



G R E A T E R S A L T L A K E

Municipal Services District

ORIENTATION & INTRODUCTION

For Board Members, Mayors & Council Members





LETTER FROM GENERAL MANAGER

For those of you who are new to or returning to local government, I would like to congratulate you on your election to serve as a council member or mayor for your township or town. We welcome you! Our goal is to help you in your transition.

Since your municipality is a member of the Greater Salt Lake Municipal Services District (MSD), we are providing you with this guide so that you can understand how and why the MSD was created and understand the organization of the district and the services the MSD provides.

We want to make it easy for you to be able to contact our offices. We have provided you the contact information for administration, planning and development, and for each of our service providers.

My door is always open. If you have any questions, you can reach me by email at: Mahoward@msd.utah.gov or by phone at (385) 468-6677 (office) or (385) 290-5604.



Respectfully yours,

A handwritten signature in black ink that reads "Marla Howard".

Marla Howard
General Manager



MSD CONTACT INFORMATION

MSD Website: <https://msd.utah.gov>

MSD Main Phone line: (385) 468- 6700

SERVICE	CONTACT	PHONE	EMAIL	WEBSITE
MSD Administration <ul style="list-style-type: none"> • General Manager • Associate General Mgr. / Treasurer • Finance • Human Resources • Communications • Administrative Coordinator /Records • Accounting • GIS/IT/CityWorks 	Main Line Marla Howard Brian Hartsell Position to be filled Brooke Barnes Maridene Alexander Tabitha Meacham Chara Ellis Izabela Miller	(385) 468-6703 -6677 -6685 -6704 -6733 -6703 -6678 -6708	mahoward@msd.utah.gov bhartsell@msd.utah.gov bebarnes@msd.utah.gov maalexander@msd.utah.gov temechame@msd.utah.gov cellis@msd.utah.gov imiller@msd.utah.gov	msd.utah.gov
MSD Planning & Development Services <ul style="list-style-type: none"> • P& D Director • Business Licensing, Building Permits and Inspections • Chief Building Official • Code Enforcement Director • Land Use, Zoning & Planning Mgr • Stormwater Inspection Supervisor 	Lupita McClenning Main Phone Line Trent Sorensen Alicia Gonzalez Melissa Anderson Greg Baptist	(385) 468-6700 -6675 -6700 -6693 -6695 -6672 -6681	lmcclenning@msd.utah.gov tsorensen@msd.utah.gov acgonzalez@msd.utah.gov manderson@msd.utah.gov gbaptist@msd.utah.gov	bit.ly/msd-pds
Public Works Operations <ul style="list-style-type: none"> • Director • Street Maintenance • Stormwater System Maintenance • Snow Plowing • Street Lights • Traffic Signals and Signs 	Dispatcher Scott Baird	(385) 468-6101 (385) 468-6606	pwops-online@slco.org sbaird@slco.org	slco.org/operations
Public Works Engineering <ul style="list-style-type: none"> • Director • Transportation Engineering • Roadway Project Management • Excavation and Event Permits 	 Shane Ellis Crystal Hulbert Michelle McCabe	(385) 468-6600		slco.org/engineering
Animal Services <ul style="list-style-type: none"> • Director 	24-hour Dispatch Talia Butler	(801) 840-4000 (385) 468-7387	tbutner@slco.org	slco.org/animal-services
Municipal Parks <ul style="list-style-type: none"> • Director • Associate Division Director 	Operations/Reservations Martin Jensen Patrick Leary	(385) 468-7275	pleary@slco.org	slco.org/parks
Justice Courts <ul style="list-style-type: none"> • Judge • Court Administrator 	Shauna Graves-Robertson Steve Calbert	(385) 468-8200	slcojusticecourt@slco.org scalbert@slco.org	slco.org/justice-court
Salt Lake Legal Defender Association <ul style="list-style-type: none"> • Executive Director 	Richard Mauro	(801) 532-5444	webmail@sllda.com	www.sllda.com
District Attorney - Municipal Prosecution <ul style="list-style-type: none"> • Chief Deputy 	Ralph Chamness	(385) 468-7700 (385) 468-7755	rhamness@slco.org	slco.org/district-attorney

Historical Background: What led to the organization of the Municipal Services District?

Historically, Salt Lake County provided municipal services to areas that had not incorporated as cities. In the 1980s these areas grew to a population of more than 250,000, making the County the largest provider of municipal services in Utah.

As communities incorporated into cities, and as cities annexed lucrative commercial areas from the remaining unincorporated communities, it became more difficult for the County to fund municipal services. In addition, historical portions of some communities were lost to neighboring cities, causing shrinking tax base for these communities. There was border protection against annexation.

Salt Lake County Mayor conceptualized the “Community Preservation” proposal. The County consulted with elected officials and communities to refine the idea of a service district.

Metro Townships

To shore up the remaining community boundaries and tax base, the Legislature authorized most unincorporated-area voters to choose their futures in 2015. All unincorporated townships would become municipalities, but voters in each township could choose whether to make their community a Metro Township or a City. Residents of islands—unincorporated areas surrounded by cities—could vote to either annex or remain unincorporated.

Voters in the Townships of Copperton, Emigration Canyon, Kearns, Magna, White City and Millcreek chose to become Metro Townships. Metro Townships are a new type of municipality with most of a city’s powers. These voters also chose to receive their services from the MSD.

Municipal Services District

The Salt Lake County Council created the MSD on September 15, 2015 under the authorization of the Utah State Legislature. The district was considered an independent

“local district” under Utah law. The District began operating in January 2016. The County Council members were the original Board of Trustees.

