



**MINUTES OF THE CITY OF WEST JORDAN
COMMITTEE OF THE WHOLE MEETING**

Wednesday, May 18, 2021 - 6:30 pm
Approved July 14, 2021

West Jordan City Council Chambers • 8000 S Redwood Road • West Jordan, UT 84088

COMMITTEE: Chair Zach Jacob (excused), Vice-Chair Kelvin Green, Chad Lamb, Christopher McConnehey (excused), David Pack, Kayleen Whitelock, and Melissa Worthen

STAFF: IT Director Robert Allred, Council Office Director Alan R. Anderson, Mayor Dirk Burton, Public Works Director Brian Clegg, City Administrator Korban Lee, Fire Chief Derek Maxfield, Economic Development Director Chris Pengra, Council Office Clerk Cindy Quick, Administrative Services Director Danyce Steck, Police Chief Ken Wallentine, and City Attorney Robert Wall

CALL TO ORDER

Committee Member Green called the Committee of the Whole meeting to order at 6:30 pm

Budget Discussion

Administrative Services Director Danyce Steck began the discussion explaining a correction to the tentative budget for the addition to the Water Fund of a Utility Locator, with wages of \$40,390 and benefits of \$29,850. Council Vice Chair Kelvin Green questioned if we still paid Blue Stakes for utility location and Public Works Director Brian Clegg explained that the city locates all wet utilities as well as streetlights. Council Vice Chair Green asked whether or not the fund could absorb the \$70,000 and it was confirmed that it could. The hope was that revenues would continue to increase as utility users were added and the City was proposing raising the water rates in October 2022 at 3% every year for the next 5 years. Council Vice Chair Kelvin Green felt that stabilizing the water rates all the way through October of 2022 was a big success. Council Member Melissa Worthen mentioned that many people were working towards water wise awareness and improvements due to the water fund adjustments. Council consensus was to go ahead and add the line item to the tentative budget.

Council Member Melissa Worthen asked for clarification regarding dog park and beautification line item. City Administrator Korban Lee explained it would be for a second dog park which had not yet been identified, as well as minimal improvements around the City.

Council Member Kayleen Whitelock reminded them of a meeting regarding the expansion of 9000 S 1300 W and how the plan was to leave the existing cinderblock and precast wall and put in something else on the sides. She felt there should be money set aside for the betterment of that area. Administrative Services Director Danyce Steck echoed her comment noting that it was a main thoroughfare into the stadium and perhaps if the area were to be improved people could possibly want to stay in West Jordan versus going into Sandy and a discussion ensued. City Administrator Lee reported that money had been set aside to improve streetscapes and they would work to get the most out of that budget focusing along arterials.

Council Member Whitelock and Worthen asked about street and trail lighting. City Administrator Lee noted that most of City trails were not lighted and that the City had not offered that level of service. They asked that it be included in next year's budget.

Council Vice Chair Green asked about UDOT's plans to fix 9000 S. Public Works Director Brian Clegg explained that it should be moving forward. Council Vice Chair Green requested that the City not miss the opportunity to fix 9000 S when UDOT was working on it as well. Mr. Clegg would follow up with more information for the Council.

Council Vice Chair Green suggested that the City complete three of four small projects fixing trail connections as budget would allow. City Administrator Lee reported that the minor projects fund had room for funding projects like that. Council Vice Chair Green felt the City needed small wins for amenities based on comments from the General Plan Survey.

Council Member Whitelock noted that the state would be receiving federal money and there was going to be a discussion centered around ways to use that money at Western Growth Coalition. She encouraged the Council to reach out to representatives.

Council Member Worthen asked about utilizing grant money for interchanges with Jordan Valley Water. City Administrator Lee explained that if we worked with them for water conservation, they would work with us and provide a program that would give 50,000/year for three years.

Council Member Chad Lamb commented regarding the Parks budget. He knew it had been cut many times without ever getting back in line. He wondered if the budget was enough or if it was still short. Public Works Director Clegg explained that the main focus was to get two full-time positions which would be a big help. He understood that the City was growing every year and it would take time to catch up. He reported that fleet was doing amazing with the new equipment and felt that was really paying off. Council Member Lamb wanted to be sure there was a plan for the next five years to keep up with the growth of parks. Council Member Whitelock asked Mr. Clegg to thank the park staff for providing performance measurements and data in the budget, it was very helpful. Council Member Worthen asked that each line-item request throughout the budget included explanations, as done in the parks budget, for why the increase had been requested.

Council Member Whitelock appreciated the work in the Council Office but was concerned with the rate of growth being requested. She was concerned by the request to increase the budget by \$200,000. She felt frustrated she had not personally heard about a new position prior to this request and felt it should have been brought up to the entire Council and not only decided by Council Administration. She would not vote for an additional \$230,000 for software and believed more data was needed.

Council Member Worthen felt blind sighted by the request as well. She thought the agenda management software would free up time for staff and would prefer to try it first before hiring someone else in the office.

Council Member Lamb remember the position of a Policy Analyst had been discussed previously even when Brickey was still with the City. He was surprised the request seemed new to Council Member Whitelock and Worthen. He personally felt that either the agenda management software or the Policy Analyst position should be funded this year, but not both.

Council Member David Pack recognized the pros or cons either way. He felt agenda management software would help not only the Council Office but other city staff, as well to be more efficient. It was his estimation that Council staff seemed to be working very diligently and was finding it difficult to take a day off. He did not want to run the office too lean and cost the City more money in the long run because of not having enough staff.

