

**CITY OF SOUTH JORDAN
COMBINED CITY COUNCIL &
REDEVELOPMENT AGENCY MEETING AGENDA
CITY COUNCIL CHAMBERS
TUESDAY, JUNE 21, 2022 at 6:30 PM**



Notice is hereby given that the South Jordan City Council will hold a Combined City Council and Redevelopment Agency (RDA) meeting on Tuesday, June 21, 2022, in person in the City Council Chambers, located at 1600 W. Towne Center Drive, South Jordan, Utah virtually via Zoom phone and video conferencing. Persons with disabilities requesting assistance should contact the City Recorder at least 24 hours prior to the meeting. The Agenda may be amended and an Executive Session may be held at the end of the meeting. Times listed are approximate and may be accelerated or delayed.

In addition to in-person attendance, individuals may join via phone or video, using Zoom. Note, attendees joining virtually may comment during public comment or a public hearing virtually. To comment during public comment or public hearing virtually, the individual must have their video on and working during their comments. Attendees who wish to present photos or documents to the City Council must attend in person. Those who join via phone may listen, but not participate in public comment or public hearings.

In the event the meeting is disrupted in any way that the City in its sole discretion deems inappropriate, the City reserves the right to immediately remove the individual(s) from the meeting and, if needed, end virtual access to the meeting. Reasons for removing an individual or ending virtual access to the meeting include but are not limited to the posting of offensive pictures, remarks, or making offensive statements, disrespectful statements or actions, and other any action deemed inappropriate.

Ability to participate virtually is dependent on an individual's internet connection. To ensure comments are received regardless of technical issues, please have them submitted in writing to the City Recorder, Anna Crookston, at acrookston@sjc.utah.gov by 3:00 p.m. on the day of the meeting.

Instructions on how to join the meeting virtually are below.

Join South Jordan City Council Electronic Meeting June 21, 2022 at 6:30 p.m.

- Join on any device that has internet capability.
- Zoom link, Meeting ID and Password will be provided 24 hours prior to meeting start time.
- Zoom instructions are posted www.sjc.utah.gov/meeting-agenda-minutesarchive-center/.

Regular Meeting Agenda: 6:30 p.m.

- A. Welcome, Roll Call, and Introduction:** By Mayor, Dawn R. Ramsey
- B. Invocation:** By Council Member, Brad Marlor
- C. Pledge of Allegiance:** By Director of Recreation, Janell Payne
- D. Minute Approval:**
 - [D.1.](#) June 7, 2022 City Council Study Meeting
 - [D.2.](#) June 7, 2022 City Council Meeting

E. Mayor and Council Reports: 6:35 p.m.

F. Public Comment: 7:00 p.m.

This is the time and place for any person who wishes to comment on items not scheduled on the agenda for public hearing. Any person or group wishing to comment on any item not otherwise scheduled for public hearing on the agenda may address the City Council at this point by stepping to the microphone or if joining electronically by raising their hand and giving his or her name for the record. Note, if joining electronically photos or documents will not be accepted through Zoom and you must attend City Council Meeting in-person. Comments should be limited to not more than three (3) minutes, unless additional time is authorized by the Chair. Groups wishing to comment will be asked to appoint a spokesperson. Items brought forward to the attention of the City Council will be turned over to staff to provide a response outside of the City Council meeting. Time taken on non-agenda items, interrupts the process of the noticed agenda. In rare cases where it is determined appropriate to address items raised from public comments, these items will be noted and may be brought back at the conclusion of the printed agenda.

