

**City of Taylorsville**  
**SPECIAL CITY COUNCIL MEETING**  
*Minutes*

**Wednesday, May 28, 2014**  
**Conference Room 202**  
**2600 West Taylorsville Blvd., Room No. 140**  
**Taylorsville, Utah 84129**

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**Attendance:**

Mayor Larry Johnson

**Council Members:**

Chairman Kristie Overson  
Vice-Chairman Ernest Burgess  
Council Member Dan Armstrong  
Council Member Dama Barbour  
Council Member Brad Christopherson

**City Staff:**

John Taylor, City Administrator  
John Brems, City Attorney  
Cheryl Peacock Cottle, City Recorder  
Kris Heineman, Council Coordinator

**Excused:**

**Others:**

Chair Kristie Overson called the Special City Council Meeting to order at 3:38 p.m. and welcomed those in attendance. City Recorder Cheryl Peacock Cottle conducted a Roll Call, wherein all Council Members were present.

**1. Discussion with Council Coordinator**

3:39:16 PM Council Coordinator Kristy Heineman conducted discussion regarding how to organize and clean up the Dropbox Folder for the City Council Meeting Packets. She also called for input on Council access to the Committee Dropbox Folder. The Council gave direction on what they would like to see in the City Council and Committee Dropbox Folders. Ms. Heineman agreed to make the appropriate updates in Dropbox. It was determined to request IT personnel to set up the Council's iPad devices and provide additional training to the City Council as a whole.

3:46:41 PM Ms. Heineman relayed that her job responsibilities will be changing in regard to events and she will no longer be doing City events, other than those under the direct jurisdiction of the City Council. She indicated that PIO Tiffany Janzen will be taking responsibility for other City events.

3:48:14 PM Ms. Heineman reported that she will now be overseeing the Community Councils. It was clarified that the Ad Hoc Committee chaired by former Mayor Janice Auger was formed for a one-time purpose and is no longer functioning.

3:50:09 PM Discussion ensued regarding the needed oversight of Community Councils. Ms. Heineman discussed her role in becoming more involved with City committees. Chair Overson gave an example of times that it would be beneficial for Ms. Heineman to attend committee meetings. It was determined that minutes from the committee meetings should be forwarded to Ms. Heineman for disbursement. Ms. Heineman indicated that she would like to initially attend one meeting of each committee to introduce herself and ascertain the committee's functions and role.

3:54:29 PM Discussion was held regarding whether Ms. Heineman should attend Budget Committee Meetings to take minutes.

3:55:54 PM Council Member Dan Armstrong relayed discussion that took place at recent Budget Committee Meetings regarding employee compensation. Chair Overson indicated that she was not aware of this discussion and would have liked to read minutes or hear a report from meetings.

3:57:50 PM It was agreed that Ms. Heineman will notify each committee chair and request that copies of meeting minutes be emailed to her for disbursement to the Council.

3:58:52 PM Chair Overson noted that Ms. Heineman's daytime office hours will need to be balanced to accommodate her attendance at any evening committee meetings.

3:59:37 PM Council Member Armstrong cited meeting times and the format for Budget Committee Meetings

4:00:16 PM Ms. Heineman stated that she will be more involved with the Youth Council and Youth Ambassadors in order to provide a constant liaison as Council Members change.

4:01:11 PM It was agreed that the "Week at a Glance" message that Ms. Heineman distributes each week has been very helpful to the Council for calendaring purposes.

4:02:53 PM Ms. Heineman reported that the only events she will be overseeing as of now are the Volunteer Appreciation Picnic and the Employee Christmas Social.

4:03:50 PM Ms. Heineman relayed that she will be taking Fridays off when there are no Agendas to prepare for the next week in order to offset her evening hours.

4:04:53 PM Discussion ensued regarding the Council/Committee booth for Taylorsville Dayzz. Council Member Ernest Burgess reported on materials that will be provided in regard to the "Slow the Flow" Program. Ms. Heineman described cards that she will design with information on each City committee to be provided at Taylorsville Dayzz.

4:07:17 PM Ms. Heineman relayed that UFA has determined that the Council cannot ride in the bucket of a fire engine during the Taylorsville Dayzz parade. She reported that John Inch Morgan will be the grand marshal for the parade. The potential of using cars from Markosian Auto was discussed. Council Member Armstrong described a long-bed truck with straw bales that is available. It was determined that the long-bed truck would be most preferable. The Council agreed that they would like to distribute water and individually-wrapped candy. Ms. Heineman agreed to order and arrange for such. It was noted that coolers will be needed. Council Member Barbour indicated that she has two extra-large coolers that can be used. Chair Overson indicated that there is money in the Council's Strategic Planning budget that can be moved and used if needed.