In November 2016, voters elected Metro Township Council members. The Chair of each Council, along with one County Council member, took over as the Board of Trustees in January 2017. The Board also included the Mayor of Millcreek, which was a member of the District from January through June 2017, until Millcreek City was incorporated as a city. The MSD began providing services in January 2017.

Metro Township Councils now choose a Mayor from among Council members. The Mayor serves on the Board of Trustees along with one County Council Member.

The District’s Board of Trustees provides services directly or contracts with Salt Lake County for other municipal services. The Board sets service levels, allocates funding and establishes policies. The District’s General Manager carries out the direction of the Board.

Difference between the MSD and the Metro Townships

The Metro Townships and the Town of Brighton are independent municipalities that are members of the MSD. Each MSD member has an elected Mayor and Council. These officials represent the interest of the citizens of the individual Township or Town. The MSD Board of Trustees is made up of each of the Mayors of the Metro Townships, the Town of Brighton and a member of the Salt Lake County Council.

Role of the MSD

The MSD’s role is to evaluate the needs of all the Metro Townships, the Town of Brighton, and Unincorporated Salt Lake County and to use the funding to accomplish those needs. The MSD is the service provider, and they oversee all contracts with agencies to provide the services. The MSD Board of Trustees also has sole property tax authority over the District (5 Metro Townships, Town of Brighton, and Unincorporated Salt Lake County).

The **Greater Salt Lake Municipal Services District (MSD)** is the service provider for:

- [The Town of Brighton](#)
- [Copperton Metro Township](#)
- [Emigration Canyon Metro Township](#)
- [Kearns Metro Township](#)
- [Magna Metro Township](#)
- [White City Metro Township](#)
- **Unincorporated Salt Lake County**, including communities that are represented by the following community councils.
 - [Big Cottonwood](#)
 - [Granite](#)
 - [Sandy Hills](#)
 - [Willow Canyon](#)
 - [Willow Creek](#)
 - [Parley's Canyon](#)

Funding

- The MSD receives its funding from the Metro Townships, the Town of Brighton and unincorporated communities through sales tax, Class B and C highway funds, fees, grants, and other revenues. The MSD contracts with agencies to provide Public Works, Animal Services, Engineering, Parks, Justice Courts, Municipal Prosecution, and Indigent Legal Services.
- The District's Board of Trustees contracts with Salt Lake County for most services. The Board sets service levels, allocates funding and establishes policies. The District's General Manager carries out the direction of the Board.

The Board of Trustees

- Chair, Mayor Joe Smolka – Emigration Canyon Township
- Vice Chair, Mayor Paulina Flint – White City Township
- Mayor Sean Clayton – Copperton Township
- Mayor Dan Peay – Magna Township
- Mayor Kelly Bush – Kearns Township
- Council Member Keith Zuspan – Town of Brighton
- Council Member Laurie Stringham – Salt Lake County Council, Unincorporated

Board of Trustees Meetings

The Board meets on the second and fourth Wednesday of each month at 6:00 p.m. in the Salt Lake County Government Center, 2001 So. State Street, Council Chambers, N2-800. Due to the Covid pandemic, the board meetings are also held remotely. A link to join the meeting is included in the agenda for each meeting. The [agendas](#) and [meeting minutes](#) are posted on Utah's Public Meeting Notice website. Citizens are invited to attend the meetings and submit comments at the beginning of each regular meeting.

Duties of the Board of Trustees

The Board of Trustees sets policy and the budget for the Municipal Services District, and appropriates administrative and capital funds to the Metro Township Councils and Salt Lake County unincorporated areas.

Elections

Five-member council members are elected by voters in each municipality. Each council then selects a mayor from its members. All Utah municipal elections are held during odd-numbered years (Exception: the first metro township election was held in 2016). Initial councils and mayors took office in January 2017.

- Kearns and Magna councils are elected from geographic districts
- Copperton, Emigration Canyon and White City councils are elected at-large

MSD Municipal Services

Provided directly by the MSD

- Administration
- Planning and Development Services
- Fiscal Management
- Human Resources

Contracted to Salt Lake County

- Public Works Operations
- Engineering
- Parks
- Animal Services
- Justice Court
- Municipal Prosecution