Council Vice Chair Green also believed that discussions regarding a Policy Analyst had taken place from the dias for over 8 months as well as the need for an attorney. A Policy Analyst would be more affordable and work out better. There were ordinances that needed to be revised and agenda management software could save 10-12 hours per week. He would lean towards an additional employee rather than the agenda management software if he could only choose one over the other.

Council Member Worthen would rather see the software first and Council Member Whitelock felt more research and data was needed before deciding. She requested more details about the role of the analyst and how the software would benefit other department heads. Council Vice Chair Green noted that the analyst would research projects and recommend policy changes, providing a better perspective and be more proactive. Council Office Director Alan R. Anderson explained that the policy analyst would monitor citizen requests of service, provide direct staff support for research and projects. He also provided an explanation of how the software could help with various issues the Council Office staff was facing; interfacing with Laserfiche, a 25 mb limit in Outlook, and the 10 mb limit for Adobe Sign. Council could also have access to prior packets and meeting materials.

Council Office Director Anderson, responding to Council Member Worthen, after some hesitation, stated that if he could only choose one, he would choose an additional person. He noted that if Council funded both, there would be no expansion requests next year.

Council Member Worthen next asked Chief Wallentine whether or not he needed more in his budget. Chief Wallentine felt that Police costs was a hot topic and believed that City Administrator Lee and Administrative Services Director Steck understood the limitations and had a reasonable compensation plan. He felt that budgeting for mental health services for officers was the most important part. Council Member Whitelock asked for three recruiting events in underrepresented communities. Chief Wallentine discussed the development of an outward mind set training program and the plan to integrate it into high schools as well as churches and the JATC as well.

Council Vice Chair Green noted that the tentative budget needed to be adopted next week and asked for a straw pull regarding the Council budget. Administrative Services Director Steck asked whether or not they supported agenda management software. Council Member Whitelock with hesitation was okay to add a person but not okay to add software. Council Member Worthen felt the same. Council Member Lamb not willing to include both in the budget and chose the analyst over the software. Council Member Pack was absent. Council Vice Chair Kelvin Green wanted to include both. Consensus was to include the additional person and drop the software.

Council Vice Chair Green questioned the increase to supplies in the Records office, it was noted the increase was for the passport office (postage). He felt they should have a policy for future years suggesting supplies plus a 2% as a baseline for supplies and actual expenditures. Administrative Services Director Danyce Steck noted that overall supplies actually dropped. He suggested that regarding the Consolidated Fee Schedule and alcohol licensing that it be updated to one all encompassing fee. Ms. Steck was agreeable. Regarding the Community Arts Center, the City had programed in \$300,000 to the capital improvement fund for ongoing expenses for the arts center. That way when the building takes place in 2025 they will have an ongoing revenue stream to begin operating. Salt Lake County promised funds of two million dollars and the City will hold them to it. The plan allows for the city to own and operate the building without additional impact to the budget.

Council Vice Chair Green requested that the City be sure to celebrate Veteran's Day, Memorial Day, Police Day, and Firefighters Day because it's important for the city. Ms. Steck reported the addition of \$10,000 for the community events. Council Member Whitelock asked to increase the police mental health budget. Ms. Steck reported that they have money to cover it and would outline the transfer to make it completely clear.

Council Member Chad Lamb asked for City Administrator Korban Lee to provide more info regarding the Community Emergency Management Outreach Manager position noting that the Risk Manager departed about two months ago and trying to hire someone new. City Administrator Korban Lee explained that previously the position was both the emergency manager and risk manager however, they were having a hard time requiring someone to wear both hats. So, they decided to find a full-time emergency manager separate from a Risk Manager. The position in question would be 60% of this job and they hoped they would operate and coordinate the national night against crime, etc. The Risk Manager position will still exist this position would be an additional position.

Council Member Chad Lamb voiced concern with City Administrator Korban Lee work load and whether or not he needed an Assistant City Manager. Mr. Lee felt his work load was better when the departments were working well. Having a full-time Emergency Manager was important and felt that an analysis support was needed sooner than later. He felt that pay ranges needed to be compared to other cities every year instead of every three.

Council Member Chad Lamb was concerned with moving money from funds to the water fund. He did not believe that allowed for a balanced budget and did not make sense to him.

Administrative Services Director Danyce Steck summarized direction received from Council was to remove agenda management software from the Council Office Budget and add a Utility Locator position in the water fund.

She then asked when the Council would like to do a five year plan modeling for property tax increase. Council felt that the next Work Session on May 26th would be sufficient.

Council Vice Chair Kelvin Green would send an email to Council Chair Zach Jacob and Council Member Christopher McConnehey summarizing what was discussed. Administrative Services

Director Danyce Steck would also put together a summary sheet with changes in the tentative budget.

Council Member Melissa Worthen thanked all those involved in the budget. She felt it was put together well and knew that it took a lot of time and was very much appreciated and Council Member Kayleen Whitelock agreed.

ADJOURNMENT

Council Vice Chair Kelvin Green moved to adjourn the meeting and Council Member Kayleen Whitelock seconded. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:34 pm

I, Cindy Quick, hereby certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on May 18, 2021. This document constitutes the official minutes for the West Jordan City Council Meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this 14th day of July 2021