

City of Taylorsville
Work Session
Minutes

Wednesday, May 12, 2010
Council Chambers
2600 West Taylorsville Blvd., Room No. 140
Taylorsville, Utah 84118

Attendance:

Mayor Russ Wall

Council Members:

Chairman Morris Pratt
Vice-Chairman Jerry Rechtenbach
Council Member Dama Barbour
Council Member Bud Catlin
Council Member Larry Johnson

City Staff:

John Inch Morgan, City Administrator
John Brems, City Attorney
Cheryl Peacock Cottle, City Recorder
Jessica Springer, Council Coordinator
Wayne Dial, Assistant Chief of Police
Mark McGrath, Community Development Director
John Taylor, City Engineer
Scott Harrington, Chief of Finance
Del Craig, Chief of Police
Robin Kishiyama, Human Resource Spec.
Donald Adams, Grants Manager
Lyle Hansen, Public Works Inspector
Jean Ashby, Administrative Assistant
Jamie Brooks, Court Clerk,
Keith Snarr, Economic Development Director
Gerry Orr, Senior Accountant
Elaine Waegner, Volunteer/Event Coordinator
Shelley McLaughlin, Accounting Clerk
Patrick Tomasino, Building Official
Pat Kimbrough, Executive Assistant
Penny Knight, Business License Clerk
MarRae Boyer, Receptionist
Mary Lund, Building Department Clerk
Brandy Stephens, Administrative Assistant

Others: Gordon Wolf, Ken Cook, Chris Kishiyama, Lynn Handy, Sharon Wall, John Gidney, Darwin Cottle, Kelly Lund, Lee Bennion, Ken Acker, Larry Bodine

18:03:23 Chairman Morris Pratt called the Work Session to order at 6:03 p.m. and welcomed those in attendance. City Recorder Cheryl Peacock Cottle conducted a Roll Call, wherein all Council Members were present.

1. Discussion Regarding the Cemetery Fee Schedule – *John Inch Morgan*

18:03:50 City Administrator John Inch Morgan recognized Lee Bennion and stated that discussions have been held recently regarding proposed fees for the Taylorsville Cemetery. Mr. Morgan relayed that Mr. Bennion has done some research on fees charged in other cemeteries in the valley and is prepared to make recommendations to the Council regarding fees.

18:04:45 Mr. Bennion addressed the Council and stated that fees in the Taylorsville Cemetery have not been raised for over five years. He presented a proposed price list for residents and non-residents. He suggested that there be no increase in fees for City residents and an increase implemented of \$300 per space for non-residents.

18:05:58 Chairman Pratt inquired about long-time Taylorsville residents who have moved away, but desire to be buried at the Taylorsville Cemetery. He suggested that some consideration be given to individuals in that category. It was recommended that a solid definition and a time limit be set for residency status.

18:07:20 Mr. Bennion estimated that 1700 to 1800 spaces are still available in the Taylorsville Cemetery.

18:08:35 Mr. Morgan cited intent to bring the fee schedule back for further consideration at a future City Council Session. It was determined that an advisory committee will be appointed to make recommendations for definitions and fees in the proposed ordinance.

**2. Discussion Regarding ICSC Strategy
– *Council Member Rechtenbach and Council Member Barbour***

18:09:40 Chairman Pratt noted that Council Members Rechtenbach and Barbour will be attending the International Council of Shopping Centers (ICSC) in two weeks and would like some direction for options that may be presented by the City.

18:10:48 Council Member Rechtenbach referenced economic development incentives, i.e. RDA's, CDA's, etc.

18:17:06 Council Member Rechtenbach described strategies for relationship building with developers at the Conference. He referenced a spreadsheet of potential businesses, as prepared by Economic Development Director Keith Snarr, that will help target interested parties.

18:13:30 Mr. Rechtenbach suggested that the UDOT property in Taylorsville may be a good fit for a Costco Store. He cited an e-mail he previously distributed regarding the need for the Council to provide appropriate tools and have financing mechanisms in place that will promote development deals in the City.

18:18:02 Council Member Barbour stated that she attended ICSC for 10 years. She referenced successes that she experienced there with development projects.

18:19:04 Council Member Catlin expressed his hope for success at the ICSC conference. He stated would like to see a Winco on the west side of the City and a restaurant or two on the City Center Property. He noted a need to bring more retail businesses into the City in order to generate sales tax.