G. Presentation Item: 7:10 p.m.

G.1. Music Man cast performing musical number. *(By Director of Recreation, Janell Payne)*

H. Action Item: 7:20 p.m.

H.1. Resolution R2022-29, Amending and adopting City-wide policies relating to Ethics, IT Security, Personal Use of City Assets, City-wide Purchasing Card, and Cash Receipting and Depositing. *(By CFO, Sunil Naidu)*

H.2. Resolution R2022-30, Increasing the amount of the City portion of employer "pick-up" of Public Safety and Firefighter Employee Retirement Contributions. *(By Director of Human Resources, Teresa Cook)*

I. Public Hearing Items: 7:40 p.m.

I.1. Resolution R2022-28, Amending the FY 2021-22 Budget for South Jordan City. The appropriation authority shall apply to the Fiscal Year ending June 30, 2022. RCV *(By CFO, Sunil Naidu)*

RECESS CITY COUNCIL MEETING AND MOVE TO REDEVELOPMENT AGENCY (RDA) MEETING

I.2. Resolution RDA 2022-05, Amending the FY 2021-22 Budget for the Redevelopment Agency of the City of South Jordan. The appropriation shall apply to the Fiscal Year ending June 30, 2022. RCV *(By CFO, Sunil Naidu)*

I.3. Resolution RDA 2022-06, Authorizing the Board Chair to enter into a Memorandum of Understanding with Salt Lake Motorcars. RCV *(By Director of City Commerce, Brian Preece)*

ADJOURN REDEVELOPMENT AGENCY (RDA) MEETING AND RETURN TO THE CITY COUNCIL MEETING

- I.4. Ordinance 2022-12, Amending Sections 17.16.010 of the South Jordan City Municipal Code to simplify statutorily required Notice of Hearings and Meetings. RCV (By *Director of Planning, Steven Schaefermeyer*)

J. Staff Reports and Calendaring Items: 8:45 p.m.

ADJOURNMENT

CERTIFICATE OF POSTING

STATE OF UTAH)

COUNTY OF SALT LAKE)

I, Anna Crookston, the duly appointed City Recorder of South Jordan City, Utah, certify that the foregoing City Council Agenda was emailed to at least one newspaper of general circulation within the geographic jurisdiction of the public body. The agenda was also posted at the principal office of the public body and also posted on the Utah State Public Notice Website <http://www.utah.gov/pmn/index.html> and on South Jordan City's website at www.sjc.utah.gov. Published and posted June 17, 2022.

SOUTH JORDAN CITY
CITY COUNCIL STUDY MEETING

June 7, 2022

Present: Mayor Dawn Ramsey, Council Member Tamara Zander, Council Member Patrick Harris, Council Member Brad Marlor, Council Member Don Shelton, Council Member Jason McGuire, City Manager Gary Whatcott, Assistant City Manager Dustin Lewis, City Attorney Ryan Loose, Director of Public Works Jason Rasmussen, City Recorder Anna Crookston, Director of City Commerce Brian Preece, Director of Administrative Services Melinda Nagai-Seager, Assistant Controller Nick Geer, Chief Technology Director Jon Day, Systems Administrator Ken Roberts, GIS Coordinator Matt Jarman, Senior IS Tech Phill Brown, Director of Planning Steven Schaefermeyer, Director of Engineering Brad Klavano, Communications Manager Rachael Van Cleave, Human Resources Director Teresa Cook

Others: Jordan, Shannon Ellsworth, Jordan Passey, Carol, Nicole Squires, Josh Brown, Carl Barton, Shannon Ellesworth

4:43 PM
STUDY MEETING

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

Mayor Ramsey welcomed everyone present and introduced the meeting. She excused Council Member Jason McGuire who will join the meeting shortly.

B. Invocation: *By Council Member Jason McGuire*

Council Member Zander offered the invocation in Council McGuire's Absence.

C. Mayor and Council Coordination

Council Member Tamara Zander said the LIVEDaybreak representatives visited her and invited the council to the weekly concert series starting this Friday. There are concerts every Friday and Saturday this summer at 8:00 p.m.

Council Member Don Shelton will be leaving town on June 16. He will be gone for the next council meeting and unavailable until about the end of the month. He attended the Jordan River Commission meeting and wanted to discuss a festival called "Get to the River," which many cities are getting involved with. He thought maybe our Parks and Recreation Department could let them know if we are participating, or thoughts about possible participation in the future.

City Manager Gary Whatcott said the last few years we have done something with that, he will get that information to Council Member Shelton.

Council Member Shelton also mentioned a “second Saturday event” that was discussed at the same meeting where cities organize service projects.

