



South Salt Lake City Council Work Meeting

Public notice is hereby given that the **South Salt Lake City Council** will hold a Work Meeting on **Wednesday, May 27, 2020**. This meeting will be an electronic meeting commencing at **6:30 p.m.**, or as soon thereafter as possible. There will be no Council Members at the anchor location of South Salt Lake City Hall.

Conducting: Sharla Bynum, Council Chair

MATTERS FOR DISCUSSION:

1. Budget Discussion

Posted May 22, 2020

Those needing auxiliary communicative aids or other services for this meeting should contact Craig Burton at 801-483-6027, giving at least 24 hours' notice.

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CITY COUNCIL

MEMBERS:

LEANNE HUFF
COREY THOMAS
SHARLA BYNUM
PORTIA MILA
SHANE SIWIK
NATALIE PINKNEY
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CITY OF SOUTH SALT LAKE
CITY COUNCIL WORK MEETING

COUNCIL MEETING

Wednesday May 27, 2020
6:33 p.m.

CITY OFFICES

220 East Morris Avenue #200
South Salt Lake, Utah 84115

PRESIDING
CONDUCTING

Council Chair Sharla Bynum
Council Chair Sharla Bynum

COUNCIL MEMBERS PRESENT:

Sharla Bynum, Ray deWolfe, LeAnne Huff, Portia Mila, Natalie Pinkney
Shane Siwik and Corey Thomas

STAFF PRESENT:

Mayor Cherie Wood
Hannah Vickery, City Attorney
Terry Addison, Fire Chief
Jack Carruth, Police Chief
Kyle Kershaw, Finance Director
Dennis Pay, City Engineer
Mont Roosendaal, Public Assets Director
Aaron Wiet, Parks and Recreation Director
Kelli Meranda, Promise South Salt Lake Director
Alexandra White, Community Development Director
Randy Sant, Economic Development Consultant
Lindsey Edwards, Homeless Outreach & Strategies Director
Sean Lewis, Deputy Community Development Director
Tory Laws, Wastewater Division Manager
Scott Turnblom, IT Manager
Cody Coggle, Police Sergeant
Joe Anderson, Fire Fighter
Julie Taylor, Public Relations Coordinator
Crystal Makin, Staff Accountant
BJ Allen, GIS Specialist/IT
Danielle Croyle, Public Information Officer
Calvin Henninger, Staff Writer
Craig Burton, City Recorder
Ariel Andrus, Deputy City Recorder

Matters for Discussion

- 1. Budget Discussion.** Mayor Wood read and answered budget questions submitted by City Council members. A copy of the questions and answers are attached to these minutes and incorporated by this reference.

Council Member deWolfe asked for clarifications on open job positions. Do some departments have positions open that they are going to keep open? There are some decreases in revenue in some departments.

Mr. Kershaw explained that the open positions are not gone forever. They are just suspended until there is a turnaround in revenue. The decreases are an elimination of the open positions in those departments but he doesn't feel anyone is under the impression that they are gone forever.

Council Member deWolfe clarified that the positions are being suspended until revenue improved.

Mr. Kershaw agreed.

City Attorney, Hannah Vickery, expressed concern that there was \$59,000 in salaries lost in her department, and it does not cover current positions. She doesn't think it has been made up anywhere else.

Mr. Kershaw said that they are adequately funded for their current positions in the General Fund. A portion of their salaries is allocated to the RDA which is the difference.

Ms. Vickery said based on the budget presented tonight, she does not feel the deficit has been made up.

The Council recessed at 7:00 p.m. to begin their regular meeting.

The Council reconvened the Work Meeting at 7:49 p.m.

Mayor Wood continued with the Council Member's budget questions and her answers.

Council Chair Bynum conducted a straw poll to determine if the Council would like to implement the storm water utility fund and fee sooner rather than later.

Council Member Huff said she would love to get it implemented also understanding there are a lot of issues happening right now with the COVID-19 virus.

