

SOUTH JORDAN CITY
CITY COUNCIL STUDY MEETING

May 21, 2024

Present: Mayor Dawn R. Ramsey, Council Member Don Shelton, Council Member Jason McGuire, Council Member Patrick Harris, Council Member Kathie Johnson, Council Member Tamara Zander, City Manager Dustin Lewis, Assistant City Manager Jason Rasmussen, City Attorney Ryan Loose, Director of Strategy & Budget Don Tingey, IT Director Jon Day, Director of Public Works Raymond Garrison, CFO Sunil Naidu, City Engineer Brad Klavano, Director of Administrative Services Melinda Seager, Director of Planning Steven Schaefermeyer, Police Chief Jeff Carr, Fire Chief Chris Dawson, Communications Manager Rachael Van Cleave, Recreation Director Janell Payne, Senior Systems Administrator Phill Brown, GIS Coordinator Matt Jarman, City Recorder Anna Crookston, Meeting Transcriptionist Diana Baun, Business Licensing Executive Assistant Ambra Holland, Deputy Director of Finance Nick Geer, HR Director Teresa Cook

Absent:

Others: Wendy Thomas, Lars E. Kimley-Horn, Ella Cowley, Nancy Lowry, Diana Ziska, Amber Brown, Lars Erickson, Fred Philpot

4:39 P.M.
STUDY MEETING

A. Welcome, Roll Call, and Introduction: *By Mayor, Dawn R. Ramsey*

Mayor Ramsey welcomed everyone present and introduced the meeting.

B. Invocation: *By Council Member, Patrick Harris*

Council Member Harris offered the invocation.

C. Mayor and Council Coordination

Memorial Day Program 11:30 am at the Cemetery.

D. Discussion/Review of Regular Council Meeting

Consent Action Items:

- Resolution R2024-23
- Resolution R2024-27
- Resolution R2024-30
- Resolution R2024-34

Public Hearing Items:

- Resolution R2024-28
- Ordinance 2024-18
- Resolution R2024-29
- RDA Resolution 2024-02
- Resolution R2024-32
- Zoning Ordinance 2024-07-Z
- Zoning Ordinance 2024-06-Z
- Ordinance 2024-09
- Ordinance 2024-10

Mayor Ramsey would like a motion during the regular meeting to move Resolution R2024-27 to a Public Hearing item.

E. Discussion Items

E.1. Bingham Creek Regional Park board members. *(By Director of Strategy & Budget, Don Tingey)*

Amber Brown – Is a resident of Daybreak with her husband and 3 kids, has been following the progression of the park. Saw this as an opportunity to serve her community, using some of her skills and experience to try and help with improvements to the park and help the process along with the wonderful board already in place. She has a lot of experience in government, has a political science degree and a law degree. Worked on Capitol Hill for a few years, as well as for a federal agency in the DC area, as well as in Salt Lake. For the last 4.5 years she has been with the Utah Department of Agriculture and Food as their Director of Legislative and Government Affairs. Manages the administrative rule making, internal policies, and compliance. Feels those skills could help the board and would love to be involved.

Lars Erickson – Is a landscape architect by trade, as well as a certified city planner. Lives about a block away from the park, has been a resident of South Jordan for about 14 years. He is just looking for a way to serve. He does a lot of park planning and design professionally, but wants to be involved in the community aspect of the process. He walks his dog around there almost every day, and so has a vested interest in the park. He also served on the Master Plan Steering Committee.

Council Member McGuire asked Ms. Brown what makes a good park for her.

Ms. Brown responded it is a gathering place for the community. This is a huge park in size and scope, so has the opportunity to be that gathering place for the whole state really. A place where those from different backgrounds, of different ages, can come together to recreate, enjoy nature and the beautiful scenery.

Council Member McGuire asked Mr. Erickson, with his background, other than the currently planned stages, what are three additional amenities he would like to see added that are different and would bring in a different variety of users to the park.

Mr. Erickson responded this is the largest park in the county, beating Sugarhouse by at least 50-60 acres. He usually champions the human experience in his daily work, so to him parks need to be accessible, and is the reason for living where he does. The amenities need to be a reflection of those around them, they are public realm. He talked about pickleball, disc golf, and their popularity. He believes finding uses for a park are easier than you would think.

Council Member Zander wants people on the board that will be attentive to programming. South Jordan City has made a huge investment in this park, compared to county based parks. She asked what these applicants will do when sitting on the board and seeing county people, looking out for the whole county, proposing things that do not reflect the local best interest. She wants them to explain how they will advocate for the locals over those pushing for things that aren't the best idea for our city.

