

# **SALT LAKE COUNTY**

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



## **Meeting Minutes**

**Tuesday, September 17, 2019**

**1:15 PM**

**Room N2-800**

### **Committee of the Whole**

**1. CALL TO ORDER**

<b>Present</b>	Council Member Shireen Ghorbani Council Chair Richard Snelgrove Council Member Jim Bradley Council Member Arlyn Bradshaw Council Member Ann Granato Council Member Steve DeBry Council Member Max Burdick
<b>Excused</b>	Council Member Aimee Winder Newton
<b>Call In</b>	Council Member Michael Jensen

**2. CITIZEN PUBLIC INPUT**

Comments are limited to 3 minutes unless otherwise approved by the Council. To comment by phone, please call (385-468-7480) by the beginning of the meeting. Those who are present may be asked to speak first.

**Mr. John Sindt** thanked the Council for his opportunity to work as a County Constable for the past 53 years and 9 months. He was so impressed that all Council Members and the Mayor signed a letter that was sent to him expressing their appreciation for a job well done.

**3. DISCUSSION ITEMS:****3.1 Proposed Hire Report [19-1088](#)**

**Attachments:** [Proposed Hire Report 9-11-2019](#)

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

**3.2 Budget Adjustment: Mayor Financial's Request for Technical [19-1097](#)  
True-up to the CDRA Passthrough (\$5,993,625 in Revenue  
and Expenditures)**

**Attachments:** [102200YE04 Mayor Financial Admin](#)

**Mr. Brad Kendrick**, Budget & Policy Analyst, Council Office, reviewed the interim budget adjustment.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, that this agenda item be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Members Bradley and Jenen were absent for the vote.

- 3.3 Budget Adjustment: Library's Request to Transfer \$105,000 in Fund Balance from the Library Fund to the Library MBA Bond Projects Fund for the Roof Replacement at the Holladay Library** [19-1098](#)

**Attachments:** [527200YE01 Holladay Branch](#)

**Mr. Brad Kendrick**, Budget & Policy Analyst, Council Office, reviewed the interim budget adjustment.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, that this agenda item be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Members Bradley and Jensen were absent for the vote.

- 3.4 Budget Adjustment: Regional Development's Request to Recognize EPA Assessment Grant (\$100,000 in Revenue and Expenditure)** [19-1100](#)

**Attachments:** [102500YE02 Regional Development](#)

**Mr. Brad Kendrick**, Budget & Policy Analyst, Council Office, reviewed the interim budget adjustment.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, that this agenda item be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Members Jensen and Bradley were absent for the vote.

- 3.5 Budget Adjustment: Regional Development's Request to Rebudget \$48,501 for the Oquirrh View Project - Engineer Study Reassignment** [19-1101](#)

**Attachments:** [102500YE01 Regional Development](#)

**Mr. Brad Kendrick**, Budget & Policy Analyst, Council Office, reviewed the interim budget adjustment.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, that this agenda item be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Members Bradley and Jensen were absent for the vote.

**3.6 Budget Adjustment: Clark Planetarium's Request an [19-1102](#)  
Alignment of Revenue and Expenses (Net Amounts of  
\$44,000 in Revenue and Expense)**

**Attachments:** [351000YE\\_01 Clark Planetarium](#)

**Mr. Brad Kendrick**, Budget & Policy Analyst, Council Office, reviewed the interim budget adjustment.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, that this agenda item be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Members Bradley and Jensen were absent for the vote.

**3.7 Legislative Audit Update [19-1024](#)**

**Attachments:** [Staff Report](#)

Presenter: Sean Murphy (Approx 10 min.)

Discussion/Direction

**Mr. Sean Murphy**, Legislative Auditor, Council Office, reviewed the three audits he is currently working on, which include Waste Management, Unified Fire Authority, and Unified Police Department. He reviewed areas of concerns within each entity and when answers are expected to address those concerns.

He has also been in contact with various municipalities throughout the country looking into possible structure and procedures to govern the audit position. Results from this research should be available during the budget session in November.

**3.8 An Ordinance of the Legislative Body of Salt Lake County, [19-1096](#)  
Utah, Amending Section 2.50.080 of the Salt Lake County  
Code of Ordinances, 2001, Entitled "County Constables:  
Appointment - Term of Office" to Modify and Enlarge the**

**Term of Office for Constables From Four to Six Years**

**Attachments:** [Staff Report](#)  
[Constable Ordinance Amendment](#)

Presenters: Council Members Steve DeBry and Michael Jensen (Approx. 5 min.)