Contracted to Salt Lake Legal Defenders Association

- Indigent Legal Defense

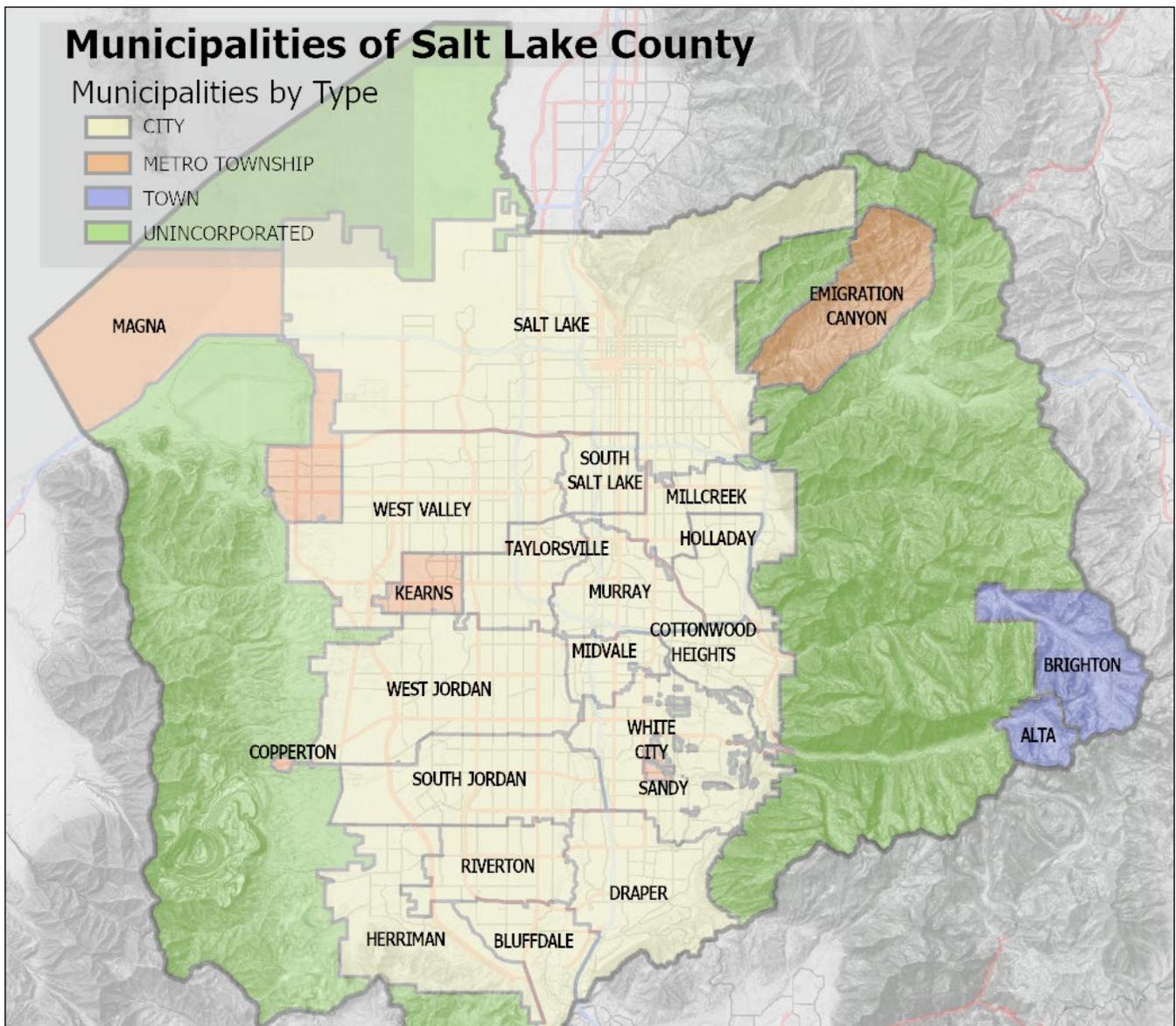
Services Provided by Public Works Operations

- Street maintenance
 - Asphalt overlays, slurry seals, milling, and chip seals
 - Pothole patching and crack seals
 - Road striping
 - Pavement management
- Streetlights
- Traffic signals
- Safety signals and indicators
- Streetlights
- Traffic signals
- Safety signals and indicators
- Snow Plowing & Snow shoveling near municipal facilities
- Storm Water Maintenance – Storm drainage facilities, water quality & street sweeping
- Code Enforcement Support - Cleanup of weeds, debris, etc., in support of code enforcement

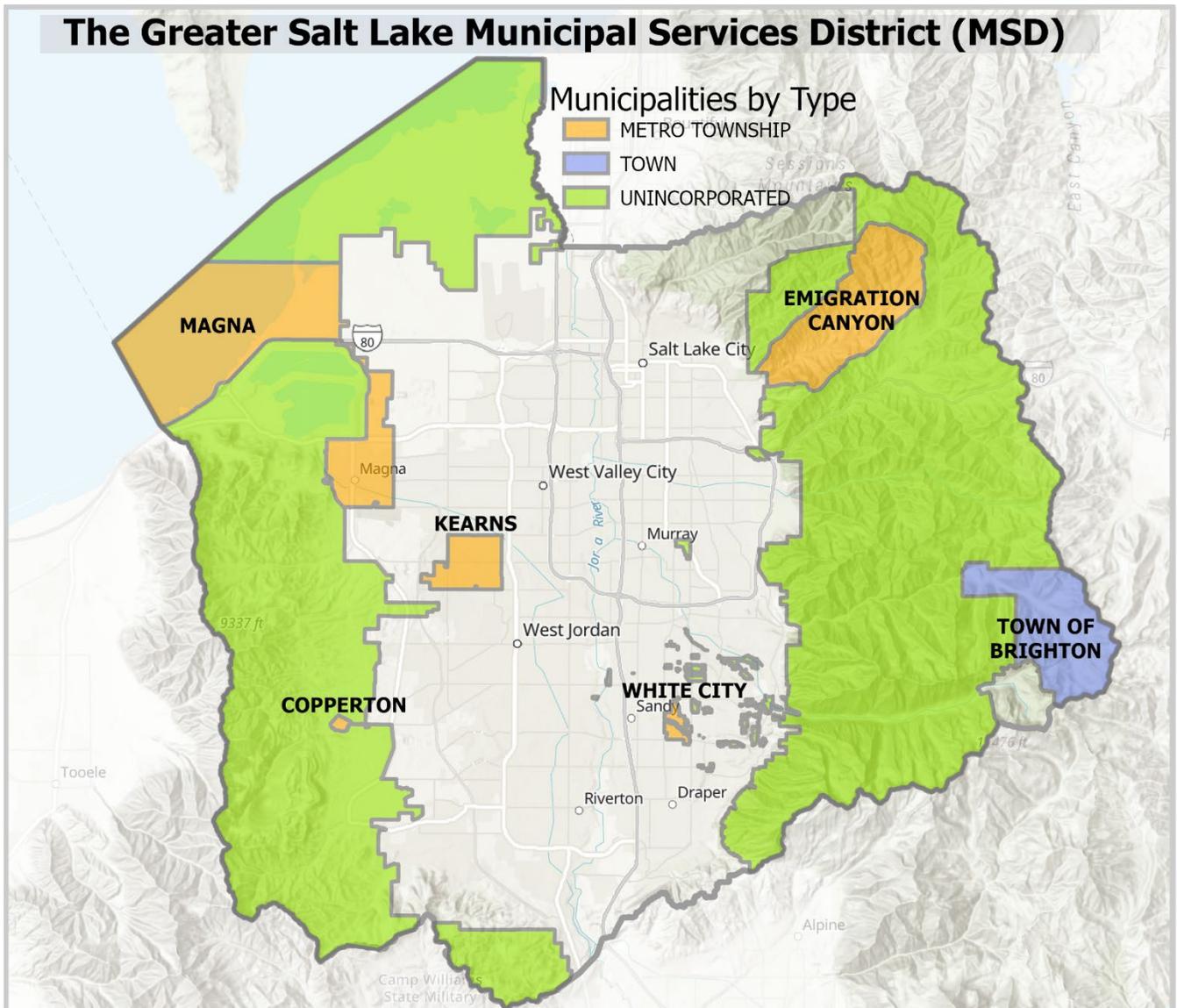
What is the breakdown of cities, towns and townships in Salt Lake County?

