

City of Taylorsville
Work Session
Minutes

Wednesday, January 14, 2009
Council Chambers
2600 West Taylorsville Blvd., Room No. 140
Taylorsville, Utah 84118

Attendance:

Mayor Russ Wall

Council Members:

Chairman Lynn Handy
Vice-Chairman Bud Catlin
Council Member Les Matsumura
Council Member Morris Pratt
Council Member Jerry Rechtenbach

City Staff:

John Inch Morgan, City Administrator
John Brems, City Attorney
Cheryl Peacock Cottle, City Recorder
Jessica Springer, Council Coordinator
Del Craig, Chief of Police
Mark McGrath, Community Development Director
Scott Harrington, Chief of Finance
John Taylor, City Engineer
Wayne Dial, Assistant Police Chief
Jamie Brooks, Court Administrator
Keith Snarr, Economic Development Director
Marsha Thomas, Judge

Others: John Gidney, Ken Cook, Gordon Wolf

18:00:09 Chairman Lynn Handy called the Work Session to order at 6:00 p.m. and welcomed those in attendance. City Recorder Cheryl Peacock Cottle conducted a Roll Call, wherein all Council Members were present.

1 **1. Discussion of Current City Council Committee Advisors – *Chairman Handy***

2
3 Council Chair Lynn Handy reviewed City Council Committee Advisor assignments for 2009, as
4 follows:

- 5
6 Budget Committee – Morris Pratt
7 Economic Development Committee – Lynn Handy
8 Healthy Taylorsville Committee – Bud Catlin
9 Historic Preservation Committee – Morris Pratt
10 Leisure Activities Parks & Recreation (LARP) Committee – Les Matsumura
11 Ordinance Review Committee – Les Matsumura
12 Public Safety Committee – Bud Catlin
13 Arts Council – Lynn Handy
14 Association of Municipal Councils (AMC) – Jerry Rechtenbach
15 Youth Council – Jerry Rechtenbach

16
17 A list detailing committee chairs, advisors, and meeting times was distributed to the Council.
18 Chairman Handy encouraged Council Members to notify their committees of any changes.

19
20 **2. Discussion of the Proposed 2008/2009 Mid-Year Budget – *John Inch Morgan***

21
22 18:02:55 City Administrator John Inch Morgan referenced the proposed mid-year budget
23 adjustments for 2008/2009 that were distributed for review in the prior City Council Meeting. He
24 emphasized cuts that have been made and noted that departments have been challenged to make
25 a 5% cut to their budgets. He stated that making such cuts at mid-term doubles the impact to the
26 budget. Mr. Morgan said that he believes some cuts are only postponing necessary purchases
27 and may reduce the ability to deliver certain services. He asked that, as economic times
28 improve, such things be reinstated in the budget in order to provide good municipal service to
29 constituents.

30
31 18:04:08 Mr. Morgan invited questions and comments from the Council and called for review of
32 the budget in chronological order.

33
34 18:04:33 Council Member Pratt asked about utility franchise taxes and the rationale behind
35 proposed adjustments. Mr. Morgan described the trend analysis used and cited adjustments that
36 were made during the prior year. He noted that the estimate made is conservative.

37
38 18:06:47 Council Member Handy inquired about sales tax projections and Mr. Morgan reviewed
39 estimates and trends. He cited an unknown factor in that December sales tax has not yet been
40 received.

41

1 18:08:46 Council Member Catlin called for clarification on building permits. Mr. Morgan stated
2 that commercial building is up, while residential has fallen off. He noted that as residential
3 construction is not Taylorsville's mainstay, the projection is not impacted.
4

5 18:11:36 Mr. Morgan relayed that state road funds have been reduced by \$50,000. He cited a
6 significant drop in gasoline consumption during the early part of the year.
7

8 18:13:59 Fines and forfeitures were reviewed and Mr. Morgan cited a reduction in those
9 revenues. He said that the ability to pay fines is being impacted by the current economy and
10 noted that more people are signing up for traffic court and community service.
11

12 18:14:34 Chief of Finance Director Scott Harrington cited \$31,000 received under "Other
13 Revenue" for grants from Homeland Security Funds.
14