18:21:01 Council Member Rechtenbach stated his hope that the Council will be willing to commit funding to valuable projects.

18:22:13 Council Member Rechtenbach asked Mr. Snarr to comment on the importance of having economic development tools in place.

18:23:00 Mr. Snarr concurred with previous comments made and stressed the importance of the City being represented at ICSC in order to build relationships. He referenced several meetings that have been scheduled at the conference with contacts who are interested in the Taylorsville market.

3. Discussion of New Baseball Park – *John Inch Morgan*

18:24:29 City Administrator John Inch Morgan described issues regarding parking along 2200 West across from the Baseball Fields.

18:25:16 City Engineer John Taylor stated that there is a definite safety issue when vehicles are parked on the west side of 2200 West. He referenced the area on the map provided and suggested painting the curb red beginning at Whitaker Drive and continuing north 245 feet. Mr. Taylor recommended that the area south of Whitaker Drive be patrolled by law enforcement to determine parking violations.

18:26:17 Mr. Taylor cited a citizen request that no street parking be allowed for any residents on the west side of 2200 West. He relayed reasons that this may not be advisable. He suggested

that the intersection be marked with red paint or signage. Mr. Taylor said that he will be speaking to the two residents that are affected.

18:27:25 Discussion was held regarding the possibility of allowing permit parking in the area. It was suggested that license plates may be checked by law enforcement to determine residency.

18:29:42 Mr. Morgan agreed to check with Vista Elementary regarding assistance with overflow parking.

18:31:51 Council Member Johnson stated his concern over parking regulations, and Mr. Taylor cited engineering standards in regard to safety. It was agreed that people are parking along 2200 West, even though the parking lots are not filled, because it is more convenient.

18:33:48 Council Member Barbour expressed concern that a precedent may be set if resident parking only is allowed along 2200 West.

18:34:29 Chairman Pratt suggested that residents be contacted to obtain feedback.

4. Budget Discussion – *John Inch Morgan*

18:35:11 City Administrator John Inch Morgan stated that budget presentations will be given by the Economic Development and the Community Development Departments.

a. Economic Development

18:35:50 Economic Development Director Keith Snarr presented information on the City's economic development incentives package.

18:37:11 Mr. Snarr reviewed incentives offered by the City of Taylorsville, as follows:

- Favorable Business Climate
- Economic Development Liaison
- Development Approval and Permit Expediting
- Lower Taxes and Utility Fee Waivers
- Tax Increment Incentives
- Custom Fit Training
- Creative Financing, including a proposed Economic Development and Infrastructure Fund

18:40:22 Grants Manager Donald Adams presented information on a potential Taylorsville Economic Development Investment and Infrastructure Fund.

18:40:49 Mr. Adams reported that Taylorsville spends about \$5 per capita on economic development expenditures, while comparable cities are spending an average of \$48 per capita.

18:41:06 Mr. Adams relayed that the average sales tax collected in comparable communities is \$185 per capita and Taylorsville collects \$122. He observed that Taylorsville businesses are under performing.

18:42:21 He agreed that there is some retail sales leakage, but said he has personally observed that every store in the Family Center is under performing.

18:41:25 Mr. Adams indicated that a \$10 million fund, at \$13 per capita, would move Taylorsville up one rung compared to other cities.

18:42:32 Mr. Adams observed that communities spending more on economic development are making more.

18:44:15 Mr. Adams presented a proposed economic development policy entitled Taylorsville Economic Development Investment and Infrastructure Fund (TEDIIF). He said that this would be established by using a line of credit or similar mechanism for creating ready access to capital. Mr. Adams suggested that a beginning point should be \$10 million, which is similar to what other communities have initially used.

18:44:52 Mr. Adams reviewed guidelines for the TEDIIF investment tool, as follows:

1. To sustain and increase high-value, long-term employment within the City boundaries.
2. To sustain, redevelop and increase retail development within the City boundaries.
3. To stimulate the private sector to expand within or locate in the City.
4. To secure new job opportunities for Taylorsville residents.
5. To rebuild or expand infrastructure and public facilities within the City.

18:45:09 Mr. Adams outlined the TEDIIF Repayment Policy, which is the cost of issuance, plus 1.5% interest, with a term of 25 years or less. He stated that payback of revenues can be in the form of property tax TIF, Sales Tax TIF, in-kind donations of municipal infrastructure, or Special Improvement Districts.