Mayor Dawn Ramsey said that might be the same thing as the National Day of Service in September, our city participated last year with several projects. This year, volunteer groups are putting together more of those projects for that day right now.

Council Member Shelton said the Jordan River Commission also offered a guided paddle tour for council members if interested; he said he would be interested in doing it.

Council Member Zander said she did that in the past when they offered it in canoes, it was fun and she would love to do it.

Manager Whatcott said he will speak with Director of Parks Colby Hill, who’s on the committee, and get that figured out.

Council Member Shelton had a high school senior call him for a class project required for graduation. He did graduate, so Council Member Shelton isn’t sure if it needs follow-up, but he lives along the Jordan River and uses the trail often going south. He claimed that there was a homeless camp along the trail in Riverton and asked Council Member Shelton to bring that up in a public meeting to see if there is anything there; he was concerned for safety.

Manager Whatcott said they will check it out, there have been numerous camps down there.

Council Member Jason McGuire joined the meeting.

Mayor Ramsey said she received several similar emails from Bingham students who had to choose a city topic or concern and send their suggestions. She doesn’t think a response was requested, and she appreciated him bringing up his concern. Staff was forwarded, and has seen all of those emails she received.

Council Member Zander was on the Jordan Trail about a month ago and there were no homeless camps at that time; she went all the way to Lehi and back on her bike and didn’t see anything. She noted that there are usually more camps in the Midvale section.

Council Member Shelton brought up our messaging on the drought. It feels like the state and other entities are more concerned about the drought than we are, and he knows we are following the guidance of the Jordan Valley Conservancy District appropriately. He has observed that there are people in his neighborhood who have just let their yards go 100%, not watering or caring for them. It’s starting to look like a desert and he doesn’t know if it’s happening in other neighborhoods as well. He would like to see messaging that tells residents it’s okay to water at least some, and it’s appropriate to care for your yard whether you’re watering it or not.

Manager Whatcott said the recommendation from Jordan Valley is two times a week, and that’s what the city is sharing on all of their social media and communication, all of which directs

people to the Jordan Valley website. If lawns are dead and the weeds are over 6 inches it's a code violation, otherwise there's really nothing the city can do.

Council Member Shelton asked if the two times a week was for turf, as the state is saying one time a week in their messaging.

Council Member Marlor said that just changed this week based on the hotter temperatures.

Manager Whatcott reminded everyone that the state messaging is statewide; there are some extreme areas in the state and he thinks that's why their messaging is a bit more restrictive. However, we are referring our residents to Jordan Valley's website to follow their guidelines.

Council Member Marlor said he has been doing two times a week. His lawn doesn't look like it used to, but it's at least keeping it alive with watering a little bit deeper. Hotter temperatures will cause problems though, and he doesn't think lawns will stay as green at that point with the two times a week.

Mayor Ramsey said that Jordan Valley and other areas have continued to say that every area of the state is getting their water from a different reservoir or system. Wasatch County will be different than Washington County, and Weber and the Box Elder area have a lot less water available right now than the Jordan Valley Water District. Other areas have restrictions in place currently, however Jordan Valley only has strong recommendations for twice a week.

Manager Whatcott said that one of the reasons we are sending people to Jordan Valley's website is because their information sheet is very in depth; it talks about the different water basins and where the water comes from. If people really want to get educated, they have a lot of great information readily at hand than the state's website. The state changes their website weekly in relation to recommended watering schedules.

Council Member Marlor noted he has access to secondary water and is still only watering two times a week, in the spirit of following the same recommendations, as he is sensitive to what is not going to the Great Salt Lake at this point. He moved on to ask for a quick update on Google Fiber.

Manager Whatcott said they are in town, cutting up streets and laying it in.

Director of Engineering Brad Klavano said they are doing the backbone of 9800 South right now, and they are in the neighborhoods of Chavez, Lampton and Holland across 1300 West. He drove by today and they are doing a good job, the neighborhoods look pretty clean. They got started a couple of weeks ago and as they finish up neighborhoods they will start sending out information regarding hooking up, but they have to get some of the backbone in and tested before they start. It might be a couple of months before those first neighborhoods get online.