- 23 Municipalities in Salt Lake County
- 16 Cities
- 5 Metro Townships
- 2 Towns

Municipalities of Salt Lake County

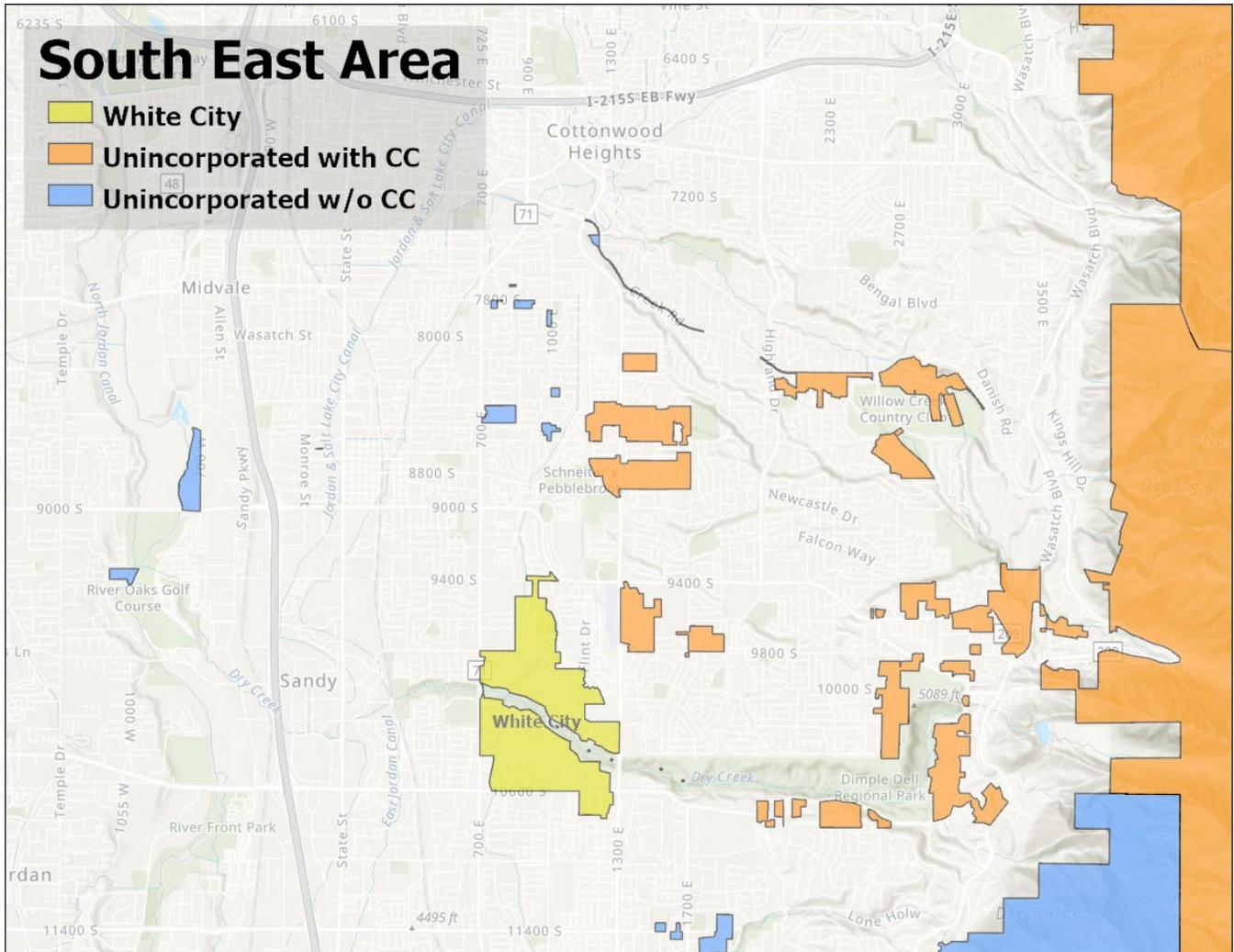


MSD Municipalities and Unincorporated Areas



Southeast Area

- White City Metro Township
- Unincorporated Areas with Community Councils
- Unincorporated Areas without Councils



MSD Population 2020 – 85,677*

Town of Brighton	Copperton Metro Township	Emigration Canyon Metro Township	Kearns Metro Township	Magna Metro Township	White City Metro Township	County Unincorporated Area
432	829	1,466	36,723	29,251	5,522	11,454
						