Council Member Thomas wants to wait until later. She doesn't feel with the current economic crisis they should be discussing a storm water fee for the residents. She is against adding another fee when residents can't pay their water bill right now.

Council Member Mila is mixed. She doesn't want to implement it right this minute. Once they start to get through this time she would like to move forward with something. South Salt Lake is one of the few cities left that hasn't implemented this fee. They will end up with bigger problems if they don't.

Council Chair Bynum said she would like to see it in place by January.

Council Member Siwik said he does not support it.

Council Member Pinkney said when the economy comes back she will support it.

Council Member deWolfe feels it is not the right time now, but in January he would be very open to discussing it.

Council Member deWolfe asked how the federal government funds (Cares Act Funding) that were appropriated were being used by the city. Are they going to the expenses that are reserved for COVID expenditures in the Capital Fund Budget? He also proposed that the \$17,000 for professional services in the City Council budget be for jump starting the Utopia survey, jump starting the glass recycling program, or jump starting the financial counseling program.

In regards to the Cares Act Funding, Mayor Wood explained the city is slated to receive about \$749,000. She understands it has to be very specific to addressing COVID needs.

Mayor Wood also clarified that a utility fund is a fee for service. Everybody in the city funds it, including the tax exempt properties. It is spread wide and thin.

Council Member Pinkney noted that residents are struggling and asked if the Cares Act money could be used for a financial response as they're talking about utilities and some form of empowerment idea, or is the money already earmarked?

Mayor Wood said there are many strings attached to the Cares Act money and how it can be used.

Mr. Kershaw said when the County sent out their notice there was a long list of allowable uses to reduce the impact of the virus. Direct reimbursement for expenditures the city makes was a big part of that but there were some other things. They will review the list.

In response to Council Member deWolfe's suggestions on how to use the \$17,000 in the City Council budget that is not being renewed for their own attorney, Mayor Wood reminded the Council that the money originally came from the City Attorney's budget and has not been restored.

Council Member Siwik agreed with Mayor Wood.

Ms. Vickery explained that the \$17,000 came from Outside Legal Services in the Attorney's budget. Over time that line item has been significantly reduced. Last year there was \$80,000 dollars cut overall in the Attorney's Office budget and another proposed \$60,000 this year.

Council Member Bynum asked if any Council Members had any issues transferring the \$17,000 back to the City Attorney's Office.

The Council was fine with that as long as they had the funds they needed for other programs they wanted to do.

Council Member Siwik feels the budget they have received from the administration is pretty good. There is no tax increase. He thinks they are on a good track. He thinks it's a good budget and the right approach.

Council Member Thomas said if the \$17,000 doesn't go back to the Attorney's Office she would rather see it go to storm water than to glass recycling.

Council Member Mila agreed with Council Member Thomas.

Mr. Kershaw advised that the city was just awarded a CDBG grant in the amount of \$145,000 for Main Street Street lighting. This is not currently in this budget because it was pending. There is a city match of \$165,000. They will use \$50,000 that was earmarked for the repair of the police elevator, but not used in this year's budget, to help offset the city match. These two items will be added to the 2021-22 tentative budget.

Council Member deWolfe suggested that another option for the \$17,000 could be to give it as a "thank you" employee bonus to the employees for the hard work they've put in during the pandemic.

Council Member Siwik felt that the money came from the City Attorney's office and if they are short staffed it should go back to them.

Council Chair Bynum agreed.

Ms. Vickery advised that in her five years with the city there has never been an increase to the Attorney's budget, but there have been significant decreases in the budget while the workload and demand for legal services has continued to increase. When she started with the city there were two full-time civil attorneys, a full-time paralegal, and significant resources for outside attorney support. Currently, in this year's budget, there are two full-time staff attorneys, very minimal outside legal support resources, and no funding for any administrative support. They do pay a very small part of the Deputy City Recorder's time and she does support them a little bit, but it doesn't completely meet the Office's administrative support needs. At some point the lack of resources depletes the level of legal services or isn't enough to meet the need.