Mayor Ramsey brought up that she and Jenny Taylor have been speaking, and after the parade they discussed the 9/11 Memorial they did for Weber County's Day of Service last year. It was a

walk through experience that was huge and overwhelmingly popular; they had over 4000 visitors in the three days it was open, with schools bringing kids by the busload. They didn't intend for it to be a more than one-time thing, but it was so popular and impactful that they want to do it again in a way that could be taken down and reassembled. This year it is being moved to the Davis County Conference Center, and it will be done all over again. She encouraged everyone who can to make a trip there to see it this year. It will be the second Saturday, around September 11, at the conference center; it will be up there for about a week. Ms. Taylor would love to come and have that be our city's Day of Service for 2023, inviting Salt Lake County and the residents here to come and experience that in collaboration with the Major Brent Taylor Foundation. This means we would work with Ms. Taylor and the foundation to find a venue large enough, and they have a few ideas of places in the city that might work for a venue; they will be trying to get that space donated because of the project, as well as find sponsors who will help cover the costs.

Council Member McGuire would love to see that here.

Council Member Zander supports the idea.

Council Member Marlor supports the idea and asked for photos of the original event.

Mayor Ramsey said there are some on social media, and they can contact Ms. Taylor to get some as well. She wanted to share the idea and encourage everyone to see the display this year. This would be done in collaboration with the committee of volunteers in the city and the Major Brent Taylor Foundation.

Council Member Shelton was supportive of the idea as well.

D. Discussion/Review of Regular Council Meeting

- Resolution R2022-22, Emergency Interim Succession List 2022
- Ordinance 2022-13, Food Truck Text Amendment
- Ordinance 2022-14, Council District Boundary Maps

Council Member Zander had questions and concerns about the food truck amendment, but called City Attorney Ryan Loose and had a discussion with him. She feels her questions were addressed adequately and she will discuss them at the next meeting.

Director of City Commerce Brian Preece said he had spoken with Attorney Loose, as well as Council Member Zander, and they discussed her concerns.

Council Member Marlor motioned to move from the study meeting to an Executive Closed Session, Council Member McGuire seconded the motion; Vote was unanimous in favor.

RECESS CITY COUNCIL STUDY MEETING AND MOVE TO EXECUTIVE CLOSED SESSION

E. Executive Closed Session

E.1. Discussion of the purchase, exchange, or lease of real property.

ADJOURN EXECUTIVE CLOSED SESSION AND RETURN TO CITY COUNCIL STUDY MEETING

ADJOURNMENT

Council Member Marlor motioned to adjourn the June 7, 2022 City Council Study Meeting. Council Member Zander seconded the motion; vote was unanimous in favor.

The June 7, 2022 City Council Study meeting adjourned at 6:11 p.m.

SOUTH JORDAN CITY
CITY COUNCIL MEETING

June 7, 2022

Present: Mayor Dawn Ramsey, Council Member Tamara Zander, Council Member Brad Marlor, Council Member Don Shelton, Council Member Jason McGuire, Council Member Patrick Harris, City Manager Gary Whatcott, Assistant City Manager Dustin Lewis, City Attorney Ryan Loose, Strategic Services Director Don Tingey, Assistant Controller Nick Geer, Director of Administrative Services Melinda Nagai-Seager, Police Chief Jeff Carr, City Recorder Anna Crookston, Director of Public Works Jason Rasmussen, City Engineer Brad Klavano, Planning Director Steven Schaefermeyer, Fire Chief Chris Dawson, Director of Recreation Janell Payne, IT Director Jon Day, Senior IS Tech Phill Brown, GIS Coordinator Matt Jarman, Meeting Transcriptionist Diana Baun, Communications Manager Rachael Van Cleave

Others: Jamie, Carol, Dan Rodgerson

6:32 P.M.
REGULAR MEETING

A. Welcome, Roll Call, and Introduction to Electronic Meeting - By Mayor Dawn Ramsey

Mayor Dawn Ramsey welcomed everyone and introduced the electronic meeting.