18:45:27 Mr. Adams explained that TEDIIF is an Investment Tool that would amount to roughly \$775,000 per year in debt service, but would serve as a seed pool until TIF money from RDA/EDA/CDA projects begins coming in.

18:48:33 Mr. Adams agreed that this policy is a big step, but said it is necessary to be a “real player” in economic development. He stated that this is the formula that competing cities use.

18:49:20 Community Development Director Mark McGrath described the partnership that has been created between the Economic Development Department and the Community Development Department. He reviewed plans to use existing Community Development staff for RDA planning. Mr. McGrath cited a goal for departments to remove the “unknown” and create certainty in uncertain development times.

18:49:54 Mr. McGrath stated that if redevelopment areas are addressed through a planning process, then issues, potentials, and capabilities of projects can be identified and handled proactively.

18:50:19 Mr. McGrath said that studies will be conducted and discussions will subsequently be held with the City Council to determine acceptable uses, guidelines, required infrastructure improvements, ordinance amendments, etc. He indicated that building code issues that may impact selected land use will also be identified.

18:52:23 Council Member Catlin observed that the general plan and the small area master plan have been bogged down in the Community Development Department. He asked how the process will be better in partnering Economic Development and Community Development. He inquired about potential timelines.

18:53:19 Mr. McGrath said that this is simply a tool which will not inhibit development in any way, but rather facilitate it. He said that the work will be done in-house and go hand-in-hand with planning work. Mr. McGrath cited a preliminary goal to create a template for each of the planning processes. He said that the processes should be completed on an average of every two months.

18:54:22 Council Member Rechtenbach inquired about ordinances that may need to be revamped. Mr. McGrath said that some standards may be developed within City code in order to eliminate some conditions in the conditional use process, i.e. design standards, ingress, egress standards, height standards, etc.

18:55:54 Council Member Barbour observed that if a particular project doesn't fit within standards, developers will still have the option of going through the planning process, so potential development will not be eliminated or curtailed.

18:56:28 Chairman Pratt cited a desire to avoid telling successful companies how to alter their standardized footprint. He said the City must be receptive and not draw a hard line. Mr. McGrath said developers are seeking clear cut rules and a quick entitlement process. He stated that the proposed policy would address both of those issues.

18:58:10 City Administrator John Inch Morgan observed that this process isn't asking the Planning Department to do a small area master plan, but rather to help find potential projects on older or under performing properties. He said that establishing guidelines for a potential developer will assist with economic development in Taylorsville.

18:59:37 Mr. Catlin cited reasons that he gets nervous about skipping the Planning Commission process and referenced examples in allowing undesirable design standards. He asked about one particular project that received a favorable recommendation by the Planning Commission approximately nine months ago and has never been finalized. Mr. McGrath said that work is now being done on that project in-house to fit the project design standards with the existing ordinance.

19:00:41 Council Member Catlin stated that he has reservations on what is being proposed because of previous time consuming exercises on projects within the Community Development Department.

19:01:52 Chairman Pratt noted that the recommendations presented tonight will be reviewed and considered and no decisions will be made immediately.

19:02:26 Council Member Recthenbach said that this is the type of progressive action that the City needs to take. He suggested that, at some point, the Council must stop pondering, step out of its comfort zone, and make aggressive decisions. Mr. Rechtenbach said that if the Council does not get on board with trigger mechanisms, the City is doomed to be in this exact economic place ten years from now.

19:04:09 Council Member Catlin said that he is not opposed to the concept, but questions whether the City has the "horsepower" in-house to accomplish it right now, based on past experience.

19:04:28 Council Member Barbour observed that nothing is being taken away from any of the City processes already in place, but rather the suggestion is being made to streamline the development process. Mr. McGrath concurred with this assessment.

19:05:21 Mr. Morgan clarified that the Mayor has set a firm timeline at two months for the recommended processes. He indicated that the product will definitely be brought back to the Council in two months.

19:05:57 Chairman Pratt asked Council Coordinator Jessica Springer to obtain a copy of the Power Point presentation given and send out copies to Budget Chairman Gordon Wolf for review by members of the Budget Committee.

19:06:21 Mr. Morgan called for questions or direction on economic and community development budgets.

19:06:38 Chairman Pratt stated that he prefers reviewing the budget from the beginning and covering it throughout, after benefits are discussed.

b. Benefits

19:07:03 City Administrator John Inch Morgan explained that a decision on employee benefits is time sensitive so that open enrollment can be scheduled as soon as possible. He reported on additional quotes that have now been received from other providers and said that one was 25% higher and the other 18% higher than what the City is currently paying. Mr. Morgan indicated that the renewal premium for Select Health is 13.65% higher than last year.