Council Member Bynum took a poll of the Council on where to put the \$17,000. All Council members were in favor of putting the money in the City Attorney's budget.

The meeting adjourned at 8:29 p.m.



Ray deWolfe, Council Vice-Chair



Craig D. Burton, City Recorder

Tentative Budget Questions from City Council

SHANE

1. Why are professional fees not going down ?

A schedule of professional fees is attached. Overall, there is a decrease of \$44,000 in professional fees, across the City, although some departments did see a slight increase.

2. Wants an explanation why tuition reimbursement going up so high.

Only two departments saw an increase in tuition reimbursement, Police and Fire. In police, last year they only had one employee apply for the benefit. This year, they had six apply for the benefit. In fire, last year they had 14 apply for the benefit and this year they had 16 apply for the benefit. The increase in interest in both departments is likely due to the requirement for additional education to qualify for certain jobs and promotions within the department. Others...

3. Should sales tax-city option reduce at the same level of sales tax?

It is, City Option Sales Taxes have been reduced from a total of \$3.7m in FY 2020 to \$2.4m in FY 2021. In FY 2020 \$1.3m was budgeted in the Capital Improvements Fund. No City Option Sales Taxes are budgeted in the FY 2021 Capital Fund.

4. If building permits are going to go down, how can we justify hiring those new positions?

The idea is to keep up with the demand for planning and inspection services.

5. Why is there a new line of 2.5 million for Promise?

There isn't, as was mentioned we didn't have all the information available to populate all the Promise Department line items. The total FY 2021 Promise expenditure amount is \$2.5m. A detail of the Promise budget begins on page 28.

6. What is the \$5000 increase in state access fees?

There isn't an increase. It is budgeted at \$30,000 for FY 20 and FY 21

7. Also wants to reduce professional services in council part since we don't have Doug. Council decision.

8. Why is there a large increase in credit pmt/collection fees?

A lot more customers are using on-line and payment by telephone.

9. Is the elevator not fixed yet? Same budget as last year.

I believe this is referring to the police building elevator. Mont has been seeking a contractor to do the repair for the last couple years. But elevator repair is a niche market and most companies don't wish to do a project that small, so prior bid cycles have yielded no responses. He has finally obtained a contractor who is willing to do the work and the work is scheduled to begin shortly after the new year starts.

10. Why is there a \$30,000 increase for crossing guards?

New school on 3900 S.

11. Why big increase in PD equipment maintenance and fuel expense? Gas is going down.

Since the City will be delaying the purchase of new police vehicles and equipment, it is anticipated that there will be an increase in maintenance and repairs to the vehicles that are overdue for replacement. The budget increase is in response to that prediction. It is also expected that the gas prices will rebound back to prior COVID levels once employees are allowed to return to work and demand increases again. Also, some of this expense was previously covered by Homeless Center Mitigation. This has been reduced in the new year.

12. Why are there big increases in PD wireless, cellular modem airtime, and telephone expense?

Homeless mitigation funding was sufficient to pay some of these costs. Homeless mitigation funds are reduced significantly requiring a transfer of these cost to city funds.

13. Why is there an increase in professional services and equipment acquisition in the Police Department?

Neither of these accounts have an increase budgeted

14. Why did all fire station expenses go up so much?

Our fire stations are aging facilities. As we have brought on more employees, the maintenance that has been neglected in the past, is now becoming critical to get done. At least one station is in need of a new industrial stove and oven unit. Another facility needs their plumbing fixed, for example.

15. Why did employee medical testing go up so much? Covid-19?

The increase in employee medical testing doesn't relate to COVID. Rather, female fire fighters are required to undergo additional medical testing that the male fire fighters don't receive. The increase is to budget for these additional required tests.

16. Also wondering about the big increases in fire supplies, operating maintenance, and ambulance billing fees.

Supplies and operating costs are caused by the same homeless mitigation funding problem as the PD. We have been under budgeted in billing fees and a correction was required.