15 18:15:09 Council Member Pratt suggested that the budget for "Donations/Contributions" be
16 increased. Mr. Morgan agreed that an immediate increase would be appropriate.
17

18 18:16:00 Mr. Morgan and Mr. Harrington made clarification on the \$31,000 amount under
19 "Homeland Security." Additional grants from the State were cited relating to the Utah Symphony
20 and Taylorsville Dayzz. It was agreed to move \$10,000 to the Taylorsville Dayzz line.
21

22 18:17:18 Council Member Catlin inquired about the amount under the "Legal Services Contract"
23 line. Mr. Morgan explained that the Council previously established that line item in case of a
24 legal challenge to an action by the Mayor. Mr. Morgan suggested that this amount now be
25 reduced to \$10,000, as there have been no year-to-date expenditures.
26

27 18:19:00 Mr. Morgan gave clarification on the budget decrease for "Small Area Master
28 Planning" and "General and Target Marketing" studies.
29

30 18:19:15 Community Development Director Mark McGrath noted that no bids were received for
31 the "Ordinance Re-Write" Study when the Request for Proposal went out during the last year.
32 Mr. Morgan stated that this study has been postponed.
33

34 18:20:27 Mr. Morgan agreed to provide a list to the Council of other studies that are still being
35 planned.
36

37 18:20:51 Discussion was held regarding the budget for Council office supplies. It was
38 determined that the amount needed may be substantially less.
39

40 18:23:00 Mr. Morgan described the list of studies previously approved in the budget, as follows:
41 \$50,000 in contingency, \$30,000 for the Small Area Master Plan (which has been removed from

1 the current budget), \$5,000 for a Building Fee Study, \$30,000 for General Audience Target
2 Marketing, \$35,000 for Urban Renewal and RDA, and \$25,000 for a Legacy Art Center Grant
3 Application.

4
5 18:23:53 Mr. Morgan relayed that Mayor Wall has limited travel and training and determined
6 that no out-of-state training will be approved unless it is necessary to maintain employee
7 certifications.

8
9 18:25:47 Mayor Wall gave clarification on appropriations for state and federal lobbyists.

10
11 18:26:28 A significant reduction in salaries and wages was noted in the Justice Court budget.
12 Mr. Morgan cited a large turnover in court employees during the first part of the year. He noted
13 that the court is now almost fully staffed.

14
15 18:27:17 Court Administrator Jamie Brooks affirmed that the one vacancy now left in the court
16 is expected to be filled soon.

17
18 18:27:43 Mr. Morgan noted that the Justice Court operations budget has been reduced by 5.65%.
19 He cited a significant increase in state surcharges (fines), based on a prior period adjustment.

20
21 18:28:00 Further explanation was given regarding oversight on fines owed to the State. It was
22 noted that there is now software in place that will prevent a similar miscalculation.

23
24 18:30:15 Mr. Morgan addressed a question from Council Member Catlin regarding the cost for
25 prosecution services.

26
27 18:31:29 Mr. Catlin stated that he would like to take a hard look at prosecution and warrant
28 services.

29
30 18:31:58 Mayor Wall noted that no new bids were received the last time prosecution service
31 proposals were requested.

32
33 18:34:13 Mr. Morgan gave clarification on the budget for elections.

34
35 18:33:57 Council Member Pratt inquired about the 3% increase in employee benefits. Mr.
36 Morgan agreed to research the basis for that increase.

37
38 18:36:00 Council Member Rechtenbach inquired about budgeting for time spent by the Council
39 Coordinator in assisting with duties in other City departments. Mayor Wall stated that in the past
40 Administration was specifically instructed not to pro rate the Council Coordinator's time.

41

1 18:36:28 Council Member Catlin questioned the need for funding the employee reserve fund.

2

3 18:37:34 Mr. Morgan cited GASB regulations that require the City to identify and budget for
4 liabilities.

5

6 18:38:25 Mr. Harrington stated that the City's liability for employees leaving the City with
7 accrued vacation was \$537,000 at the end of last year. It was clarified that these liabilities are not
8 covered by insurance.