19:08:30 Mr. Morgan relayed that an option to bring the percentage of increase down by 1.5% is to eliminate a \$1000 supplemental medical benefit that is rarely used. He clarified that some other carriers have declined to provide quotes to the City. Mr. Morgan said that Administration recommends staying with Select Health and eliminating the \$1000 supplemental benefit to set the increase at 12%.

19:10:36 It was clarified that HDHP stands for High Deductible Health Plan.

19:11:05 Mr. Morgan called for Council approval of his recommendation to go with the cheapest provider (Select Health at 12%) and asked for direction on cost sharing. He indicated that the City is currently paying 90% of employee costs and 80% of dependents' cost for health insurance.

19:12:28 Mr. Morgan asked Chief of Finance Scott Harrington to review data on costs to the City for health insurance.

Mr. Morgan and Human Resource Director Robin Kishiyama confirmed that the current deductible is \$500 per person or \$1000 per family.

19:13:40 Mr. Harrington reviewed cost sharing options.

19:14:18 Chairman Pratt referenced cost sharing options presently being considered by other cities. Mr. Morgan cited data that was confirmed earlier in the day for current cost sharing amounts that are in place within other municipalities.

19:19:11 Mr. Harrington confirmed that the City currently pays 100% of the employee dental and vision premiums and pays 80% for dependents.

19:19:37 Mr. Morgan reiterated that action needs to be taken in next week's meeting so that open enrollment can be scheduled.

19:20:20 Mr. Morgan reviewed Administration's recommendation for using Select Health, at a 12% increase in premiums, and maintaining cost sharing at 90% for employee and 80% for dependents.

19:21:12 Mr. Harrington gave clarification on cost breakdowns for premiums per month and per pay period. He noted that the City only pays up to a base amount.

19:23:29 Council Member Johnson inquired about increasing deductibles to \$1000.

19:23:55 Mr. Morgan agreed to meet with Insurance Representative Jim Dunnigan to run cost scenarios for several options.

19:25:43 Mr. Morgan mentioned that co-payments for primary physicians and specialists will be increasing by \$5 per visit.

19:26:40 Chairman Pratt observed that employee usage of the medical plan drives increases. He encouraged everyone to be aware of costs in order to try and keep them down.

19:27:16 Mr. Morgan agreed to run numbers for different options for cost split.

19:30:50 Budget Committee Chairman Gordon Wolf asked for a copy of the breakdown provided and Mr. Harrington agreed to send it out electronically.

19:31:23 Chairman Pratt thanked members of the Budget Committee and Taylorsville employees for being in attendance during discussions on tough issues.

c. General Budget Topics

19:31:51 City Administrator John Inch Morgan called for questions and concerns on Budget Version 2.0. He noted that the only major difference in this new version is the removal of a 10% property tax increase. He referenced a few other minor adjustments.

19:33:55 It was confirmed that the tax revenue projection is still at 13% below last year.

19:36:00 Council Member Barbour inquired about the effect of removing the property tax increase from the balanced budget.

19:36:53 Mr. Morgan confirmed that by removing the proposed tax increase, a reduction falls to capital projects.

19:39:01 The Capital Fund was discussed. City Engineer John Taylor confirmed that a storm drain issue in Misty Hills has been handled.

19:42:51 Discussion ensued regarding revenue from building licenses, building permits, and plan check fees.

19:48:30 Questions were addressed on the level of staffing needed if building activity is down.

19:48:55 Mr. Morgan explained that the City has always maintained minimum staffing, but has supplemented with contract providers during busier periods.

19:51:13 Explanation on the storm drain fund was given.

19:52:44 Mr. Harrington noted that actual numbers reflected in the City audits may not be consistent with the figures reflected in online budgets. He agreed to meet with Chairman Pratt to give further explanation.

19:54:09 Mr. Morgan made a clarification regarding inter-governmental revenue.

19:56:58 Mr. Morgan reviewed reductions planned in public works services, including decreased pavement management and snow removal.

19:57:27 Mr. Morgan confirmed that overtime for snowplowing has been monitored over the past year and such monitoring will continue.

19:58:52 Mr. Morgan reviewed reasons for reducing snowplow drivers and explained that cul-de-sacs will not be plowed.