Unincorporated Area Population 2020 – 11,454*

Big Cottonwood Community Council	Granite Community Council	Sandy Hills Community Council	Willow Canyon Community Council	Willow Creek Community Council
				

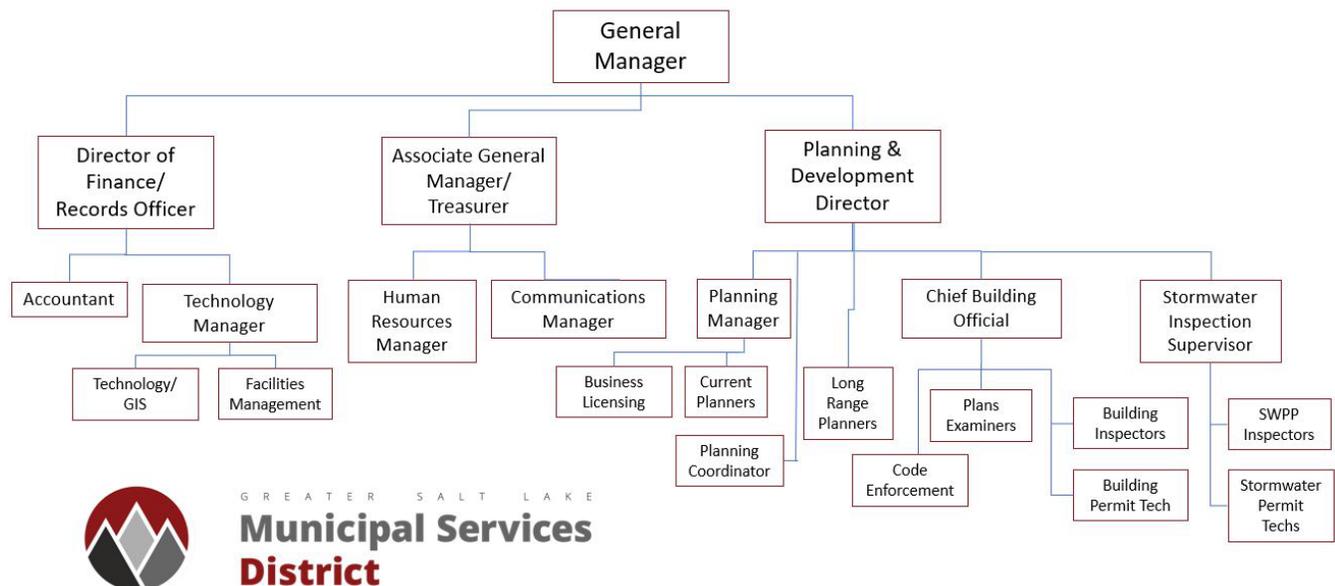
***2020 U.S. Census Data**

MSD Governance



MSD Organizational Structure

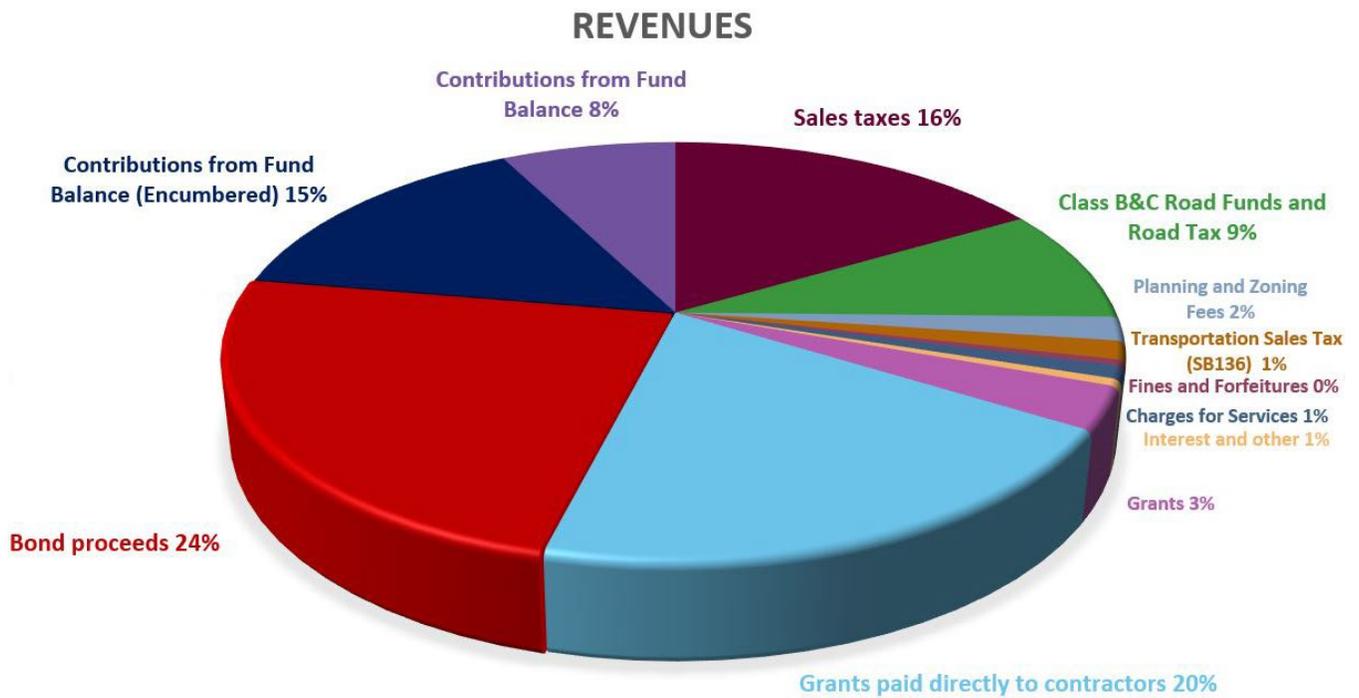
MSD Organizational Structure



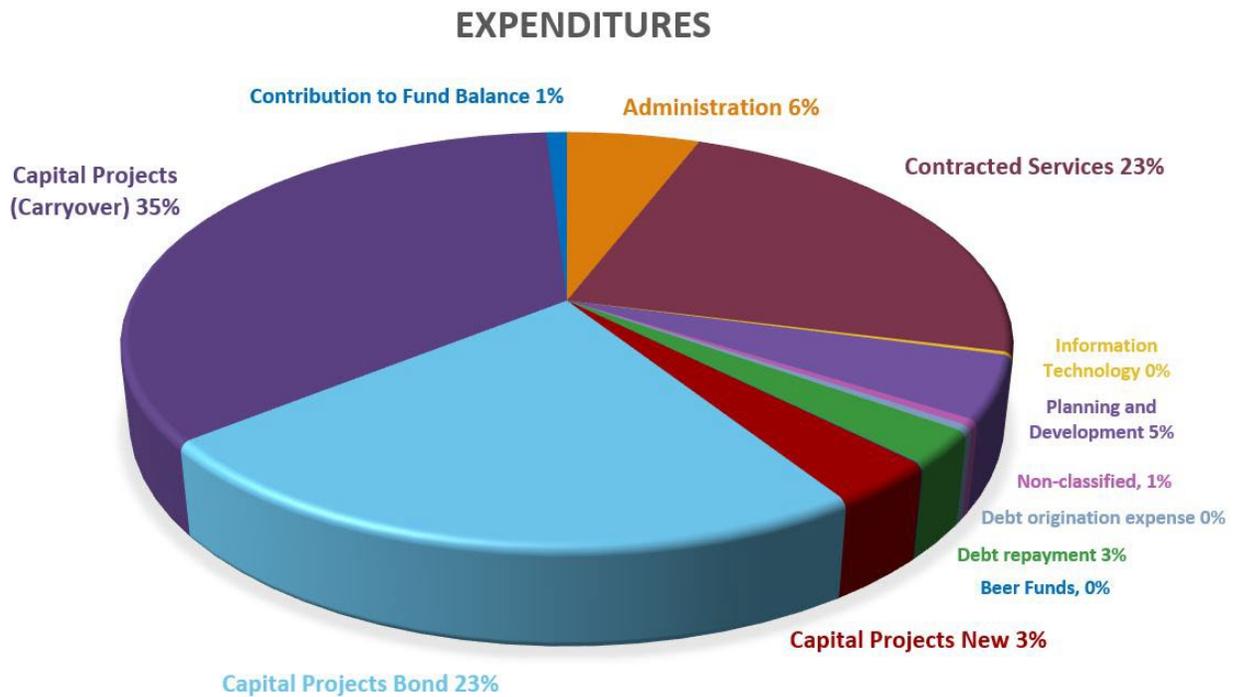
2022 Budgeted Expenses – MSD Member Entities

GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT Approved 2022 Budget									
	Brighton	Copperton	Emigration Canyon	Kearns	Magna	White City	Unincorporated	Total Governmental Funds	
Expenditures:									
Administration									
Wages	138,000	73,000	74,200	97,200	60,000	71,400		513,800	
Employee Benefits	26,300		5,000	18,000	10,000	5,896		65,196	
Awards, Promotional & Meals			500					500	
Subscriptions/Memberships	11,000	100	100		10,000	1,070		22,270	
Printing/Publications/Advertising	2,000	500	2,000	2,500	8,000	1,000		16,000	
Travel/Mileage	1,200	1,200	1,000	1,200	20,000			24,600	
Office Expense and Supplies	2,000	200	1,000	5,000	5,000	1,070		14,270	
Computer Equip/software	1,500		500	5,000	10,000			17,000	
Cell Phone and Telephone	800	1,800	300					2,900	
Attorney - Civil	48,000	40,000	25,000	100,000	70,000	60,000	50,000	393,000	
Attorney - Land Use	15,000		3,000		20,000			38,000	
Attorney - Library								-	
Training and Seminars	2,000		1,000	5,000	10,500	1,070		19,570	
Web Page Development/Maintenance	5,800	1,300	500	4,000	3,255	3,210		18,065	