Mr. Erickson noted programming is very critical, the lifeblood of the space. It is a commendable thing that the council wants to be a partner. He feels he is a reflection of the city by living here. Wholesome recreation activities that help us to be healthy are very important, and having a voice that is both a neighbor and user of the park is what he brings to the table.

Ms. Brown agreed with what Mr. Erickson said, but asked for more details on what is meant by "programming." Council Member Zander helped explain that, noting that while the county will try and take the lead, she really wants the members on the board from the city to recognize that and not let the county overstep and allow the city to have their voice. Ms. Brown noted it is an interesting relationship, and she can help represent the community as a member of the community, who understands what the needs are being a resident of Daybreak and knowing about the amenities there, and knowing where those are falling short or leaving gaps. She can also help gather information from the community and help share those with the board.

Mayor Ramsey explained that the reason for the city investing so much into this project is because this is a long-term project. The reason for this board, with equal representation from both the county and the city, is because we want to make sure all three phases are completed. We don't want to see any other future potential use for what could eventually become some of the only vacant land left in the county.

Ms. Brown believes that good planning, documenting the process are both parts of that along the way; that appears to already be happening with the master plan in place. They should always be hearkening back to those original goals and following through, as consistency is important on the board as much as possible.

Mayor Ramsey stated they have never questioned whether the current county council would change things, but they can't tie a future city or county council to the current plan.

Mr. Erickson wants it finished too, visions can change and this is a vision. However, a vision in a master plan requires intention, otherwise it's just an idea and a lot of the effort goes to waste.

Mayor Ramsey referenced a recently discussed project that relied on the original documentation to ensure current compliance, and thanked Mr. Erickson for his attention to that concept.

Council Member Harris noted that open space is very important to the residents of South Jordan City, at the top of every survey seen especially since Covid. Residents want the city get this right and share the messages to keep that space and program it correctly. Our residents have no patience for those looking to come in to open areas and try to make money out of changing them, residents will turn out in huge groups to save the limited open space left. He encouraged the applicants to pay attention to all the options, not just the ones they have a personal interest in.

Council Member Zander would love to see the annual report given by the board as a visual presentation for the council, rather than just a written report.

Mayor Ramsey asked these appointees to ensure the council is alerted when it's time for additional committees to be built, so the city can try to get a seat and a voice in those groups.

E.2. Business License Fee staff recommendation. *(By LRB Vice President, Fred Philpot)*

Fred Philpot – Reviewed his prepared presentation (Attachment A).

Council Member Shelton suggested saving this presentation for the public during the next meeting, rather than having it presented twice. It is being moved to a public hearing item, so it would make sense to present it to the public before the hearing is opened for comments.

Mr. Philpot continued reviewing his presentation (Attachment A) and focused on the actual recommendations relative to the disproportionate fees.

Council Member McGuire motioned to recess City Council Study Meeting and move to Executive Closed Session. Council Member Johnson seconded the motion; vote was 5-0, unanimous in favor.

RECESS CITY COUNCIL MEETING AND MOVE TO EXECUTIVE CLOSED SESSION

F. Executive Closed Session

F.1. Discussion of the character, professional competence, or physical or mental health of an individual.

F.2. Discussion of the purchase, exchange, or lease of real property.

ADJOURN EXECUTIVE CLOSED SESSION AND RETURN TO CITY COUNCIL STUDY MEETING

Council Member Johnson motioned to adjourn Executive Closed Session and return to City Council Study Meeting. Council Member Zander seconded the motion; vote was 5-0, unanimous in favor.

ADJOURNMENT

Council Member Shelton motioned to adjourn the May 21, 2024 City Council Study Meeting. Council Member Zander seconded the motion; vote was 5-0 unanimous in favor.

The May 21, 2024 City Council Study meeting adjourned at 6:36 p.m.

This is a true and correct copy of the May 21, 2024 City Council Study Meeting Minutes, which were approved on June 4, 2024.

