



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA

Wednesday, March 10, 2021
7:30 am

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM REGULAR MEETING

Call to Order: Brittney P. Bills, Chair

Invocation: Jason Thelin

- 1. UNSCHEDULED PUBLIC APPEARANCES**
- 2. OPEN & PUBLIC MEETING TRAINING** - *Stephannie Cottle, Recorder*
- 3. LEGISLATIVE UPDATES** - *Reed Thompson, Fire Chief and Brian Gwilliam, Police Chief*
- 4. RESOLUTION: PUBLIC TRUST INVESTMENT FUND (PTIF) ACCOUNT ACCESS** - *Tyler Bahr, Finance Director*
- 5. APPROVAL OF MEETING MINUTES: FEBRUARY 10, 2021**
- 6. COMMUNICATION: TRAINING**

ADJOURNMENT

In accordance with Americans with Disabilities Act, Lone Peak Public Safety District will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Governing Board may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed Recorder, certify that the foregoing agenda was posted at the principal office of the public body, at the Lone Peak Fire Station and Lone Peak Police Station, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Governing Board, staff and the public.

Posted and dated this agenda on the 8th day of March, 2021.

Stephannie Cottle, Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LONE PEAK PUBLIC SAFETY DISTRICT BOARD MEETINGS.



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT ITEM #4

DATE: March 10, 2021
TO: Governing Board of Lone Peak Public Safety District
FROM: Tyler Bahr, Finance Director
SUBJECT: Resolution: Public Treasurer's Investment Funds Accounts (PTIF) Access
Legislative

PURPOSE:

The Board will discuss and provide authorization for Tyler Bahr and Candice Linford to access and/or transact with PTIF, and allow Stephannie Cottle to retain her previous authorizations functioning in a back-up role capacity as necessary.

BACKGROUND:

While working through staff role changes involving Lone Peak Public Safety District, and requesting access to financial tools requisite to the execution of duties, we discovered that this action requires a legislative resolution.

Required forms were provided by the Utah State Treasurer's Office in preparation for the governing board to review and authorize, thereby granting this access to the above named staff members. It is our proposal that this resolution be formally accepted by Lone Peak Public Safety District Board.

FISCAL IMPACT:

This will not impact our fiscal budget.

ATTACHMENTS:

1. Resolution
2. Public Entity Resolution

**A RESOLUTION OF LONE PEAK PUBLIC SAFETY DISTRICT
AUTHORIZING THE OFFICE OF THE STATE TREASURER'S
PUBLIC ENTITY RESOLUTION**

WHEREAS, the Lone Peak Public Safety District Board finds that it is in the best interest of the district to have authorized individuals access and/or transact with Public Treasurer's Investment Funds (PTIF) accounts.

NOW THEREFORE BE IT RESOLVED by the Public Safety District Board:

SECTION 1. Adopt the Office of the State Treasurer's Public Entity Resolution, as attached.

SECTION 2. This Resolution shall take effect on March 10, 2021.

ADOPTED by the Governing Board of Lone Peak Public Safety District, Highland, Utah, this 10th day of March, 2021.

Nathan Crane
Lone Peak Public Safety District Executive Director

ATTEST:

Stephannie Cottle
Lone Peak Public Safety District Recorder

BOARD MEMBER	YES	NO
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Kurt Ostler	<input type="checkbox"/>	<input type="checkbox"/>
Troy Stout	<input type="checkbox"/>	<input type="checkbox"/>
Jason Thelin	<input type="checkbox"/>	<input type="checkbox"/>



1. Certification of Authorized Individuals

I, Nathan Crane (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Lone Peak Public Safety District (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Table with 4 columns: Name, Title, Email, Signature(s). Rows include Tyler Bahr (Finance Director), Candice Linford (Treasurer), and Stephanie Cottle (Recorder).

The authority of the named individuals to act on behalf of Lone Peak Public Safety District (Name of Legal Entity) shall remain in full force and effect until written revocation from Lone Peak Public Safety District (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, Executive Director (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 10th day of March, 2021, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Table with 4 columns: Signature, Date, Printed Name, Title. Row includes Nathan Crane, Executive Director.