Discussion/Direction

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a unanimous vote. Council Member Jensen was absent for the vote.

**3.9 Informational Presentation on the Status of the Municipal Services District (MSD) Planning Services Transition [19-1086](#)**

**Attachments:** [Staff Report - Update on MSD Planning Transition](#)  
[MSD - Public Works - Transfer of assets -signed](#)

Deputy Mayor Catherine Kanter (Approx. 20 min.)

Informational

**Ms. Catherine Kanter**, Deputy Mayor of Regional Operations, stated there will be 13 interlocal agreements on the Council agenda for September 24, 2019, which deal with the transition of fiscal services and planning development services to the Municipal Services District (MSD). The three main agreements amend the original MSD agreement relating to financial services, planning and development services, and the transfer of assets for those services. The other 10 are service agreements, which stipulate the County will continue to provide services to the MSD for such items as office space, IS services, fleet services, etc.

**Mr. Zachary Shaw**, Deputy District Attorney, stated the service agreements are all based on the same template and are all pretty much the same for all the entities.

**3.10 Discussion of Fund Transfer in Connection with transfer of Planning /Development Services and Financial Services to the MSD [19-1093](#)**

**Attachments:** [Staff Report](#)  
[MSD Fund Transfer 9 13 2019](#)

Presenters: Deputy Mayor Catherine Kanter, Associate Deputy Mayor Dina Blaes and Shanell Beecher, Director of Accounting (Approx. 10 min.)  
Informational

**Ms. Catherine Kanter**, Deputy Mayor of Regional Operations, stated Bart Barker, General Manager, Municipal Services District (MSD), requested that approximately \$25 million be transferred to the MSD to coincide with the transfer of financial services and planning and development services. Mayor's Finance has conducted a thorough due diligence to make sure the amount of money to be transferred is accurate, appropriate, and that all liabilities will be covered.

**Mr. Darrin Casper**, Deputy Mayor of Finance and Administration, stated his staff conducted a review of the transfer request, including an in-depth inquiry into the assets and liabilities of the operations and not simply the cash balances in various accounts. He then reviewed his recommendations relating to the transfer request for the OPEB and indirect cost liabilities.

**Ms. Shanell Beecher**, Director of Accounting, reviewed the liabilities for funds relating to the debt service reserve for bonds issued in 2009 and 2014 as well as payments for compensated absences for planning and development services employees.

- 3.11 **An Ordinance Amending Title 5 of the Salt Lake County Code of Ordinances, 2001, Entitled "Business Licenses and Regulations," By Revising the Penalties for Violation of an Ordinance; Updating the Mobile Food Business Chapter and Tobacco Specialty Businesses Chapter to Comply With Recent Changes in State Laws; and Making Other Related Changes** [19-1067](#)

**Attachments:** [Staff Report](#)  
[Final AATF 4Sept19](#)

Presenter: Brittany Allen, Associate Division Director of Municipal Services (Approx. 10 min.)  
Discussion/Direction

**Ms. Brittany Allen**, Associate Director, Municipal Services Division,

highlighted the proposed changes within this ordinance.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a unanimous vote.

**3.12 An Ordinance of the Legislative Body of Salt Lake County, Utah, Amending Section 3.22.080 of the Salt Lake County Code of Ordinances, 2001, Clarifying the Award Process for Competitive Sealed Bidding** [19-1070](#)

**Attachments:** [Staff Report](#)  
[3.22.080 2019 Amendments 2019 FINAL](#)

Presenters: Jason Yocom, Director of Contracts and Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)

Discussion/Direction

**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this ordinance.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a unanimous vote. Council Members Jensen and Burdick were absent for the vote.

**3.13 An Ordinance of the Legislative Body of Salt Lake County, Utah, Amending Section 3.20.030 of the Salt Lake County Code of Ordinances, 2001 to Define Additional Exceptions to Competitive Procurement** [19-1071](#)

**Attachments:** [Staff Report](#)  
[3.20.030 2019 Amendments FINAL](#)

Presenters: Jason Yocom, Director of Contracts & Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)

Discussion/Direction

**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this ordinance.

**Council Member Snelgrove** asked if there was a problem that necessitated

the change to this ordinance.

**Mr. Yocom** stated this change would help his office run more efficiently.

A motion was made by Council Member DeBry, seconded by Council Member Ghorbani, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a vote of 6 to 1 with Council Member Snelgrove voting “Nay.” Council Member Jensen was absent for the vote.