4:12:58 PM Discussion was held on ideas for what the Council might give out from the Taylorsville Dayzz Booth.

4:14:58 PM Council Members expressed appreciation for Council Coordinator Kristy Heineman in keeping them organized and Chair Overson encouraged the Council to utilize her skills.

4:16:57 PM Council Members were encouraged to forward any email correspondence with constituents to Ms. Heineman or City Recorder Cheryl Cottle for retention in the City file.

4:18:03 PM Ms. Heineman asked Council Member Burgess about using a Scout Troop she has been in contact with to help with the opening ceremonies in June. She agreed to forward the information to him.

## **2. Discussion Regarding Budget Priorities**

4:18:44 PM Council Member Brad Christopherson noted that the budget for the lobbyist has been cut in half. Discussion was held regarding who the lobbyist is that may be used. It was agreed to ask Administration for an explanation regarding the lobbyist.

4:20:13 PM Council Member Brad Christopherson suggested switching over to Surfaces instead of iPads for the Council. He said that he believes Surface devices would allow for more productivity. He suggested that they would help the Council be more effective. He referenced some recommendations from City Administrator John Taylor. He cited a cost of approximately \$8,000 for five devices. He indicated that if the funds are taken from the General Fund it would not change the percentage of the Fund Balance. Council Member Christopherson reviewed reasons that the Surface device would be more user-friendly for the Council.

4:25:29 PM Ms. Heineman illustrated the upgraded keyboard that would be preferred.

4:23:47 PM The consensus of Council Members was to make the investment for the Surface devices and consider them part of the Council's compensation.

4:26:40 PM It was clarified that compensation for City Council Members is determined by ordinance and will remain the same.

4:27:24 PM Discussion was held regarding employee compensation. Council Member Armstrong relayed the intentions of the Mayor in regard to raises for some employees. He reported that the Budget Committee was comfortable in increasing the compensation amount from \$17,000 to \$30,000 for possible pay-for-performance raises. It was agreed that Council Members should meet with the Mayor individually to review his recommendations for specific employee compensation.

4:30:45 PM Council Member Barbour said she would be more in favor of a COLA raise. Chair Overson and Council Member Christopherson cited the need to review the compensation data to ensure that policies are being followed consistently. Council Member Armstrong said that he believes there is too much disparity with COLA raises and he supports pay-for-performance increases as incentives. He reported that the Budget Committee recommends pay-for-performance raises be given at the discretion of Department Heads. Council Member Brad Christopherson commented on reasons that pay-for-performance increases are good incentives for employees to produce well.

4:40:11 PM The cost of living and Consumer Price Index was referenced. Reasons were given that Department Heads should be given the discretion to award pay-for-performance increases where appropriate.

4:42:00 PM The consensus of the Council was to increase the budget amount for employee compensation to \$30,000, after reviewing the Mayor's recommendations to affirm that consistent policies are being followed.

4:44:03 PM It was clarified that the additional \$13,000 for employee compensation would come from the bottom line/General Fund. Discussion took place regarding whether the additional \$8,000 for Surface devices and the additional \$13,000 for employee compensation will allow the Fund Balance to remain at 17%. It was decided to get further information from Chief of Finance Scott Harrington on this.

4:45:51 PM It was determined to take a recess at this time. The meeting was recessed at 4:45 p.m.

4:47:12 PM The meeting was reconvened at 4:47 p.m. Council Member Brad Christopherson was excused from the meeting. Chief Financial Officer Scott Harrington joined the meeting at 4:47 p.m.

4:50:54 PM Mr. Harrington gave explanation on the reason for a reduction in the lobbyist budget. He indicated that the new lobbyist, Charlie Evans, believes he can provide the same service for less money. He confirmed that the cost for the lobbyist will go from \$80,000 to \$45,000 effective July 1, 2014. He described ways that the effectiveness of the lobbyist will be monitored based on results. He acknowledged that some results are subjective and hard to monitor.

4:52:04 PM Council Member Dama Barbour noted that the current lobbyist is a Council Member for Murray and there is a conflict of interest. She said that she was hoping the new lobbyist would be David Spatafore.