19:59:39 Chairman Pratt requested a breakdown of what the public works contract covers. He stated that the Council and citizens need to be aware that services must be cut. He also asked for comparisons with last year's public works contract.

20:01:04 Council Member Rechtenbach inquired about mandated programs for freeway ramp/curb upgrades, and clarification was given.

20:05:49 The Administration's proposal to hire 1 ½ employees for assistance with maintenance such as graffiti removal, etc. was discussed.

20:07:06 Mayor Wall stated that the new hires will be able to help provide supervision for community volunteers.

20:08:12 The Council concurred with the addition in the budget to cover 1 ½ employees for assistance with maintenance and public works.

20:14:00 Mr. Morgan confirmed that revenue from grants will be recognized by resolution as funds are received.

20:12:07 Chairman Pratt inquired about specific expenses related to VOCA grant revenue. Assistant Police Chief Wayne Dial gave explanation on the VOCA grant. He detailed expenses related to domestic violence and the City's Victim Advocate position.

20:12:56 Additional clarification was given on the City's match amount for the VOCA grant.

20:14:15 Revenue was reviewed for fines and forfeitures. Chairman Pratt cited a significant increase in recent revenue from the Court.

20:16:45 Mr. Morgan confirmed that the 50/50 sidewalk program is fairly active.

20:18:55 Mayor Wall gave explanation on funds raised by the Taylorsville Dayzz Committee and explained that under spent funds will be rolled over to the next year. Discussion was held regarding vendor booths that are sold as a fundraiser for the Arts Council.

20:25:13 Mr. Wolf gave explanation on fees and expenses for vendor booths. He clarified that the canopies for booths come out of the Arts Council budget.

20:26:24 Discussion was held regarding costs for power that is provided during Taylorsville Dayzz. Chairman Pratt asked that the Arts Council review booth fees and consider an increase to cover power costs.

20:31:58 Council Member Rechtenbach observed that fees being charged to vendors are very low considering the profit that is made.

20:30:44 Mayor Wall noted that vendors also pay the City for business licenses and pay the Health Department for permits.

20:31:31 Chairman Pratt asked that the Arts Council do a study for next year to determine what other venues are charging vendors.

20:31:45 Mr. Harrington reported that the cost for power at Taylorsville Dayzz was \$1,600. Mayor Wall observed that power at Taylorsville Dayzz is not always reliable, although the park was rewired several years ago.

20:33:52 Council Member Johnson noted that many of the vendors at Taylorsville Dayzz are not local. It was confirmed that sales tax is collected from Taylorsville Dayzz vendors. It was agreed that Taylorsville offers the best fireworks display in the valley.

20:36:26 Council Member Catlin suggested contacting Q4U Restaurant as a potential Taylorsville Dayzz vendor. Mr. Wolf indicated that they have been contacted, but are not interested in participating. He gave reasons that it is not feasible for most local restaurants to set up booths at Taylorsville Dayzz. He reported that Café Rio will be providing a booth at this year's event, however.

20:39:37 Mayor Wall and Mr. Harrington reported that the net contribution from the City is \$66,000 for Taylorsville Dayzz.

20:40:36 It was noted that donations for the Veterans Day Memorial are offset in the building budget.

20:42:06 It was confirmed that projected City revenue reflected in the budget is approximately \$20,426,000.

20:43:09 Chairman Pratt and Council Member Rechtenbach expressed concerns regarding expense for lobbyists. Discussion was held regarding whether the \$200,000 allocation would be better spent directly on economic development.

20:45:24 Mayor Wall cited benefits to keeping state lobbyists, but acknowledged his uncertainty about the value of federal lobbyists. He explained that the cost for the Washington Lobbyist is \$108,000 and the State lobbyist cost is \$80,000, with \$12,000 being budgeted for miscellaneous lobbying costs.

20:48:28 Council Member Rechtenbach suggested utilizing a portion of lobbying costs for economic development. Chairman Pratt concurred.

20:53:00 Mayor Wall noted that the local lobbyist is working with Salt Lake County to finish Phases 2 and 3 of the baseball fields. He said that a number of other bills are also being worked on. He recommended not eliminating lobbyists on state and local levels.

20:58:37 Additional discussion was held regarding the budget for lobbyists. Suggestions were made regarding where those funds might be utilized elsewhere in the budget.

21:12:02 Chairman Pratt proposed that consideration be given to retaining \$80,000 for local lobbyists.

