

## REQUEST FOR COUNCIL ACTION

**SUBJECT:** Appointment of Alan Anderson as Deputy Council Office Director and designation of job duties.

**SUMMARY:** The Council Chair requests the City Council adopt a resolution (i) adopting a job description for a Council staff position to be titled *Deputy Council Office Director*, and (ii) appointing Alan Anderson to serve as the *Deputy Council Office Director*.

**FISCAL AND/OR**

**ASSET IMPACT:** The salary and benefits for this position will be taken from the City Council's budget. Although there are funds available for the first few months of the 2020 calendar year, funds for the remaining portion of the current fiscal year beyond the next three months (plus or minus) as well as beyond the current fiscal year must be identified by the City Council.

**RECOMMENDATION:**

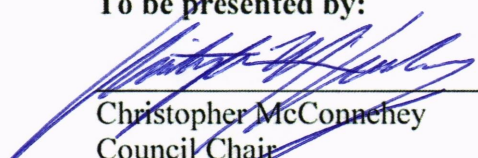
The Council Chair recommends the City Council (i) adopt the attached job description for *Deputy Council Office Director* position, and (ii) appoint Alan Anderson to serve as the Deputy Council Office Director.

**MOTION RECOMMENDED:**

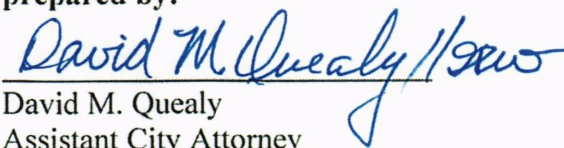
"I move we approve Resolution # 20-09, A Resolution Adopting a Deputy Council Office Director Job Description and Appointing Alan Anderson to Serve as the Deputy Council Office Director."

Roll Call vote required


To be presented by:

  
Christopher McConnehey  
Council Chair

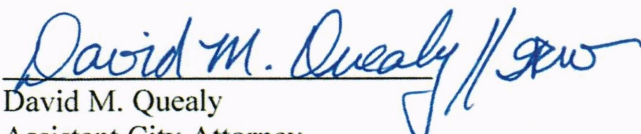
Upon request of the Council Office  
prepared by:

  
David M. Quealy  
Assistant City Attorney

Authorized for Council Consideration:

  
David R. Brickey  
Council Transition Advisor

Reviewed as to Legal Sufficiency by:

  
David M. Quealy  
Assistant City Attorney

## **BACKGROUND DISCUSSION:**

Subject to budget constraints, City Code § 1-6-11(A) authorizes the City Council to hire one or more “part-time, full-time, or contract council staff positions” in addition to the Council Office Director position. “The Council, by resolution in a public meeting, may establish job duties and roles for council staff.” City Code § 1-6-11(B).

On January 30, 2020, Mayor Burton signed a job description for the position of *Deputy Council Office Director* which is attached hereto as Exhibit A (“Job Description”). Alan Anderson was subsequently hired to fill that position as an executive branch employee assigned to the City Council. The Job Description was drafted in consultation with the Council Chair and Council Transition Advisor with the understanding that the Deputy Council Office Director would eventually become a “council staff” employee, not an executive branch employee.

Approval of the resolution attached hereto will (1) adopt the Job Description by the City Council and make it applicable to council staff employees, and (2) appoint Alan Anderson to the position of Deputy Council Office Director as a council staff employee.

THE CITY OF WEST JORDAN, UTAH

Resolution No. 20-09

A RESOLUTION ADOPTING A DEPUTY COUNCIL OFFICE DIRECTOR JOB DESCRIPTION  
AND APPOINTING ALAN ANDERSON TO SERVE AS THE DEPUTY COUNCIL OFFICE  
DIRECTOR

Whereas, pursuant to City Code § 1-6-11(A) and (B), the City Council desires to (i) establish a council staff position titled Deputy Council Office Director, (ii) adopt a job description for the Deputy Council Office Director position, and (iii) appoint Alan Anderson to serve as the Deputy Council Office Director.

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

- Section 1. The City Council hereby creates the council staff position of Deputy Council Office Director and adopts the job description attached hereto as Exhibit A, signed by Mayor Burton on January 30, 2020, as the job description for the position.
- Section 2. The City Council hereby appoints Alan Anderson to serve as the Council's employee in the Deputy Council Office Director position.
- Section 3. This Resolution shall take effect immediately upon passage.

Passed and adopted by the City Council of West Jordan, Utah, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF WEST JORDAN

By: \_\_\_\_\_  
Christopher McConnehey  
Council Chair

ATTEST:

\_\_\_\_\_  
TANGEE SLOAN  
Deputy City Recorder

**Voting by the City Council:**

**"YES"**

**"NO"**

Chair Chris McConnehey  
Zach Jacob  
Melissa Worthen  
Chad Lamb  
Kayleen Whitelock  
Kelvin Green  
David Pack

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