Anna Crockett

South Jordan City Recorder



SOUTH JORDAN, UTAH

BUSINESS LICENSE COST OF SERVICE STUDY

MAY 2024

PURPOSE

UCA 10-1-203:

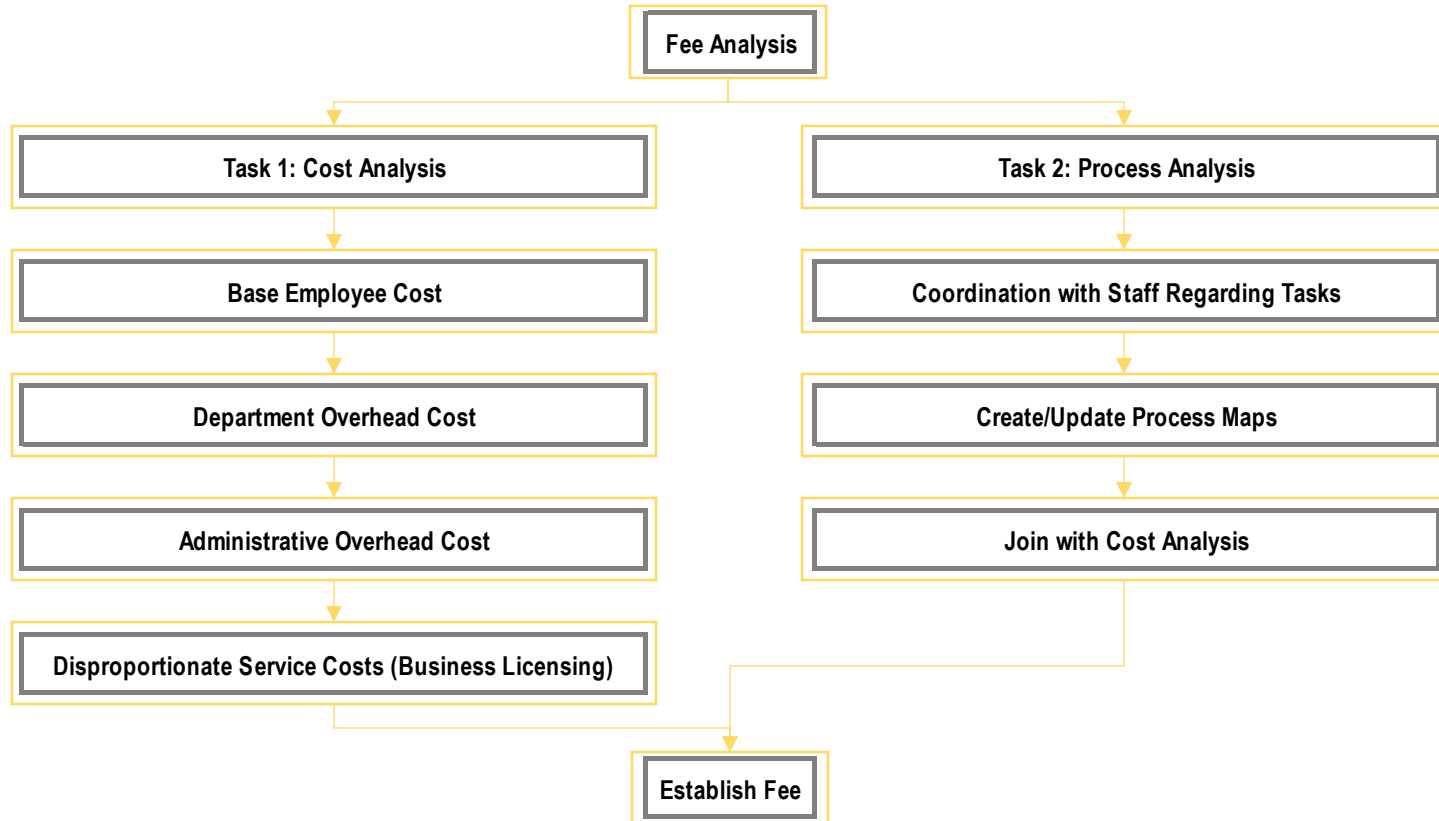
- The legislative body of a municipality may license for the purpose of regulation any business within the limits of the municipality, may regulate that business by ordinance, and may impose fees on businesses to recover the municipality's costs of regulation.
- The legislative body of a municipality may by ordinance raise revenue by levying and collecting a license fee or tax on:
 - a business that causes disproportionate costs of municipal services; or
 - a purchaser from a business for which the municipality provides an enhanced level of municipal services.
- Required to adopt an ordinance defining for purposes of the fee including:
 - The basic level of municipal services; and
 - The costs of providing an enhanced level of municipal services in the municipality.
- **The fee shall be reasonably related to the costs of providing an enhanced level of the municipal services.**

LIMITATIONS

UCA 10-1-203:

- A municipality may not:
 - require a license or permit for a business that is operated:
 - only occasionally; and
 - by an individual who is under 18 years old;
- Charge any fee for a resident of the municipality to operate a home-based business, unless the combined offsite impact of the home-based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone;
- Require, as a condition of obtaining or maintaining a license or permit for a business:
 - That an employee or agent of a business complete education, continuing education, or training that is in addition to requirements under state law or state licensing requirements; or
 - That a business disclose financial information, inventory amounts, or proprietary business information, except as specifically authorized under state or federal law.
- Notwithstanding Subsection (7)(b), a municipality may charge an administrative fee for a license to a home-based business owner who is otherwise exempt under Subsection (7)(b) but who requests a license from the municipality.