21:13:29 Explanation was given regarding fund balance requirements. It was confirmed that the fund balance is monitored for compliance.

21:19:28 The Mayor suggested allowing Administration to bring back justification for lobbyists. He noted that contracts with lobbyists will come up for negotiation in July.

21:20:29 Chairman Pratt recommended reducing the Intergovernmental Relations budget line to \$80,000 and adding a budget line in the Council Budget for \$120,000 for economic development. Council Members were polled on this suggestion, and all were in favor.

21:24:34 The budget for Council Studies was reviewed and discussion was held regarding progress on the Comprehensive Unified Development Code. Community Development Director Mark McGrath updated the Council on the process. He said that the complete document will be handled in-house, but \$30,000 has been budgeted to cover specialized consultants that are needed.

21:27:56 Mayor Wall gave his commitment that the Comprehensive Unified Development Code Study will be completed by June 30, 2011.

21:28:08 Mr. McGrath explained exactly what is entailed in the comprehensive re-write of all the development-oriented codes.

21:32:16 The Mayor confirmed his belief that costs for consulting services on the code re-write could come in under \$30,000.

21:33:11 Council Member Johnson suggested reducing Studies to \$25,000. The Mayor stated that \$20,000 may be needed for costs related to zip code issues. He clarified that there are still some unexpended monies for the zip code study in the current budget.

21:38:40 It was the consensus of Council Members to mark \$25,000 for the code-rewrite and leave \$35,000 in the Studies budget if needed for zip code issues, etc.

21:39:37 Discussion was held regarding the Mayor's Budget. Chairman Pratt voiced his concern over the position of Grant Writer. He stated his understanding that a portion of costs for that position will be offset by grants, but noted that such grants are not recognized throughout the budget document.

21:40:44 Mayor Wall indicated that it has been made clear to the employee that the position is reliant upon grant monies being received. He stated that independent of that factor, there is a budget line item and an open job position for a Mayoral Assistant. He relayed that two years ago he willingly gave up that position because of budget constraints. The Mayor explained that a very small part of the budget for Mayoral Assistant went to other staff members who took on some of that workload, but the majority of that particular budget is still available for the position of Grant Writer/Mayoral Assistant.

21:41:32 Mayor Wall stated that the City Council has an assistant and it is appropriate for the Mayor to have an assistant, as well. He said that he gave up the position for awhile and did some of his own tasks, but that has become increasingly more difficult. The Mayor said that he filled his empty executive assistant position, with the understanding that the difference in costs would need to be made up with grant monies.

21:42:32 Council Member Catlin asked whether the full-time position was advertised and went through the regular selection process. Mayor Wall said that it did not.

21:42:55 Chairman Pratt asked the Mayor to review the chain of events for filling the position. Mayor Wall explained that the City was given an opportunity to apply for an Energy Efficient Community Development Block Grant (EECDBG) in the amount of \$535,000 through the federal stimulus package and because of its Community Development Block Grant (CDBG) status. He said that the City chose to hire Don Adams as a consultant because he had done previous work for the City and also based on his Statement of Qualifications.

21:44:31 Mayor Wall said that Mr. Adams wrote the EECDBG grant and is currently administering such. He relayed that early in that process the City Attorney advised Administration that a consultant cannot be contracted when he has no other clients. The City was advised, therefore, to either terminate the contract or bring Mr. Adams on as an employee. Mayor Wall went on to explain that because the grant process was already underway, Mr. Adams was brought on as an employee to fill an empty position. He said that more than enough funds were available for the position, with use of the EECDBG Administration funds.

21:46:27 Council Member Johnson cited the annual cost of \$94,000 to the City for the position and inquired why the position was filled during the current budget crunch.

21:47:32 Mayor Wall said that there was a time constraint on the process for receiving the \$535,000.00 in grant monies. He said the other option is to turn away the opportunity to receive those significant funds. He reiterated that the original intent was not to hire Mr. Adams as an employee.

21:47:42 Council Member Barbour stated that she has no problem with the Mayor having a full time assistant, as he is a full-time Mayor. She noted that the City Council has a full time assistant for a Council with part-time positions. She expressed her hope that the City Council will thoroughly ponder this issue and does not end up selling the City short.

21:49:56 Chairman Pratt questioned how the salary for the Grant Writer position was determined. Mayor Wall said that in this case the City basically converted a contract amount to an employee salary.