17. Are street lighting improvements just new bulbs or some new poles?

We are just starting a project in a few weeks to install street lighting on West Temple from 3900 S to 3700 S. We have also completed street lighting on the west side of State Street from 2100 S to Oakland Avenue. We have some CDBG money to help pay for street lighting on Main Street between 3900 S and 3700 S. We will be contracting with a designer for this project soon. Dennis would like to target lighting on State Street. We have installed streetlights from 2100 S to Oakland Ave, and from 3300 S to 3900 S. It would be nice to fill the gap between Oakland and 3300 S. In addition, we are requiring developers to provide adequate street lighting on all new development projects.

18. Engineering uniform allowance went up a lot along with training. Why?

In the past, engineering uniform allowance has been under budgeted, resulting in that line item running over budget each year. This year, we tried up the budgeted amount to match the actual uniform allowance expected to be spent, based on the number of employees, for the coming year.

19. Why are there increases in fuel under public assets, along with uniform allowance and tuition?

There is no increase on any of these line items

20. Why does Building and Planning show an increase in equipment maintenance and outside services?

There is no increase on any of these line items

21. Professional services-reimbursed cost is confusing. Is this just a line item to put money developers pay us?

Yes, there is a revenue and expenditure budget in the same amount for these reimbursable costs. Normally, additional costs are incurred to facilitate additional services.

22. Parks utilities and playground maintenance went up a lot. Why?

There is no increase on any of these line items.

NATALIE

- 1. What were the council's priorities and how do they fit into the budget?** (I know we did a survey but I don't know the results so I that would help for my review)

Counsel to review

- 2. Is the \$90k increase to salaries due to the 3 new positions?**

In the Administration budget the Homeless Liaison position was budgeted for a full year. Also, there was an increase in hours for the Arts Council Manager.

- 3. There seems to be an increase to professional expenses? Can I understand that more?**

Please see Professional fees schedule. Overall, there is a decrease of \$44,000 City Wide, but some departments did see small increases.

- 4 Looking at SSL budget compared to other cities in 19-20, can I have a better understanding on why our city hall, mayor/executive/admin budget is so much more when we are one of the smallest cities?**

The SSL Administration budget includes: Mayor's Office, City Recorder, Finance, Information Technology divisions. These divisions are often separated in other cities each having their own discreet budgets.

- 5. Similar to question 4, can I understand by our Attorney, Fire and Police is much more as well? Is fire/police due to call time response? How does that differ from cities with much more massive populations but less per population cost?**

The SSL public safety departments must provide services for a large daytime population. Also, due to large regional government facilities, i.e., jails, homeless resource center, Central Valley Treatment Plant, Interstate 15, Interstate 80, State Street, etc. the city must be able to provide services for a population in excess of its 25,000 residents. SSL Police calls for service are far greater than other communities of its size.

- 6. Our overall general fund per population compared to other cities is so much greater, can I have an understanding of that?**

See explanation above.

RAY

- 1. Introduce glass recycling for citizens. Case - It's little expense to city. It's optional for residents. It costs \$25 for start-up, which the city collects \$2. And \$8/month, which the city collects .25 each month. This is an amenity for folks who want it and a potential revenue source for the city.**

The last I heard was that additional discussions needed to take place. What was the city's liability acting as a collection agent for the vendor, how do disputes get resolved, etc.?

- 2. Utopia Internet survey and potential next steps - The pandemic exposed many inequities of internet service. This provides another option for residents. I'd like us to continue down the path of exploration and see a survey go out to residents.**

Utopia was going to require the city commit to an estimated number of future subscribers in order for it to seek financing for infrastructure construction. If the estimated number of subscribers didn't materialize the city would be responsible to make up the difference in debt payments.

- 3. Why are some departments' salaries decreasing? (Fire, Urban Livability, Public Buildings, City Attorney, Municipal court.)**

This is mainly the result of one or more open positions temporally unfunded in the FY 21 budget, as mentioned in the budget memo.