Software/Streaming	2,300		2,500		1,000			5,800	
Internet connections	2,000	1,200		2,500				5,700	
Payroll Processing Fees	2,000	900	900	1,000	1,100	900		6,800	
Communications					10,000	3,200		13,200	
Contributions/Special Events	29,700	4,200	8,000	60,000	80,500	28,000	16,000	226,400	
Credit Card and Bank Expenses	5,500	8,200	24,000	35,000	15,500	535		98,200	
Insurance	1,200	2,700	2,500	5,000	500	10,000		11,900	
Workers Comp Insurance									
Operational									
Postage		100			2,000			2,100	
Professional and Technical	70,000	10,000	45,000	90,000	140,200	105,000	145,880	606,080	
UFA Emergency Management Services	10,000	10,000	10,000	23,000	40,000	10,000	9,650	112,650	
SL (Client) County Support Services	3,850	10,000	15,000	5,000	57,500	37,500		128,850	
Equipment/Computer Purchases	1,000							1,000	
Non-Cap Improvements				10,000				10,000	
Christmas on 54th Decorations				10,000				10,000	
Interlocal									
Beer Funds		400	800	17,300	17,000			35,500	
Justice Court Remediation						2,700			
Sundry Charges									
Rent	11,500	1,200	500		18,000	2,000		33,200	
Non-Classified Expenses					5,000	5,000	282,470	292,470	
Total Administration	392,650	167,000	223,300	496,700	615,055	349,551	504,000	2,745,556	

2022 Budgeted Revenues



2022 Budgeted Expenses



2022 Bonded Projects

MSD ISSUES FIRST BOND

Joe Smolka, MSD Board of Trustees Chair, signed the bond issuance for the MSD on February 15, 2022. The bond amount is \$20 million and be allocated to each MSD member community to cover large infrastructure projects.