21:50:50 Mayor Wall stated his belief that some Council Members have personal issues with his assistant. He indicated that it is not the Council's place to deal with employees, unless there is a violation of some sort by a particular employee. He questioned why the Council seems to be attacking individual employees or positions.

21:51:10 Chairman Pratt stated that he personally has no problems with the person, but does have a concern with a position that is supposed to generate revenues which cannot be recognized. He noted that some responsibilities included in the mayoral assistant position were shifted to other employees and compensation was made accordingly. He inquired whether such compensation would now be reversed.

21:51:58 Mayor Wall stated that Mr. Adams is not required to perform duties that have previously been assigned to two other individuals, i.e. calendaring, corresponding, etc. He clarified that the increase in compensation for each of those other employees amounted to roughly \$2.00 per hour. Mayor Wall said that he is happy to report on what administrative fees have been received through grants and what has been applied to particular line items. He agreed to provide justification for the Grant Writer/Mayoral Assistant position. The Mayor gave explanation on how administrative fees are determined for the \$535,000 grant.

21:54:16 Mayor Wall relayed that Mr. Adams is highly tasked and stays very busy. The Mayor stated his intent to also have Mr. Adams perform the majority of leg work on the development code. He stated that Mr. Adams is highly qualified to do such work.

21:54:30 Mayor Wall agreed to account fully for all monies spent on the position in question.

21:52:59 Discussion was held regarding the method for recognizing grant revenue and related expenses. Mr. Morgan clarified that most grants have an amount targeted for administrative fees that may be utilized within the project itself. Chairman Pratt expressed his desire that some of the grant funds be allowed to fall to the bottom line.

21:57:28 Further discussion was held regarding accounting for under-spent grant monies.

21:56:00 Council Member Catlin asked for clarification on the job description and the pay scale for the Grant Writer/Administrative Assistant Position. The Mayor and the City Administrator agreed to provide him with that information.

21:57:32 Chairman Pratt reiterated that he is personally not attacking any individual, but rather fulfilling what he feels is his responsibility to review each budget line item. He said that he is satisfied with the Mayor's explanation regarding the Grant Writer position.

21:58:32 Mayor Wall said that he has had Council Members who, in violation of State statute, have instructed him which employees he should hire and fire. He stated that he has not, and never will tell the City Council how to deal with its own Council Staff, although he believes the Council Coordinator is about 25% engaged. The Mayor relayed that it has been observed that there is not enough work to keep Council Staff busy for a 40 hour week.

21:59:23 Discussion was held regarding the possibility of utilizing the Council Coordinator to assist with other duties in the City. Mayor Wall relayed that utilizing Council Staff is dependent on the desire of the current Council Chairman. He said that certain Chairs have required the Council Coordinator not to leave her office, which limits her ability to assist with other duties.

22:02:19 Chairman Pratt stated that he has no objection to the Council Coordinator assisting with Administrative duties.

22:01:36 It was determined that the Council Coordinator Staff position needs to be reviewed. Council Member Barbour stressed that under-utilization of the current Council Coordinator is through no fault of her own. Chairman Pratt agreed.

22:02:53 Mayor Wall said that it would be more appropriate to continue discussion of this issue in a Closed Session.

22:03:14 Council Member Catlin suggested that a Closed Session be scheduled during the next regular City Council Meeting to discuss the professional competency of an individual. Chairman Pratt agreed and noted that another matter of a similar nature may need to be discussed during that Closed Session, as well.

22:05:03 Chairman Pratt cited an overall decrease to the Mayoral Budget of approximately 6%.

22:04:45 Mr. Morgan gave explanation on allocations that were made at mid-year related to grant administration expenses.

22:07:01 It was determined that review of the budget will be continued at the next Council Meeting, beginning with a discussion on benefits, and then moving to the Justice Court budget.

5. Other Matters

22:07:26 There were no other matters.

6. Adjournment

22:07:35 Council Member Dama Barbour **MOVED** to adjourn the City Council Work Session. Council Member Bud Catlin **SECONDED** the motion. Chairman Pratt called for discussion. There being none, he called for a vote. The vote was as follows: Pratt-yes, Rechtenbach-yes, Johnson-yes, Catlin-yes, and Barbour-yes. **All City Council members voted in favor and the motion passed unanimously.** The meeting was adjourned at 10:07 p.m.


Cheryl Peacock Cottle, City Recorder

Minutes approved: CC 06-02-2010

Minutes Prepared by: Cheryl Peacock Cottle, City Recorder