

Council Meeting Date of December 4, 2019

Agenda Item Number: 4b

REQUEST FOR COUNCIL ACTION

SUBJECT: Approve a resolution amending the FY 2019-2020 General Fund budget and attendant budget document clarifying information relative to Mayor and elected official compensation.

SUMMARY: The changes requested clarify certain information regarding the compensation of the mayor and other elected officials following the change in the form of government. (See attached **Background Discussion**)

FISCAL/ASSET

IMPACT: None

STAFF

RECOMMENDATION: The Office of the City Manager, the Office of the City Attorney, and the Finance Department recommend the changes noted in the Background Discussion for budget clarification purposes.

MOTION

RECOMMENDED: I move to adopt Resolution No. 19-201 amending the budget for the General fund for Fiscal Year 2019-2020.

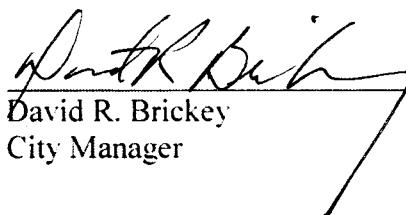
To be Presented by:


Danyce Steck, CPFO
Finance Director

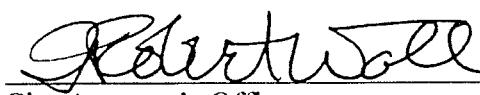
Recommended by:


Danyce Steck, CPFO
Finance Director

Authorized for Council Consideration:


David R. Brickey
City Manager

Reviewed for Legal Sufficiency


Robert Woll
City Attorney's Office

BACKGROUND DISCUSSION:

During the FY 2019-2020 budget discussions among members of the City Council, the salary for the position of Mayor in the new form of government (“Salary”) was discussed. Although the City Council did not and has not agreed upon and approved a salary or benefits for the Mayor under the new form of government (“Compensation”), the funding for such yet-to-be-determined Compensation (“Funds”) was identified by the Council, included in the approved in the FY 2019-2020 budget, and memorialized on two pages of the FY 2019-2020 budget document.

In a recent City Council meeting a question arose as to (i) whether the Funds noted in the FY 2019-2020 budget document represent a decision of the City Council relative to the specific Compensation to which the Mayor in the new form of government is entitled, or (ii) whether the Funds noted only reflect dollar amounts that have been identified in the budget to pay the costs of the Mayor Compensation which Compensation has yet-to-be formally determined by and voted upon by the City Council in an action independent of the approved FY 2019-2020 budget.

To resolve the question raised, the Office of the City Manager, the Office of the City Attorney, and the Finance Department recommend text changes in the FY 2019-2020 budget as memorialized on two pages of the FY 2019-2020 budget document. Those changes are shown on Exhibit A, *General Fund Summary*, and on Exhibit B, *Appendix: Staffing Document*. Both Exhibit pages are attached to the resolution included with this *Request for Council Action* document.

THE CITY OF WEST JORDAN
A Municipal Corporation

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020
GENERAL FUND BUDGET AND ATTENDANT BUDGET DOCUMENT
CLARIFYING INFORMATION RELATIVE TO MAYOR
AND ELECTED OFFICIAL COMPENSATION**

WHEREAS, the West Jordan (“City”) City Council (“Council”) approved a budget for the General Fund for Fiscal Year 2019-2020 (“Budget”); and

WHEREAS, the Council has determined that certain amendments should be made to the Budget which clarify information regarding the compensation for elected officials under the new form of government in the City which begins January of 2020; and

WHEREAS, the Council held a public hearing on December 4, 2019 concerning such amendments to the Budget; and

WHEREAS, the Council finds and determines that the best interests of the public health and welfare will be met by the adoption of the following amendments to the Budget.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH AS FOLLOWS:

SECTION 1. Adopted Amendments. The City Council hereby adopts the amendments to the budget for the General Fund for Fiscal Year 2019-2020 which began on July 1, 2019 and ends on June 30, 2020, as reflected in Exhibit A and in Exhibit B of this Resolution.

SECTION 2. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL OF WEST JORDAN, UTAH THIS 4TH DAY OF DECEMBER, 2019.

JIM RIDING
Mayor

ATTEST:

Jamie Brooks, Interim City Clerk

VOTING BY THE CITY COUNCIL: “YES” “NO”

Councilmember Anderson	_____	_____
Councilmember Burton	_____	_____
Councilmember Jacob	_____	_____
Councilmember Lamb	_____	_____
Councilmember McConnehey	_____	_____
Councilmember Whitelock	_____	_____
Mayor Riding	_____	_____

Exhibit A
to
A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020
GENERAL FUND BUDGET AND ATTENDANT BUDGET DOCUMENT
CLARIFYING INFORMATION RELATIVE TO MAYOR
AND ELECTED OFFICIAL COMPENSATION
Council Meeting Date of December 4, 2019

Annual Budget
Fiscal Year 2019/2020
GENERAL FUND SUMMARY
FUND BALANCE

(Attached)



Annual Budget

Fiscal Year 2019/2020

GENERAL FUND SUMMARY

FUND BALANCE

	Prior Year Actual FY 17-18	Amended Budget FY 18-19	Estimated Actual FY 18-19	Annual Budget FY 19-20	Change
Beginning Fund Balance	10,804,511	11,602,727	11,602,727	10,940,975	
Revenues	56,711,429	53,004,911	53,108,016	57,310,484	8.1%
Expenditures	(48,739,765)	(56,560,295)	(52,611,918)	(58,757,215)	3.9%
Transfers Out	(7,173,448)	(800,000)	(1,157,850)	(950,000)	18.8%
Adjustment					
Ending Fund Balance	<u>11,602,727</u>	<u>7,247,343</u>	<u>10,940,975</u>	<u>8,544,244</u>	
% of Revenue	20.46%	13.67%	20.60%	14.91%	