B. Invocation – By Mayor Dawn Ramsey

Mayor Ramsey offered the invocation.

C. Pledge of Allegiance – By Council Member Patrick Harris

Council Member Harris led the audience in the Pledge of Allegiance.

D. Minute Approval

D.1. May 17, 2022 City Council Study Meeting

D.2. May 17, 2022 City Council Meeting

Council Member Marlor noted the motions for Item H4 in the May 17, 2022 City Council Meeting minutes could be worded better by noting that Council Member Zander made a substitute motion. Those adjustments were made by the City Recorder Anna Crookston.

Council Member Marlor motioned to approve the May 17, 2022 City Council Study Meeting minutes as printed and the May 17, 2022 City Council Meeting minutes as amended. Council Member Harris seconded the motion; vote was unanimous in favor.

E. Mayor and Council Reports

Council Member Patrick Harris attended, along with the rest of the council and the mayor, the Memorial Day event at our city cemetery. The mayor did a great job, as usual, with her speech and noted that it's always touching to hear the names of all those buried in our cemetery. Since our last meeting, the Audit Committee had a meeting. In addition, he also attended as many of the Summerfest activities as possible with his family. He likes it every year, but he thinks this was his kids' favorite year at Summerfest. He thanked everyone who was involved for all their hard work, as there were a lot of people there.

Council Member Brad Marlor seconded what Council Member Harris said regarding the Memorial Day event and Summerfest. The Memorial Day morning service was an incredible and touching experience. He thinks this Summerfest was the best attended so far and very well done. He thanked all those who participated in the planning and carrying out of those plans. He got to judge the Chalk Art this year and enjoyed the amazing talent. His family was able to attend the activities with him and the kids had a blast.

Council Member Tamara Zander always loves Memorial Day, and loved the great speech Mayor Ramsey gave. She also thanked Luann Jensen and all of her hard work to organize that event. Summerfest was very well run and she echoed the previous comments about the higher attendance and being well organized. She loved doing the Chalk Art, the breakfast at the fire station was great, and she liked the reptiles and butterflies. Regarding the parade, one of her favorite parts this year was the large flag brought in at the beginning by the Major Brent Taylor Foundation. She was approached to have her business, the Zander Real Estate Team, sponsor that and it was an honor to be able to do that. Some of her friends and neighbors were able to help carry the flag and she hopes that can be done again in the future. She invited everyone to a local community play by the Kensington Theater, which is here in our city and located near Early Light Academy. This weekend's opening night, many of the cast members are residents of South Jordan, including her daughter who is playing Esmerelda. She also attended a Mosquito Abatement meeting; there was nothing notable with no major outbreaks.

Council Member Jason McGuire would love to see us have the flag return for our parade in the future as well. Some of his neighbors, who are a part of the Rotary Club, helped carry the flag and they are working really hard to get the Rotary Club more established in the city; they will be creating a family division where the whole family gets to participate. He loved that the parade route went back to one that ends at City Hall, he thinks that makes such a statement to end there. He was glad to see the murals unveiled and the open house with the artists. He heard a lot of people chatting about it who really enjoyed those murals. He is glad the Parks Department and Arts Council were able to work together to achieve those. Regarding the turnout at Summerfest, he had a coworker, who he hadn't discussed the event with beforehand, who attended and felt the event was really well-handled and was very impressed. Like others, he attended the Memorial

Day program, which was a wonderful event, and he is glad our city makes a point of hosting that. He thanked all the volunteers who put up the flags and made it such a great event. He was invited to speak at South Jordan Middle School by Ms. Nordahl, who teaches the AP Geography classes. He spoke a little about local government and then presented various scenarios the city has been through; on the majority of the issues, the youth participating agreed with the decisions made by the city council. He enjoyed seeing their perspective and insight without much coaching. There was an Arts Council meeting, but he missed it due to illness.