Area	Description	Bond Amount
White City	<u>Sego Lily Dr.</u> Road Improvement	\$ 2,332,000
<u>Magna</u>	Cyprus Master Storm Drain Phase 1	\$ 1,935,000
<u>Magna</u>	9040 W Storm Drain (combined with Cyprus Project)	\$ 288,000
<u>Kearns</u>	4700 S Improvement Project	\$ 9,168,435
Emigration Canyon	Canyon Stabilization Project	\$ 2,201,000
Unincorporated	Lower <u>Millcreek</u> Canyon Road Overlay	\$ 2,712,000
<u>Copperton</u>	<u>Stormwater, Road & Maintenance</u> Projects	\$ 700,000
Brighton	Infrastructure & Maintenance Projects	\$ 200,000
	Projects at Board of Trustees Discretion	\$ 416,065
	Issuance Costs	\$ 47,500
	TOTAL ISSUANCE	\$20,000,000

FY2022 Appropriations for Capital Projects

FY 2022 Carryover Projects

Project Name (30 Characters or less)	Jurisdiction	Total 2022 Budget	Grant Revenue	Project Phase(s) budgeted in 2022 (Design, ROW, Construction)
MSD SD UTILITY FEE STUDY	All	\$ 22,936.00	\$ -	
UNINCORP SD INSP AND GPS/GIS LOC	All	\$ 13,383.00	\$ -	
GSLMSD Misc Projects	ALL	\$ 2,410.00		
Brighton Overlay	Brighton	\$ 349,000.00	\$ -	Construction/Design
Brighton Feedback signs	Brighton	\$ 80,000.00		Construction/Design
Copperton RRFB	Copperton	\$ 5,027.00		Study/Construction
Copperton Master SD Plan	Copperton	\$ 35,000.00		Study
SR-48 SW btw 8626 to 8662 W	Copperton	\$ 270,300.00	\$ 176,205.00	Design /Construction
MARGARETHE ROAD STABILIZATION	Emigration	\$ 491,529.00	\$ -	Design
KILLYONS CANYON	Emigration	\$ 288,204.00	\$ 620,000.00	design/construction
EMIGRATION CANYON SLOPE STABILIZATION	Emigration	\$ 45,070.00	\$ -	ROW
Emigration Canyon Rd Widening	Emigration	\$ 15,000.00	\$ -	Design
Killyons Canyon Overlay	Emigration	\$ 89,222.00	\$ -	design/construction
Pinecrest Overlay	Emigration	\$ 545,171.00	\$ -	design/construction
Canyon Slope Stabilization	Emigration	\$ 250,000.00	\$ -	design/construction
Kearns - 5615 S Conc Repair	Kearns	\$ 300,000.00	\$ -	Design/Construction
Pieper Blvd 5215 S to 4715 S	Kearns	\$ 1,508,000.00	\$ 150,000.00	Design/Construction
Kearns 2020 Traffic Calming	Kearns	\$ 66,500.00	\$ -	Design/Construction

Red Font = Bond Funded Project

Green Font = Overlay Project

FY2022 Carryover Projects

Project Name (30 Characters or less)	Jurisdiction	Total 2022 Budget	Grant Revenue	Project Phase(s) budgeted in 2022 (Design, ROW, Construction)
4700 S Reconstruction	Kearns	\$ 728,770.00	\$ 16,145,425.00	Construction
NW Ave Safety 5400 S-5975 S	Kearns	\$ 120,000.00	\$ -	Design/Construction
Kearns Planada Way Farrah Drive	Kearns	\$ 1,205.00	\$ -	Design
Kearns Magna ATP	Kearns/Magna	\$ -	\$ 98,000.00	Study
MAGNA DETENTION PONDS	Magna	\$ 72,297.00		Construction
MAGNA SD MASTER PLAN	Magna	\$ 74,105.00		Study
2550 S 7200 W to 8000 W Road	Magna	\$ 1,396,669.00	\$ 4,500,000.00	Design/Construction
2600S SDWK SD 8800W to 9180W	Magna	\$ 932,913.00		Design/Construction
MAGNA TRANSPORTATION PLAN	Magna	\$ 27,040.00		Study
8086 W 3500 S Sidewalk	Magna	\$ 383,624.00	\$ 244,392.00	Design/Construction
9100 W Roadway	Magna	\$ 91,775.00		Construction
8950 W Sidewalk	Magna	\$ 273,969.00	\$ 300,000.00	Design/Construction
Design of Magna SD Improvement	Magna	\$ 25,000.00		Design
Cyprus Master SD Phase 2	Magna	\$ 200,000.00		Construction
2820 S SW btw 7698 W - 7440 W	Magna	\$ 55,238.00	\$ 395,202.00	Design/Construction
Washington Area Overlay	Magna	\$ 1,894,000.00		Design/Construction
3100 S SD 8000 W to 8400 W	Magna	\$ 11,448.00		Design
80th West Widening	Magna	\$ 45,000.00	\$ 3,753,160.00	Design/Construction
Breeze Dr Sidewalk	Magna	\$ 50,000.00		Design/Construction
Unincorp Sidewalk Inventory	Unincorporated	\$ 29,724.00	\$ -	Design