**3.14 An Ordinance of the Legislative Body of Salt Lake County, Utah, Amending Sections 2.07.203, 2.07.204 and 2.07.205 of the Salt Lake County Code of Ordinances, 2001, Updating Definitions and Setting Forth the Penalties for Certain Violations of the Procurement Ordinance** [19-1072](#)

**Attachments:** [Staff Report](#)  
[2.07.203-205 2019 Amendments FINAL](#)

Presenters: Jason Yocom, Director of Contracts & Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)

Discussion/Direction

**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this ordinance.

A motion was made by Council Member DeBry, seconded by Council Member Granato, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a unanimous vote. Council Member Jensen was absent for the vote.

**3.15 An Ordinance Enacting Chapter 3.37, Entitled “Personal Property Disposal” of the Salt Lake County Code of Ordinances, 2001, Establishing Procedures for the Disposal of Personal Property** [19-1073](#)

**Attachments:** [Staff Report](#)  
[3.37 Personal Property Disposal\\_FINAL](#)

Presenters: Jason Yocom, Director of Contracts & Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)

Discussion/Direction



**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this ordinance.

A motion was made by Council Member Granato, seconded by Council Member DeBry, to forward this ordinance to the 4:00 p.m. Council meeting to be introduced. The motion carried by a unanimous vote. Council Members Jensen and Burdick were absent for the vote.

**3.16 Amending Policy 1100 - Surplus Personal Property Disposition/Transfer/Sale** [19-1074](#)

**Attachments:** [Staff Report](#)  
[Ordinance Personal Property Disposal FINAL](#)  
[CWP 1100 Updated Clean FINAL](#)  
[CWP 1100 Updated Redline](#)

Presenters: Jason Yocom, Director of Contracts & Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)  
Discussion/Direction

**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this policy.

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

**3.17 Amending Policy 7021 - Small Cost Purchasing Procedures** [19-1075](#)

**Attachments:** [Staff Report](#)  
[CWP 7021 Updated Redline \(004\)](#)  
[CWP 7021 Clean FINAL](#)  
[CWP 7021 Updated Redline \(004\)](#)

Presenters: Jason Yocom, Director of Contracts & Procurement and Diane Orcutt of District Attorney's Office (Approx. 5 min.)  
Discussion/Direction

**Mr. Jason Yocom**, Director, Contracts and Procurement Division, highlighted the proposed changes within this policy.

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

**3.18 Notice of Claim Processing Countywide Policy 1405** [19-1094](#)

**Attachments:** [Staff Report](#)  
[Notice of Claim processing.docx](#)

Presenter: Bridget Romano of District Attorney's Office (Approx. 10 min.)  
Discussion/Direction

**Ms. Bridget Romano**, Deputy District Attorney, highlighted the proposed changes within this policy.

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

**3.19 Social Media Countywide Policies** [19-1095](#)

**Attachments:** [Staff Report](#)  
[Social Media Use Countywide Policy 1400-6.pdf](#)  
[Social Media Management Countywide Policy 1400-6.1.pdf](#)  
[Social Media Terms of Use Countywide Policy](#)  
[1400-6.2.pdf](#)

Presenter: Bridget Romano of District Attorney's Office (Approx. 20 min.)  
Discussion/Direction

**Ms. Bridget Romano**, Deputy District Attorney, reviewed the proposed policies.

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

**3.20 Overview of Recorder's Portfolio** [19-1079](#)

**Attachments:** [Recorders Office 2019 Council Presentation](#)

Presenters: Recorder Rashelle Hobbs (Approx. 20 min.)  
Informational

**Ms. Rashelle Hobbs**, County Recorder, delivered a PowerPoint presentation highlighting the collaboration her office has with partners within and outside of the County, the mission statement for the Recorder's Office, and the 2019 year in review.

**Ms. Leslie Reberg**, Chief Deputy Recorder, continued the PowerPoint presentation highlighting the projections and actual revenue collected and the new collection and recordation system.

**Ms. Hobbs** continued the PowerPoint presentation reviewing the current functions of the Recorder's Office in light of the state statute and ongoing projects, including new servers and server migration, GIS parcel fabric, and staff retention.