Council Member Don Shelton attended most of the same events mentioned previously, with the exception of Summerfest due to Covid. He and Council Member Marlor attended the South Jordan Youth Council swearing in ceremony where Council Member Marlor represented the mayor. He appreciated Executive Assistant Melanie Edwards directing them afterwards in regards to interacting with the Youth Council members and taking pictures. He attended the Bangerter Three completion celebration where the mayor spoke and represented our city well. She also spoke at the Memorial Day program and represented the city just as well there. He attended the Senior Advisory Committee meeting recently. He is pleased with the energy of the group, and he thinks the new members are bringing even more. They are looking for more ways to recruit more seniors and get them to attend the programs. He also attended the Jordan River Commission meeting, and he discussed that previously at the study session held before this meeting. He watched the Legislative Policy Committee meeting yesterday and heard the updates on the economy, our drought, and legislative priorities.

Mayor Dawn Ramsey echoed what has been said previously about the Memorial Day program and the gratitude she feels for that and Summerfest. Summerfest was outstanding, and the numbers were very high. She appreciates all the effort that went into that, and looks forward to bringing the flag back. They had intended to bring the largest flag, called The Major, however it is so wide that Redwood Road wasn't big enough for it. Instead, the next smallest flag was brought, called The Lieutenant, and it was still huge. She thanked Jenny Taylor and the Major Brent Taylor Foundation, as well as Zander Real Estate for sponsoring the shirts, along with everyone else who participated. She also wanted to thank many others who participated in the parade:

- Our Senior Advisory Committee
- The Hope Squad from Bingham High School, who tweeted a picture thanking the city for letting them participate.
- The marching band put together by Bingham High School, which was the largest they have ever had in the parade. The group even included middle school students invited to participate.

Mayor Ramsey said there were so many great entries who participated and joined our city for the parade. In addition to the various events that have been shared previously that she attended, she attended many meetings for the boards and committees she serves on. She met with Keith Marmer, the Chief Innovation and Economic Engagement Officer for the University of Utah. They talked about the land that the University of Utah owns, they plan on coming out and

bringing President Randall, along with some of their land team and top administrative team. She suggested they partner and invite some of the top people from The Miller Group to take them on a tour and give them a good vision of what's envisioned for the area out there, and have conversations to figure out the right plan for their land and how we can create synergy for the area. She looks forward to working with them in the future. At President Randall's inauguration, he had actually approached Council Member Marlor and asked to schedule time to come and meet. City Officials from Maricopa, Arizona came out for a visit and City Manager Gary Whatcott will share more about that later. It was great to spend time with them. She had some meetings with UDOT, things are well underway with several projects they are working on and she appreciates our good relationship with them. She is really excited about the Bangerter interchanges that have been completed so far. She spent several "off hours" with our fantastic fire department filming the next City Jobs video with them; she loves them and they are heroes to her, their work is hard. She looks forward to this video coming out, as they wanted to make sure that the next City Jobs video highlighted the amazing service we receive as a community from our first responders. The Unified Economic Opportunity Commission has put together their new groups for this legislative year, and she has been asked again to serve on the new Growth and Transportation working group. There is a lot of work involved in this group, they are bringing a lot of stakeholders and voices together, which is hard but it is important work. They had their first work group meeting, and they will be meeting every other week pretty much until the session. This is such a unique opportunity for us to have a voice there, as cities previously haven't had a voice in these conversations and it's different than the interim committees of the legislature; we are representing all cities, but it is our people who are sitting at the table. There are people from cities across the state who they have asked and invited to serve on working groups; those groups are put together by the senate president, speaker, governor and Dan Hemmert. She and Council Member Harris both attended the Envision Utah Breakfast, which was focused on housing this year. It was very informative and she appreciated the information.

Council Member McGuire noted that if anyone else on the council wants to view that, it is available online and he was able to watch it.

Mayor Ramsey talked about high school graduations this past weekend, she appreciated the chance to participate in those especially since her son was included in those graduating. Today she had a chance to speak at National Women's Golf Day, a big event at Glenmoor Golf Course. The event was sponsored by the South Valley Chamber of Commerce Women in Business Organization, and attendees raised funds for The Women of the World, which is a nonprofit organization based in Utah helping and supporting women refugees in the state. She has been touring the state as part of being President of the League and Cities of Towns this year, meeting with mayors all over the state to hear from them in person and see about their concerns, questions, challenges, suggestions as they take that information back to represent it at the Capitol. There have been a lot of common themes, people are really concerned about things like short term rentals, water, housing and managing growth.