Red Font = Bond Funded Project

Green Font = Overlay Project

FY2022 Carryover Projects

Project Name (30 Characters or less)	Jurisdiction	Total 2022 Budget	Grant Revenue	Project Phase(s) budgeted in 2022 (Design, ROW, Construction)
Unincorp 2008 E Dimple Dell SD	Unincorporated	\$ 32,525.00	\$ -	Design/construction
Unincorp Cedar Hill Basin	Unincorporated	\$ 2,720.00		Design
U-111 7300 W PH 1 NEW ROADWAY	Unincorporated	\$ 400,000.00	\$ 4,000,000.00	ROW
12600 S 7200 W NEW ROADWAY	Unincorporated	\$ 1,041,393.00	\$ 1,043,062.00	Design
Neff's Canyon Trailhead Parking	Unincorporated	\$ 150,000.00	\$ -	Design/construction
8850 S Sidewalk 1640 E to 1700 E	Unincorporated	\$ 100,029.00	\$ 34,114.00	Construction
Millcreek Canyon Overlay	Unincorporated	\$ 350,000.00		Design
100th S 2700 E Safety Improvement	Unincorporated GCC	\$ 643,109.00		ROW, Construction
9400 S, 3000 E to 3100 E-LC Road Sidewalk	Unincorporated GCC	\$ 180,391.00	\$ 78,000.00	Design/construction
Unincorp 8425 S Sidewalk	Unincorporated SH	\$ 89,062.00	\$ 322,855.00	Design/construction
Unincorp Galaxie Dr SD	Unincorporated SH	\$ 9,410.00	\$ -	Design
9400 S SKI CONNECT	White City	\$ 57,309.00	\$ -	Design
730 E SW Tulip to Sego Lily	White City	\$ 120,947.00	\$ 87,392.00	Design and Construction
WC Sandy Canal Trail	White City	\$ 112,110.00	\$ -	Construction
WC Sego Lily Drive Road Improvement	White City	\$ 444,387.00	\$ 500,000.00	Design
White City Sidewalk Inventory	White City	\$ 30,000.00	\$ -	study
Walk White City	White City		\$ 45,000.00	study
WC HAWK crossing at 10600 South	White City	\$ 180,000.00	\$ -	Design and Construction
		\$ 14,732,921.00		

Red Font = Bond Funded Project

Green Font = Overlay Project

FY2022 New Projects

Project Name (30 Characters or less)	Jurisdiction	Total 2022 Budget	Grant Revenue	Project Phase(s) budgeted in 2022 (Design, ROW, Construction)	Project Scope (2-3 Sentences)
Brighton Overlay	Brighton	\$ 120,000	\$ -	Construction	Brighton Overlay
Pinecrest Overlay	Emigration Canyon	\$ 600,000	\$ -	Construction	
GSLMSD Misc Projects	ALL	\$ 400,000	\$ -		For emerging issues and contingency for existing projects
Copperton Storm Drain	Copperton	\$ 100,000	\$ -	Construction/Design	Design and construction of storm drain project in Copperton
Cougar Lane Widening	Kearns	\$ 50,000	\$ -	Study	Environmental document for roadway widening between Niagra Way and Kearns High Drive. Federal funding for design and construction available in 2025.
2820 S SW b/w 7440 W - 7736 W	Magna	\$ 514,900	\$ 250,000	Construction	Construction of Sidewalk \$514,900 includes \$250,000 grant pass through
Breeze Drive Sidewalk	Magna	\$ 433,590	\$ 238,475	Construction	Construction of Sidewalk
3050 West, 2700 S to 2800 S, West Side	Magna	\$ 246,187	\$ 219,105	Construction	Construction of Sidewalk
4805 S 4480 W C Loop Project (CDBG)	Kearns	\$ 277,566	\$ 232,136	Construction	Construction of Sidewalk
4015 W; Twilight Dr. to 5700 So	Kearns	\$ 50,000	\$ -	Design, Construction	Restripe 4015 W from Twilight Dr to 5700 S, help slow traffic through area. Coordinate w/Taylorsville City.
Traffic Calming Design	Magna	\$ 40,000	\$ -	Design	Design of Traffic calming
8425 S Driver Feedback Signs	Unincorporated	\$ 10,000	\$ -	Construction	8425 South Street DFS
Galaxie Dr Driver Feedback Signs	Unincorporated	\$ 10,000	\$ -	Construction	Galaxie Drive DFS
		\$ 2,852,243	\$ 939,716		

FY2022 Proposed Pavement Maintenance

Overlay

Area	Description	Average OCI	Sq Ft	Cost
Kearns	4480 West area	69	54,446	\$ 49,001
Kearns	4500 South area	48	175,195	\$ 157,676
Kearns	Borax Ave area	56	100,225	\$ 90,203
Magna	Helen Dr area	68	269,070	\$ 242,163
Emigration	various roads	43	104,043	\$ 113,360
Total			724,892	\$ 652,403

Slurry Seal

Area	Description	Average OCI	Sq Ft	Cost
Kearns	various	76-93	1,100,000	\$ 146,300
Magna	various	76-93	1,100,000	\$ 146,300
Emigration	various	76-93	105,170	\$ 13,978
Unincorporated	various	76-93	360,000	\$ 47,880
Total		76-93	2,680,000	\$ 356,440

Chip Seal

Area	Description	Average OCI	Sq Ft	Cost
Kearns	Cougar Lane	77	269,005	\$ 88,772
Total			269,005	\$ 88,772