- 4. Do we have money budgeted for staff Christmas gifts?**

Staff Christmas gifts are budgeted through employee benefits and are included in the budget.

- 5. What typically happens to money we have left over in department budget for a line item? For example, items like training, conventions, and professional services?**

Each budget encompasses a one year period and is an estimate of expenditures for the year. When there are unused budgeted funds, those funds are not carried forward, as each year's budget is designed to stand on its own. Instead, actual revenues and actual expenditures are netted at year end and the difference is applied against fund balance. If a budget item comes in under budget, it is considered a savings in the department for the year.

6. Engineering - why did Stormwater Maintenance drop by 100K?

It is anticipated that stormwater projects will be delayed, as other public works projects are being delayed.

7. HR - is there budget for compliance staff training?

The training is anticipated to be performed in-house so it is not specifically budgeted.

8. Courts - is there budget for two new laptops?

They are budgeted as part of their equipment acquisition account

9. Police - why did the crossing guard and tuition assistance go up so much?

A new school is opening in the fall that will require students to cross 3900 So. The increase will pay for the new crossing guards needed.

10. What happened to our contract w/ SLC for investigations?

The South Salt Lake Police Department entered into an M.O.U. with the Salt Lake City Police Department in December of 2019 for Crime Scene / Forensic Services. Salt Lake City matched the previous M.O.U. that we had with the Unified Police Department. The plan moving forward was to add a full-time Forensic Investigator position to our organization chart, which would handle investigations with the assistance of SLCPD. This would have also been an opportunity to gain practical training while working alongside SLCPD Investigators, while at the same time creating the in-house ability to handle crime scene investigations. The overall goal was not to be 100% reliant on contracted services.

11. Unfortunately, with the COVID 19 Pandemic, we were unable to fund a FTE this fiscal year. We will need to move forward with the new position in FY 21/22.

12. City Recorder - did Craig get his office chair?

We certainly hope he did.

SHARLA AND PORTIA

1. Storm Water-we'd like to see it implemented sooner

City Council will need to approve the creation of a Storm water utility fund and fee.

2. Property tax increase - though now might not be the time to increase, current situation is proving the point for stable funding source.

3. Agree with Ray about getting a glass recycle dumpster, 1 location.

4. Can we have exact balance in our rainy day fund after transfer?

As of 4/30/20 the General Fund balance is approximately \$6.5m and if the FY 2021 appropriation of \$4.3m were to occur the remaining fund balance amount would be about \$2.2m. However, the 4/30/20 fund balance amount will certainly change by 6/30/2020.

5. Travel...with most suspended, maybe an explanation why travel budgets weren't reduced.

Most training and conference accounts were reduced in the FY 21 budget. However, for a few departments, their budgets increased slightly because their employees are due for licensure or certification in the coming year. Additionally, most of the training and conferences occurs in the second half of the year. It is anticipated that, while we are seeing decreased travel expenditures this year, because of Covid, that travel will return to normal by the second half of next year.

6. Explain to all how we are tracking COVID-19 expenses in hope of reimbursement, probably why sundry expenses went up.

COVID expenditures are being tracked in a series of accounts in the capital fund (40-70-798-XX), due to the unique and hopefully one-time nature of these expenditures. There were no increases in sundry account budgets for any of the departments. Only two departments have seen a significant increase in their sundry expenditures this year, Admin and City Council. The increase for City Council is a result of the purchase of new apparel for the new city council members. The increase in expenditures for the Admin department is the result of an increase in employee appreciation related expenditures, due to several unforeseen events this year (COVID, the earthquake, funerals, etc).

7. Council professional service... we need to discuss reducing since we no longer have a council attorney.

Council discussion

8. Why did municipal courts increase by +\$15,000?

Please see Professional Fees schedule. This year, the Court has seen a trend toward needing more bailiff services and interpreting services. This trend is expected to

continue. Further, the Court anticipates that the new Judge will take advantage of their PTO benefit and will require the use of a substitute judge during those periods. Finally, the Court is expecting a small uptick in the cost of legal services as a result of normal economic inflation.