4:54:22 PM Chair Overson noted that Council Members always have the opportunity to go up to the Capitol and watch the City's lobbyist in action.

4:55:51 PM Mr. Harrington indicated that the Mayor and John Taylor selected Charlie Evans based on cost and his record. Discussion was held on effective ways to use the City's lobbyist. It was noted that the lobbyist will be working on obtaining the Arts Center from Salt Lake County. It was agreed that time will tell whether the lobbyist selected is effective based on benchmarks.

4:58:46 PM Chair Overson referenced the recommendation from the Budget Committee to increase employee compensation to \$30,000. Mr. Harrington relayed that he has already included that \$30,000 amount in the budget. He stated that the Fund Balance is probably at about 17%. He discussed variables that affect the Fund Balance. He noted that the Council needs to set the parameters for the Fund Balance.

5:01:38 PM Mr. Harrington confirmed that the Surface model devices are fairly expensive. He described benefits that the Surface would provide. He said that adding \$8,000 to the budget is not a big deal.

5:03:01 PM Council Member Armstrong stated that he considers the Surface devices a want versus a need.

5:06:02 PM Some time was spent pulling up the FY 2013-2014 Year-End Budget in Dropbox for the Council. Mr. Harrington illustrated the transfer of a \$150,000 allocation from the General Fund to the Capital Budget for Gateway Signs. He gave explanation on not being able to transfer more than what is budgeted. He noted that a final amount will be known in September/October and a mid-year budget adjustment can be made after that time.

5:14:04 PM Council Member Barbour observed that gateway signs are important for the City. Council Member Armstrong relayed reasons that he does not want gateway signs in blighted areas of the City yet. Council Member Burgess cited the importance of installing signs in areas where there are currently no signs. He said those areas should take priority. It was noted that Community Development Director Mark McGrath is putting together a design package for signs. Discussion was held regarding property easements that may be needed for sign installation.

5:16:57 PM Council Member Burgess asked for clarification on the budget increase for road maintenance. Mr. Harrington gave explanation on B&C Road funds that must be spent on road maintenance. He observed that costs will go up if road maintenance is deferred. He reviewed the projections for road maintenance.

5:25:33 PM Chair Overson called for clarification on the City's engineering contract for service. Mr. Harrington explained that City Administrator John Taylor will still help with engineering services but \$36,000 has been budgeted for Forsgren Engineering to help with supplemental engineering projects. He clarified that Mr. Taylor will provide some engineering services and his compensation is not being increased, but is covered under his salary as City Administrator. Mr. Harrington said that this arrangement will hopefully result in a cost savings to the City.

5:27:57 PM Chair Overson cited engineering services/fees that are built into capital projects. Mr. Harrington confirmed that a new City Engineer was not hired and Kirsten Heinz has been assigned from Forsgren to provide supplemental engineering services.

5:32:10 PM Council Member Ernest Burgess inquired about the increased amount being requested from ChamberWest. Mr. Harrington gave clarification on the \$6,000 amount budgeted for ChamberWest. He said this is the exact amount that was initially requested by Alan Anderson at the Chamber. Council Member Dama Barbour reported on the status of the ChamberWest as of the last board meeting. She said the City must decide if the Chamber is valuable. She

suggested that it is and more money must be allocated. She recommended a \$10,000 amount. Options regarding a Chamber of Commerce for the City and related costs were discussed. Council Member Barbour said the Chamber cannot be effective if not funded appropriately.

5:36:43 PM Council Member Barbour reiterated that there is a value to the City in being affiliated with a Chamber of Commerce.

5:37:33 PM City Administrator John Taylor and City Attorney John Brems joined the meeting at this time. Mr. Taylor relayed that the Closed Sessions scheduled for tonight will not be needed.

5:38:15 PM The Council inquired about the value of the Chamber to Taylorsville. Mr. Taylor said there is the potential for great value from the Chamber. He said he does not have a problem allocating a \$10,000 amount to the Chamber.

5:39:33 PM Discussion was held regarding the functions of the Chamber and the benefit it provides toward economic development. Developing standards for performance measures were addressed. It was noted that the City was willing to give up advertising space in the Valley Journal for the Chamber's use. Mr. Taylor cited the plan that Mr. Anderson has in place and said that if \$10,000 is required to keep it going, that should be allocated. He agreed to check with him and see what is needed.