9

10 18:39:52 Mayor Wall noted that the funds in the employee reserve fund cannot be appropriated
11 into another department without prior Council approval.

12

13 18:39:26 Mr. Morgan clarified that subscriptions costs are largely related to dues for the Utah
14 League of Cities and Towns.

15

16 18:40:41 A question was asked about the increasing cost for employee recruitment.

17

18 18:41:37 Mr. Morgan cited expenses for advertising, testing, etc. and noted that the Newspaper
19 Agency has recently increased advertising fees.

20

21 18:43:03 Council Member Matsumura called for discussion on funds in the Council's travel
22 budget. It was determined that the budget was sufficient for Council Members Handy and Catlin
23 to attend the Utah League of Cities and Town Spring Conference; other Council Members are
24 not planning to attend this year.

25

26 18:43:50 It was noted that travel expense for Council Members to attend the International
27 Conference of Shopping Centers is covered under the Economic Development budget.

28

29 18:45:21 The decrease in building repair and improvements was referenced.

30

31 18:46:25 Mr. Morgan clarified that the decrease in stipends for the Planning Commission is
32 based on trend analysis.

33

34 18:48:15 Council Member Pratt noted that the Taylorsville Dayzz budget was exceeded last year
35 and suggested that better control of that budget is needed.

36

37 18:47:45 Discussion was held regarding the Taylorsville Dayzz budget. Mayor Wall noted that
38 funds collected independently by the Taylorsville Dayzz Committee are deducted from the
39 Taylorsville Dayzz budget.

40

1 18:50:03 Taylorsville Budget Committee Chairman Gordon Wolf commented on the
2 Taylorsville Dayzz budget. Mayor Wall noted that audit figures are incorrect due to a misapplied
3 grant and to City Council expenses that were also misapplied.
4

5 18:54:06 Mr. Morgan reviewed the City's procedures for processing purchase orders and said
6 that documentation will be taken to every Taylorsville Dayzz Committee Meeting in order to
7 improve budget control of the event. He stressed the importance of following City purchasing
8 procedures. Mr. Morgan stressed that future exceptions will not be made to the Purchasing
9 Policy.
10

11 18:55:17 Mr. Morgan gave additional explanation on accounting for revenue collected for
12 Taylorsville Dayzz.
13

14 18:54:59 Chairman Handy relayed concerns expressed by Taylorsville Dayzz Chairman Jim
15 Dunnigan regarding the impact of the current economy on that event.
16

17 18:57:11 Mr. Morgan reviewed large changes to the Police Department budget relating to vehicle
18 replacement, etc. He stated that the initial plan to replace eight vehicles has now been decreased
19 to the replacement of only four vehicles.
20

21 18:58:00 Mr. Morgan referenced a change that has been made to make minimum payments on
22 the Municipal Equipment Lease.
23

24 18:58:39 Police Chief Del Craig referenced budget cuts being implemented by the Police
25 Department.
26

27 18:59:59 Mr. Morgan gave clarification on the municipal capital lease used to purchase the
28 initial fleet of police vehicles. He stated that payment has now been completed for most of the
29 cars and the City retains title to all of the vehicles.
30

31 19:00:29 A reimbursement for supplies under Homeland Security was noted.
32

33 19:01:20 Council Member Catlin inquired about scheduling in the Police Department and the
34 related overtime budgets.
35

36 19:02:01 Mr. Morgan referenced the mileage reimbursement of some civilians who use City
37 vehicles.
38

39 19:02:24 Chief Craig gave explanation on tracking allocations for overtime, callouts, and court
40 time.
41