NOTES

Cost of the Change of Government

In November 2017, the residents of West Jordan voted to change the form of government from the Council-Manager to the Council-Mayor Form of Government. Below is the estimated annual personnel cost of this transition. One-half of this cost and has been included in this year's budget since the change will not take effect until January 2020 (or mid-budget year). These costs are estimates and based on full benefits (family-coverage). The actual cost will be determined after (i) the City Council votes in a separate action on the annual salary for the "Mayor (New)", and (ii) vary depending on the candidates and employees who occupies the four positions shown under "Additions" select a medical benefit coverage. In addition, there will be some one-time building renovations costs needed to accommodate these changes.

Additions	Salary	Benefits	Total	Grade
At-Large Councilmember	18,100	23,500	41,364	<u>CG NA</u>
Mayor (New)	120,000	40,500	160,500	<u>MAY NA</u>
Intergovernmental Liaison	110,000	38,000	148,000	GR77
Council Director	110,000	38,000	148,000	GR77
	<u>358,100</u>	<u>140,000</u>	<u>497,864</u>	
Savings				
Mayor (Current)	(89,500)	(36,000)	(125,500)	MAY
City Clerk	(64,000)	(32,000)	(96,000)	GR53
	<u>(89,500)</u>	<u>(36,000)</u>	<u>(125,500)</u>	
Total	268,600	104,000	372,364	

Changes to Revenues

Moved property tax and sales tax revenue from the Capital Support Fund to the General Fund for debt service.
Moved Class C Roads to a separate fund.

Changes to Expenditures

Added staff for change of government.
Moved debt service for all general obligation and sales tax revenue debt service to the General Fund.
Changed method of calculation for administrative services allocated to other funds.

Exhibit B
to
A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020
GENERAL FUND BUDGET AND ATTENDANT BUDGET DOCUMENT
CLARIFYING INFORMATION RELATIVE TO MAYOR
AND ELECTED OFFICIAL COMPENSATION
Council Meeting Date of December 4, 2019

Annual Budget
Fiscal Year 2019/2020
STAFFING DOCUMENT

(Attached)



Annual Budget

Fiscal Year 2019/2020

STAFFING DOCUMENT

Title	FY 18-19 Budget					FY 19-20 Budget				
	Min	Max	Grade	FT	PT	Min	Max	Grade	FT	PT
CITY COUNCIL										
Mayor		\$89,500 per year		1						
Council Members ¹		\$18,000 per year		6		\$18,000 per year				7
Council Director						38.51	54.79	GR77	1	
Executive Assistant						21.29	30.30	GR53	1	
				<u>1</u>	<u>6</u>					<u>2</u> <u>7</u>
MAYOR'S OFFICE										
Mayor (thru 12/31/2019)							\$89,500 per year			0.5
Mayor <u>after 01/06/2020</u>							*\$120,000 per year			0.5
Intergovernmental Liaison							38.51	54.79	GR77	1
				<u>0</u>	<u>0</u>					<u>2</u> <u>0</u>
CITY MANAGER / CAO										
City Manager/CAO		Contract		1			Contract			1
Asst City Manager/CAO							57.18	81.44	GR93	1
Administrative Services Manager	52.99	75.40	GR91	1						
Community Services Manager	52.99	75.40	GR91	1						
Senior Executive Assistant	21.79	30.99	GR55	1						
Executive Assistant	20.73	29.50	GR53	1			21.29	30.30	GR53	1
Intern					<u>1</u>					
				<u>5</u>	<u>1</u>					<u>3</u> <u>0</u>
CITY RECORDER										
City Clerk / Recorder	35.69	50.78	GR75	1		25.31	36.01	GR60	1	
Assistant City Clerk / Recorder	20.73	29.50	GR53	2		21.29	30.30	GR53	1	
				<u>3</u>	<u>0</u>					<u>2</u> <u>0</u>
PUBLIC INFORMATION										
Communications Manager	25.90	36.85	GR62	1		36.65	52.15	GR75	1	
Digital Communications Specialist	21.79	30.99	GR55	1		22.38	31.83	GR55	1	
				<u>2</u>	<u>0</u>					<u>2</u> <u>0</u>
EVENTS										
Events Manager	24.04	34.21	GR59	1						
Volunteer & Events Coordinator	20.73	29.50	GR53	1						
				<u>2</u>	<u>0</u>					<u>2</u> <u>0</u>
CITY ATTORNEY										
City Attorney	54.32	77.28	GR92	1		57.18	81.44	GR93	1	
Assistant City Attorney	44.57	63.41	GR84	3		45.77	65.12	GR84	3	
Civil Litigator	44.57	63.41	GR84	1		45.77	65.12	GR84	1	
Legal Executive Assistant	21.79	30.99	GR55	1		22.38	31.83	GR55	1	
Legal Technician	20.73	29.50	GR53	1		21.29	30.30	GR53	1	
Intern	10.00	10.00			<u>1</u>					
					<u>7</u>	<u>1</u>				<u>7</u> <u>0</u>

*The number of \$120,000.00 shown above for the Mayor salary is an estimate only, included for budgeting purposes. The final Mayor salary will be determined by separate vote of the City Council in a subsequent action.