5:43:12 PM Council Member Barbour clarified that members must pay dues once a year. She cited strong direction given by the ChamberWest Board. She observed that the Chamber is currently on "life support."

5:44:55 PM It was confirmed that the cost of maintaining the Bass Fishing Pond is \$18,000 per year. Mr. Taylor recommended leaving that amount the same and cited additional money that is being allocated to Millrace Park. He gave additional information on pursuing plans for increased maintenance at Taylorsville Park.

5:48:01 PM Mr. Taylor suggested that if the Council is considering Surface tablets, they should cancel plans for training on iPads. He summarized that iPads are great for reading devices, but Surface tablets are better for constructing documents.

5:49:49 PM Mr. Taylor was excused from the meeting at this time.

5:50:17 PM Council Member Barbour cited the importance of the ICSC Conference and suggested that two more Council Members should participate in that conference. She suggested that the Economic Development budget should be increased accordingly. Mr. Harrington relayed actual costs for the ICSC.

5:53:24 PM Discussion ensued regarding the ICSC Conference and who should attend. Council Member Barbour suggested that the Mayor, two City Council Members, and the Economic Development Director should attend. She said that having three elected officials carries more weight. She clarified that the Economic Development Budget should not be changed, but a policy should be set as to who should attend ICSC.

5:57:49 PM Council Member Armstrong suggested asking the Economic Development Director for his recommendation before setting a policy. Mr. Harrington noted that the current budget should cover the amount needed for more people to attend.

6:01:45 PM Council Member Armstrong was excused from the meeting at 6:01 p.m.

6:02:12 PM Council Member Ernest Burgess asked for clarification on the budget for the Community Development Department. Mr. Harrington gave explanation on the transition of 4.5 employees from Community Development into the newly formed Building Department. He answered additional questions from Council Member Burgess regarding expenses in the Community Development Department.

6:06:37 PM Mr. Harrington clarified that salaries and wages for Code Enforcement is now included in the Community Development Department Budget instead of being in Public Safety.

6:07:44 PM Chair Overson asked for clarification on Neighborhood Services. Mr. Harrington cited events, i.e. Movies in the Parks, neighborhood clean-ups, etc. Some job shifting was cited. It was explained that the Neighborhood Services Coordinator position will now be covering Code Enforcement. Mr. Harrington explained positive changes that have been made to deal with neighborhood code issues.

6:12:30 PM The need for a new organizational chart for the City was cited. Mr. Harrington said that he hopes to distribute a new chart with the budget. He gave explanation on the information on employees that is provided on the last two pages of the budget.

6:17:14 PM Additional discussion ensued regarding possible reasons to upgrade to Surface tablets.

6:17:49 PM Mr. Harrington cited small changes that he may still need to make to the current budget.

6:19:14 PM Direction was given to Scott Harrington to add \$8,000 to the Council Budget for Surface tablets and to add \$4,000 to the budget for ChamberWest to bring that allocation to \$10,000.

6:24:58 PM Chair Overson suggested that Council Members now continue reviewing the budget on their own and contact Mr. Harrington with additional questions or for clarification.

6:25:26 PM Mr. Harrington reminded the Council that they each have \$8,000 for use in their own Districts for cleanup projects, etc. It was confirmed that these amounts are separate from Community Councils.

6:26:37 PM Mr. Harrington called for feedback on how the budget process has gone this year. The Council spoke in favor of the budget process, other than trouble they sometimes experienced navigating the budget on their iPad devices.

### **3. Other Matters**

There were no other matters.

### **4. Closed Sessions**

#### **4.1 Strategy Session to Discuss the Sale or Purchase of Real Property**

It was determined that this Closed Session was no longer needed.

#### **4.2 Discussion Regarding the Professional Competency of an Individual**

It was determined that this Closed Session was no longer needed.

### **5. Adjournment**

Council Member Dama Barbour **MOVED** to adjourn the Special City Council Meeting. Council Member Ernest Burgess **SECONDED** the motion. Chair Overson for discussion on the motion. There being none, she called for a vote. The vote was as follows: Christopherson-excused, Burgess-yes, Barbour-yes, Overson-yes, and Armstrong-excused. **All City Council members present voted in favor and the motion passed unanimously.** The meeting was adjourned at 6:26 p.m.

  
Cheryl Peacock Cottle, City Recorder

Minutes approved: CC 06-18-14