9. Does city attorney really need \$18,000 professional services? We've only used \$79 YTD, they are doing a great job in house.

Typically, the Professional Fees account is used to cover the costs of the ALJ and certain types of outside legal support for the Attorney's office. This support is typically used if there is a situation where the attorney can't participate due to conflicts of interest or other ethical conflicts. In addition, the Attorney has a budget for Outside Legal Fees. This account is generally used for outside legal consultation that may be required for City legal matters, as a result of the complexity or uniqueness of the issue being addressed. While reviewing these accounts, to answer your question, it was noted that the ALJ fees have been coded incorrectly to the Outside legal fees account instead of the Professional Services. After correcting that entry, the balance in the account will increase to \$2,379. Given the nature of what the funds are budgeted for, I would not recommend eliminating them, as you never know when an issue would arise that would require their use.

10. We'd like an update on street lighting at some point, what's been done and what's next. We support the amount budgeted.

We are just starting a project in a few weeks to install street lighting on West Temple from 3900 S to 3700 S. We have also completed street lighting on the west side of State Street from 2100 S to Oakland Avenue. We have some CDBG money to help pay for street lighting on Main Street between 3900 S and 3700 S. We will be contracting with a designer for this project soon. Dennis would like to target lighting on State Street. We have installed streetlights from 2100 S to Oakland Ave, and from 3300 S to 3900 S. It would be nice to fill the gap between Oakland and 3300 S. In addition we are requiring developers to provide adequate street lighting on all new development projects.

11. Some 4th of July funds were already spent this year, can we use any of this for next year? We do think it's important to still fund events, we need things to look forward to.

The majority of 4th of July costs are expended during May and June, prior to the event. The reason there are excess funds now, is because those funds would normally be spent for the event that is scheduled in a couple months. The budget for next year's event is the amount presented in the 20-21 budget proposal. It is funded at the level that the

Rec Department expects to spend for the event next year.

12. Youth city council, do we even have one? This is another thing we'd like more frequent updates on.

We do have a Youth City Council. It is run by Edward Lopez, one of the Family Liaison's in the Promise department. Their biggest project each year is the Sub for Santa drive.

13. Seniors, what kind of activities? Since they are more at risk for contracting Covid-19 are we planning alternative ways?

The budget set aside for the Seniors is a contractual agreement between the City and the County. The Senior Advisory Council determines their activities and programming, within the contractual budget established. In addition, the Rec department hosts a senior ball each year and the Arts Council hosts art classes each month. This year, the Ball was cancelled, due to COVID and art classes have been suspended. Once normal operations resume, it is expected that these activities will also resume.

14. Miss SSL scholarship, maybe consider changing this to a contest for any SSL youth and working with Promise and Schools to award.

Council and Mayor discussion

15. Was state street streetscaping a grant funded project?

Yes. The City was awarded \$2,000,000 in funds to improve the streetscaping on State Street. There is no matching requirement, so the entire project is covered by grant funds. The funding expires in 2024.

16. Website development went way up, maybe just explain why.

The budget for website development is the same amount as the prior year. This is a recurring expenditure and is based on the website needs that arise during the year.

LEANN

1. What is the difference between attorney professional services and outside legal?

Kyle: Outside legal fees are used for outside consulting in issues that are outside the scope of our attorney's expertise, or that require an outside peer review. Attorney professional fees are used to pay for the ALJ and for internal legal items that require the attorney to step back, due to conflicts of interest or ethical considerations.

Hannah: That distinction is from before my time. But my guess is that professional services is meant to encompass expenses from professionals we would rely on in doing legal work that are non-attorneys. As attorney's we often have to rely on other professionals in order to render a legal opinion on a matter. Some examples: We may need to hire a real estate agent to help with a property transfer, we may need to order a title report in order to provide legal advice on a matter, we may need a surveyor, we may need to consult with an outside expert to assess potential legal exposure, we might need to retain an expert witness, etc.

COREY

Corey did not have anything.