PROCESS



COST ANALYSIS

- Analysis of current and projected budgets to determine base costs, department overhead, and administrative overhead costs:
 - Base costs include employee salaries and benefits
 - Department overhead costs include general costs to operate each department
 - Administrative overhead costs include the cost of the services provided to all departments (i.e. legislative, executive and administrative costs)

PROCESS ANALYSIS

■ Creation of Process Maps: Commercial General License Example

STEP #	ACTION	HOURS	PERSONNEL INVOLVED
1	Application Review/Classification/Fee Calculation	0.12	Ambra Holland
2	Building Review	0.50	Ty Montalvo
3	Code Compliance Review	0.25	Audrey Cullimore
4	Fire Review	0.33	Russ Avery
5	Planning Review	0.25	David Mann
6	Police Review	0.25	Jeanene Clark
7	Public Works Review	0.50	Justin Blake
8	Utilities Review	0.08	Kailey Densley
9	External Agency Review	0.17	Ambra Holland
10	Verify Final Review	0.08	Ambra Holland
11	Issue Business License	0.03	Ambra Holland
	TOTAL	2.56	

PROCESS ANALYSIS

■ Proposed Fees

Summary Base License Fees	Proposed Cost	Current Fee
Commercial General License	\$262.81	\$194.00
Commercial Business - Big Box (>80,000 sq. ft.)	\$278.86	\$194 (base)
Commercial Business - Department Store	\$326.08	\$194 (base)
Residential Rentals	\$278.86	\$119 (base)
Commercial Business - Salon Chair/Vending	\$24.43	\$92 (base)
Commercial Temporary (fireworks - outdoor sales only)	\$186.30	\$194 (base)
Commercial Temporary (except fireworks)	\$141.20	\$194 (base)
Commercial Sexually Oriented Business	\$417.53	\$2,122.00
Commercial Business License (non-cosmetology, no fire inspection required)	\$52.04	No Current Fee
Commercial Business License - Model Home	\$69.92	No Current Fee
Alochol License	\$131.76	\$194 (base)
Mobile Food Vendor License	\$78.62	No Current Fee
Mobile Non-Food Vendor License	\$25.13	No Current Fee
Home Occupation Business License	\$125.64	\$200.00
Home Occupation+ Business License	\$197.36	\$200 (base)
	\$75 for fire inspection	\$75 for fire inspection
BUSINESS NAME CHANGE	\$6.98	\$20.00
Renewals (monthly)	\$22.33	\$30.00
Delinquent Renewals (monthly)	\$18.84	Prorated

DISPROPORTIONATE ANALYSIS

- Analysis Considers Disproportionate Impacts from Public Safety
- Process:
 - Determine Cost per Call
- Establish Baseline Level of Service (LOS)
 - Residential vs. Commercial
- Calculate Disproportionate Fees by Business Group
- Re-evaluate & Adjust Disproportionate Fees by Business Group

PROPOSED DISPROPORTIONATE FEES

	Combined Fee	# of Units	Est. Revenue
Assisted Living/Nursing (per Bed)	\$45	946.00	\$42,642
Big Box	\$2,978	8.00	\$23,827
Department Store	\$1,830	4.00	\$7,319
Entertainment/Recreation	\$1,390	4.00	\$5,562
Grocery Store	\$126	8.00	\$1,005
Group/Treatment	\$1,083	8.00	\$8,665
Hotel	\$2,367	7.00	\$16,567
Restaurant	\$296	95.00	\$28,075
Restaurant Full Service	\$145	14.00	\$2,033
Tavern	\$539	2.00	\$1,077
Total			\$136,772

- Generally adjusted fees downward to account for sales tax contribution and fee limits from comparative communities.
- Higher taxpayers received larger adjustment.
- Some business categories removed due to outliers or small sample size.

NEXT STEPS

- ▣ Adopt proposed fees

QUESTIONS

Fred Philpot | Vice President/COO

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Lewis Young Robertson & Burningham is now **LRB Public Finance Advisors**