STATE OF UTAH)
COUNTY OF _____)

Subscribed and sworn to me on this 10th day of March, 2021, by Nathan Crane (Name), as Executive Director (Title) of Lone Peak Public Safety District (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____

(seal)



LONE PEAK PUBLIC SAFETY DISTRICT MINUTES

Wednesday, February 10, 2021

7:30 am

Waiting Formal Approval

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

PRESIDING: Chair Brittney P. Bills

BOARD MEMBERS

PRESENT: Rod Mann, Kurt Ostler, Troy Stout, Lon Lott

CITY STAFF PRESENT: Highland City Administrator/Community Development Director Nathan Crane, Alpine City Administrator Shane Sorensen, Highland City Attorney Rob Patterson, Recorder Stephannie Cottle, Finance Director Tyler Bahr, Police Chief Brian Gwilliam, Fire Chief Reed Thompson, LPPSD Administrative Assistant Laurie Adams

OTHERS PRESENT: Darci Brunson

7:30 AM REGULAR MEETING

Call to Order: Brittney P. Bills, Chair

Invocation: Troy Stout

The meeting was called to order by Chair Brittney P. Bills as a regular meeting at 7:30 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Troy Stout.

1. UNSCHEDULED PUBLIC APPEARANCES

There were no public appearances.

2. DISCUSSION: LONE PEAK PUBLIC SAFETY DISTRICT FINANCIAL STRUCTURE AND FY21/22 BUDGET PROCESS – Tyler Bahr, Finance Director

Finance Director Tyler Bahr gave background of creation of District. District was created in 1996 with an interlocal agreement between Highland and Alpine. Agreement has been amended multiple times, most recently in March, 2020. Amendment includes changes in structure of the District and budgetary limits. Mr. Bahr clarified that the District's expenses are broken into three areas, Administration, Fire, and Police. Expenditures have been relatively constant over the last 3 years at about 7 million. FY2019 was the last year that Cedar Hills participated in the District and Mr. Bahr pointed out that FY2020 expenses are just Highland and Alpine.

Funding for the District comes primarily from assessments from the two cities. This covers 95%. Assessments for Administration and Police are calculated strictly on population. The Fire assessment is calculated with a base rate of 10% split 50/50 between the two cities, 45% on population, and another 45% on equivalent residential units (ERU's).

Total Assessments for FY2020/2021 shows Alpine's assessment at \$2,380,601 and Highland's assessment at \$4,176,551.

The top budget priority is providing services to residents. We accomplish this by focusing on the people who provide services by offering competitive wages and benefits. We must also provide resources to do their jobs as well as maintaining facilities and fleets.

Property tax will be an important consideration in the budget process this year. The amended interlocal agreement requires approval from both City Councils if the change in the District budget is going to exceed the increase or decrease in property tax. Mr. Bahr anticipates this provision will come into effect with this next year's budget. The property tax revenues over the last 2 years has increased \$66,000 compared to the estimated increase of wages and benefits at \$185,000. These are preliminary numbers, as we don't have final numbers on benefits. This number was presented so the Board has time to factor in any discussions that will need to take place in the budget process.

The budget timeline would allow the District to adopt a tentative budget by the end of April before the City's adopt their tentative budgets at their first meetings in May. This will require two meetings in April, one on April 14th and another on April 28th. The Districts approved budget would be approved on May 26th, so both cities can adopt their budgets at the beginning of June.

Board Member Kurt Ostler asked about timing with cities budgets, and questioned if this is adequate time since we need to work with both City Councils. Finance Director Tyler Bahr explained it's a balance trying to provide enough information primarily with medical benefits which don't come through until May. We will have a working draft at the end of March and then two more iterations over the next two months.

Executive Director Nathan Crane stated, it's a challenge. In year's past, we have tried to move forward the public safety budget to get them done before the cities have to adopt their budgets. We are trying to do that this year. This timeline will have them done before final budgets. It's always a scramble at end because of the dynamics of Board and Councils and alternating meetings with the two cities. We have been able to meet this goal for the last 3 to 4 years.

Board Member Rod Mann asked if once we agree on a budget, are the cities obligated.

Executive Director Nathan Crane answered in the affirmative. With the new interlocal agreement, if it doesn't require council approval then yes, but if it requires Council approval then it goes back for council approval. If you stay within the guidelines then, yes. The assessment would be assigned. With this provision, the Council would take action as a separate agenda item prior to the final budget of the District; the Board would adopt the final budget. That has been built into this schedule.

Board Member Lon Lott asked about the interlocal agreement on page 2, item k and wanted clarification as to why the District might exercise its right of eminent domain? Also, as the District exercises this right, why this action requires only approval by 2/3 of the governing body, when on the next page over requires a majority vote, unless specified by the agreement. Why would we exercise eminent domain? Executive Director Nathan Crane responded if the District as a whole needed to acquire property for a station.

Board Member Lon Lott questioned if we have one city where we need that property, wouldn't that city want to use their City Council to make that decision? Nathan Crane clarified that this is language left over from the old agreement in 1997.

Board Member Lon Lott asked if we really need this property, why would we just have a 2/3 vote. If we really need it that bad, why not a majority like other items.