### 3.21 Overview of Treasurer's Portfolio and Acceptance of State [19-1080](#) Unclaimed Property Funds

**Attachments:** [2019 Council Presentation-Who Am I \(Official\) \(3\)](#)

Presenter: Treasurer Wayne Cushing (Approx. 20 min.)  
Informational

**Mr. Wayne Cushings**, County Treasurer, delivered a PowerPoint presentation highlighting the workload within his office and the structure of his office,

**Mr. Randy Wrihman**, Chief Deputy Treasurer, continued the PowerPoint presentation highlighting the Collection Division and how it is structured.

**Mr. Cushings** continued the PowerPoint presentation highlighting the Accounting Division structure. The PowerPoint contained measurables for taxes levied, collection rates, delinquencies, taxpayer savings, tax relief, and investments. He also highlighted other services provided by the Treasurer's Office, such as postcards for taxing entities and property tax notice inserts.

## 4. CONSENT ITEMS:

A motion was made by Council Member Bradley, seconded by Council Member Granato, that the consent agenda be approved and forwarded to the 4:00 p.m. Council meeting for ratification. The motion carried by a unanimous vote. Council Member Jensen was absent

for the vote.

**4.1 Health Department Fee Schedule [19-1068](#)**

**Attachments:** [Staff Report](#)  
[BOH Fee Schedule Effective JANUARY 2020 080819.docx](#)  
[STD comparison of fees to other Utah Counties 2019.pdf](#)  
[STD comparison of fees to private providers 2019.pdf](#)  
[STD FEE REVIEW 2019 FINAL.pdf](#)  
[STD Fee Review.pdf](#)  
[Travel Fee Review.pdf](#)  
[TRAVEL Price comparisons and justifications for fee increases 2019.pdf](#)  
[TRAVEL Price comparisons for Vaccines not being increased in 2019.pdf](#)

This consent item was approved and forwarded.

**4.2 Resolution of the Salt Lake County Council Approving Execution of an Interlocal Cooperation Agreement With the Jordan River Commission to Assist in Obtaining a Grant to Update the Blueprint Jordan River [19-1076](#)**

**Attachments:** [Staff Report](#)  
[JRC Blueprint Resolution](#)

This consent item was approved and forwarded.

**4.3 Approval of an updated Clark Planetarium 2019-20 show and exhibit inventory for distribution. These additions include one dome show, The Edge: Pluto and Beyond, and two interactive exhibits, Mars 2020 and Impact!. [19-1078](#)**

**Attachments:** [Staff Report](#)  
[2019 CP Productions Price List](#)

This consent item was approved and forwarded.

**4.4 Appointment of Deputy Mayor Erin Litvack to the Shelter the Homeless Board of Directors. Salt Lake County is allowed to have two representatives on the board, and Deputy [19-1084](#)**

Mayor Litvack would fill the second seat.

**Attachments:** [Staff Report](#)  
[Mayor Wilson's request to appoint Deputy Mayor Litvack](#)  
[Deputy Mayor Litvack - 2019 Board Appointment Approval form](#)

This consent item was approved and forwarded.

- 4.5 **A Resolution of the Salt Lake County Council Approving the Lease Agreement Between Salt Lake County and Friends of Tracy Aviary** [19-1085](#)

**Attachments:** [Staff Report](#)  
[Resolution - Lease with Friends of Tracy Aviary - Madison Park](#)  
[Tracy Aviary Lease Madison Park](#)

This consent item was approved and forwarded.

- 4.6 **A Resolution of the Salt Lake County Council Approving a Contribution \$300,000.00 to Utah Community Action for the Purpose of Providing Intake Services at the Homeless Resource Center** [19-1065](#)

**Attachments:** [Staff Report - Utah Community Action Resolution](#)  
[RESOLUTION - Utah Community Action - Homeless Diversion](#)

This consent item was approved and forwarded.

## 5. ITEMS FROM COUNCIL MEMBERS

- 5.1. Internal Business

## 6. APPROVAL OF MINUTES

- 6.1 **Acceptance of Committee of the Whole Minutes for September 10, 2019** [19-1104](#)

**Attachments:** [091019 COW Min.](#)

A motion was made by Council Member Bradley, seconded by Council

Member Granato, that this agenda item be approved. The motion carried by a unanimous vote. Council Member Jensen was absent for the vote.

**3:45 P.M. - ADJOURN FOR BOARD OF EQUALIZATION**

The meeting was adjourned at 3:33 PM.

SHERRIE SWENSEN, COUNTY CLERK

By \_\_\_\_\_  
DEPUTY CLERK

By \_\_\_\_\_  
CHAIR, SALT LAKE COUNTY COUNCIL