to be addressed in next year's budget cycle: court security, updating of electronic equipment, and the effect of the Millcreek contract on the court.

Council Member DeBry asked if the Justice Court caseload had increased, decreased or stayed static over the last year.

Judge Graves Robertson stated it has decreased slightly. Even though there is a slight dip in cases filed, the Justice Court seems to do better each year at recovering fines and fees.

Council Member Jensen, seconded by Council Member Burdick, moved to approve the Justice Court budget as recommended by the Mayor. The motion passed unanimously.

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COMMITTEE OF THE WHOLE

CONSENT AGENDA [\(3:58:00 PM\)](#)

Tax Matters

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

Council Member Bradshaw, seconded by Council Member Jensen, 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.

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Gifts to Salt Lake County

The Council reviewed the following gifts to Salt Lake County. The Declaration of Gift forms have been placed on the Council agenda for final approval and execution:

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Animal Services Division

Utah FACES has offered to donate sterilization surgeries, microchips, and vaccines.

Youth Services Division

ShelterKids has offered to donate up to \$4,000 in cash contributions to be used in connection with a volunteer event.

Council Member Bradshaw, seconded by Council Member Jensen, moved to accept the gifts and forward the Declaration of Gift forms 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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Other Business ([3:58:00 PM](#))

Approval of Minutes

Council Member Bradshaw, seconded by Council Member Jensen, moved to approve the Committee of the Whole minutes for Tuesday, October 17, 2017. The motion passed unanimously. Council Member Snelgrove was absent for the vote.

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The meeting adjourned at [3:58:07 PM](#).

Chair, Committee of the Whole

Deputy Clerk

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