Board Member Troy Stout stated that eminent domain is a very emotional topic. He thought that we would need to prove that a vast majority of board members would approve. There are a number of items that require a 2/3 majority vs. a simple majority. Those are the items that have the highest degree of repercussion or the highest impact.

Board Member Rod Mann speculated that this was there because of the 7-member board that existed before the current 4-member board. Now any majority vote is a 75% vote. This was language probably left over from the previous agreement.

Board Member Kurt Ostler agreed that in the event of eminent domain, it should probably be the City Council of the effected city that decides about that property. Assistant Executive Director Shane Sorensen stated that ultimately it would go back to both of the City Councils to get the funds for the purchase.

Board Member Troy Stout clarified that the District is a taxable body and we can impose taxes. Even though it requires participation of each city, it has its own powers and jurisdiction. Shane Sorensen responded that if the District went to a taxing district, it would have to go back to the City Councils.

Executive Director Nathan Crane recalled that in the past there was discussion about the District owning buildings rather than independent cities owning the buildings. Board Member Troy Stout asked if that would require the District to become a taxing body, to which Mr. Crane responded it may or may not.

3. APPROVAL OF MEETING MINUTES: JANUARY 20, 2021

Board Member Lon Lott questioned why his name was listed as a board member when he was not needed in that capacity during that meeting. Recorder Stephannie Cottle responded that she would remove his name from the Board Members and list him only as present. Mr. Lott also requested that we remove a duplicate sentence on page 9, item 10 regarding voting.

Board Member Troy Stout MOVED that the Lone Peak Public Safety District approve the amended meeting minutes of January 20, 2021. Board Member Rod Mann SECONDED the motion. All voted in favor and the motion passed unanimously.

Chair Brittney P. Bills thanked Laurie Adams for her years of service to the Lone Peak Public Safety District.


ADJOURNMENT

Board Member Rod Mann MOVED to adjourn the regular meeting and Board Member Troy Stout SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 7:53 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 10, 2021. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle
Recorder



LONE PEAK PUBLIC SAFETY DISTRICT FINANCIAL STRUCTURE & FY21/22 BUDGET PROCESS

DISCUSSION

Item 2 – Discussion
Presented by – Tyler Bahr, CSM, DLSSBB, Finance Director

Background

- Lone Peak Public Safety District (LPPSD) was created in January 1996 by interlocal agreement between Alpine & Highland
- Latest amendment to the agreement occurred in March 2020




Historical Expenditures

By Dollar Amount (\$):

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021* (Budgeted)
Administration	215,586	228,735	231,207	187,033	186,311	235,294
Fire	3,050,256	3,190,112	3,072,376	3,642,084	3,314,465	3,181,181
Police	3,096,095	3,059,296	3,238,863	3,106,573	3,559,250	3,524,278
TOTAL	6,361,937	6,478,143	6,542,446	6,935,690	7,060,026	6,940,753

*FY2021 figures above reflect FY21 approved budget pending finalization of mid-year adjustments

By Percentage of Total Expenditures (%):

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021 (Budgeted)
Administration	3%	4%	4%	3%	3%	3%
Fire	48%	49%	47%	53%	47%	46%
Police	49%	47%	50%	45%	50%	51%

Financial Structure

Primary funding source = assessments:

Administration & Police

- Population

Fire

- Base rate split equally (10%)
- Population (45%)
- Equivalent Residential Units (ERUs – 45%)

Assessments – FY2020/2021

	Admin/Police	Fire
Alpine	35.3%	37.7%
Highland	64.7%	62.3%

	Admin	Police	Fire	Total	Overall %
Alpine	79,146	1,209,123	1,092,332	2,380,601	36%
Highland	155,648	2,216,155	1,804,749	4,176,551	64%
Total	\$ 234,794	\$ 3,425,278	\$ 2,897,081	\$ 6,557,153	

Budget Priorities

- Salaries & benefits
- Maintaining Operational Facilities & Fleet

Property Tax

Budget increase/decrease beyond change in property tax requires approval of both Councils

Change in Property Tax Revenue FY18/19-FY19/20				
	FY2019	FY2020	Increase	Net of Property Tax Increase
Alpine	1,376,927	1,880,712	503,785	79,785
Highland	2,131,342	2,184,173	52,831	52,831
Average				\$66,308

Anticipated Increases in Personnel Costs	
3% Salary	105,000
10% Medical Benefits	80,000
Total Anticipated Increase	\$185,000

Budget Timeline

FY2021 Working Draft Distributed & Individual Briefings - late March

↓

Work Session - April 14

↓

Tentative Budget Adoption - April 28

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FY2021 Final Amendments & FY2022 Budget Adoption - May 26

**Schedule adjusted to align with Cities' budget timelines & is subject to change*