- 1 19:03:17 Mr. Morgan gave clarification on revenue from witness fees.
2
- 3 19:07:01 It was confirmed that two Taylorsville Police Officers, who live out of the county, are
4 currently compensating the City for use of City vehicles in commuting.
5
- 6 19:07:52 Chief Craig described the recent evaluation of the Police Department's Car Usage
7 Policy. He also cited methods used to cut back on overtime hours.
8
- 9 19:08:12 Mr. Morgan affirmed that sidewalk repairs in the City have been put on hold at this
10 time.
11
- 12 19:08:32 Council Member Catlin inquired about closer control of snow plowing on residential
13 streets.
14
- 15 19:09:40 City Engineer John Taylor stated that he has discussed the issue of snow removal with
16 Salt Lake County Public Works Director Kevyn Smeltzer, who has agreed to follow up with
17 snowplow crews.
18
- 19 19:10:15 Further discussion was held regarding issues surrounding snow removal on City streets.
20 Mr. Morgan noted that the majority of complaints received by the City regarding snow removal
21 concern state roads.
22
- 23 19:14:29 Mr. Harrington addressed Council Member Pratt's question regarding a re-
24 appropriation from last year's budget for completion of the software project in the Community
25 Development Department.
26
- 27 19:15:39 Economic Development Director Keith Snarr referenced some subscriptions that have
28 been cancelled and cited expenses in the hospitality line for the Economic Development Forum
29 that were offset by a grant.
30
- 31 19:16:35 Mr. Harrington gave explanation on debt service and bond payments
32
- 33 19:18:35 Mr. Morgan reported that a new mobile shelving system has now been completed in the
34 City Center in order to secure records.
35
- 36 19:23:14 Mr. Morgan made some additional accounting clarifications regarding capital
37 projects/infrastructure.
38
- 39 19:22:36 Council Member Pratt inquired about adjusted costs for two storm drain projects. Mr.
40 Taylor gave explanation on budget for both projects.
41

1 19:23:44 City Engineer John Taylor described the City's current wall project at 6200 South. He
2 suggested that future consideration be given to a wall project at 4700 South, west of 2700 West.

3
4 19:25:04 Mr. Morgan gave explanation on reallocations for bond-funded projects.

5
6 19:26:37 Mr. Harrington addressed a question on storm drain utility billing and accounting. He
7 cited one-time costs for set up fees for the conversion to billing through Rocky Mountain Power.

8
9 19:28:00 Mr. Harrington gave clarification on the interest for debt service to offset bonds.

10
11 19:28:53 Mr. Morgan noted that the CDBG budget has already been adopted, but has been
12 included as a matter of reference. Mayor Wall stated that the CDBG budget is anticipated to
13 have a 10% decrease next year.

14
15 19:29:41 Mr. Morgan confirmed that an ordinance to adopt the mid-year budget adjustments will
16 be presented at the January 21, 2009 City Council Meeting.

17
18 19:30:05 Council Member Pratt thanked those members of the Budget Committee in attendance
19 and Chairman Handy invited Budget Committee Members to make comments.

20
21 19:30:31 Budget Committee Member Ken Cook noted his concerns with court costs and the drop
22 in sales tax revenue.

23
24 19:31:32 Mr. Morgan expressed confidence in his forecast of potential sales tax revenue. He
25 said that Taylorsville's sales tax remains fairly stable in comparison to other municipalities.

26
27 19:32:48 Council Members expressed appreciation to Department Directors and Administration
28 for their hard work in cutting budgets.

29
30 **3. Other Matters**

31
32 19:33:22 Mayor Wall cited a press release regarding Taylorsville's receipt of a \$7.8 million
33 senior housing grant from the federal government. The Mayor stated that these funds, in
34 conjunction with state funds, county funds, and city land, will build 60 subsidized senior housing
35 units in Taylorsville at 4800 South and Redwood Road.

36
37 **4. Adjournment**

38
39 19:34:36 Council Member Morris Pratt **MOVED** to adjourn the City Council Work Session.
40 Council Member Bud Catlin **SECONDED** the motion. Chairman Handy called for discussion.
41 There being none, he called for a vote. The vote was as follows: Matsumura-yes, Rechtenbach-

1 yes, Catlin-yes, Pratt-yes, and Handy-yes. **All City Council members voted in favor and the**
2 **motion passed unanimously.** The meeting was adjourned at 7:34 p.m.

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 Cheryl Peacock Cottle, City Recorder

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10 Minutes approved: CC 02-04-09

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12 *Minutes Prepared by: Cheryl Peacock Cottle, City Recorder*