F. Public Comment

Mayor Ramsey opened the public comment portion of the meeting. There were no comments, the public comment portion of the meeting was closed.

G. Action Item

G.1. Resolution R2022-22, Designating the Interim Emergency Successors for 2022-2023 and Identification of Alerting Authority and Individuals Authorized to Send Alerts. *(By Assistant City Manager Dustin Lewis)*

Assistant City Manager Dustin Lewis said that every year at this time they are required by both state statute, as well as our own local ordinance, to identify the successors for each of the positions that have been filled by our department directors, chiefs, city manager, etc. They have gone through, in consultation with all of the department directors and city manager, and identified all of those positions and their successors. In the event of an emergency, or other large event, if one of those people isn't available they know who the next person with decision making authority is. The list this year has been updated to reflect the newest department directors, as well as the newest department. The second part of that is the alerting notifications. He has worked with the city's emergency management coordinator and those processes have not changed since last year, so those are again just being adopted as is.

Council Member Shelton noted that when he was reading through the resolution, it seemed that the county is actually the entity that initiates the emergency message and asked if that was correct.

Manager Lewis said yes, they are the ones who "have the keys to the car," so when we need to get a message out we would work with them. They have the ability and know the secret codes to actually launch that message for us.

Council Member Shelton also noted that it appeared there was some form we had to submit to them, and there were certain people at the county who could send that message. It listed out, fairly carefully, who could initiate the message at the county but he couldn't tell, or maybe missed, who is authorized at the city to authorize a message.

Manager Lewis said that those authorized at the city to do that are our emergency manager and our two chiefs; they have the ability to make that call if it is needed. Part of the reason it is specific as to which people can do that, is to prevent a situation like they had in Hawaii a few years ago with a message that was launched that shouldn't have been. Having that form and very specific people prevents the inadvertent messaging that shouldn't go out. In the bottom paragraph of page 60 of the packet, there is a section called Activation of the ENS that gives details about how those messages could be activated and who at the city level would do that.

Council Member McGuire motioned to approve Resolution R2022-22, Designating the Interim Emergency Successors for 2022-2023. Council Member Zander seconded the motion; vote was unanimous in favor.

H. Public Hearing Items

H.1. Ordinance 2022-13, Amending Section 1.12.030: District Boundaries, to remove the legal descriptions, set forth in the City Council District Boundary Map based on the 2020 census. *(By Assistant City Manager Dustin Lewis) RCV*

Manager Lewis said the purpose of this ordinance is to update our municipal code. It removes the formal legal descriptions found in the code, which will shorten the code by seven and a half pages. Instead, it adopts by ordinance the Shapefile, which is the computer file that is created in our Geographic Information System (GIS), which is the very accurate description of the map that we have been discussing for several months now. That map is prepared by our GIS Department, and a copy of that electronic file will be provided for the city recorder, which becomes the official record. They will produce a map that people can reference to make it easier to identify those council districts. This ordinance takes away all of the very detailed legal descriptions, adopts that Shapefile, and includes the printed map as an exhibit. There have been several discussions about the district boundaries, the boundaries being proposed meet all the criteria required as well as meeting all the preferences indicated by the council.

Mayor Ramsey opened the public hearing for comment. There were no comments, the hearing was closed.

Council Member McGuire noted that when Mayor Ramsey was reading the ordinance description, she said it was a Sharefile instead of a Shapefile.

Mayor Ramsey apologized and noted that Shapefile is the correct wording.

Manager Lewis said that is a file that is specific and native to the GIS System the city uses.

City Attorney Ryan Loose added that these boundaries were based on exactly what the state did with congressional districts in the state statute. If you read that statute, they reference you to a Shapefile that they adopted and is maintained on their website; we are just following their lead. The Shapefile gives the most accurate information, and the printed exhibit is not the same thing as the Shape Map, although it is a good representation.

Mayor Ramsey noted that so much work went into this to make sure that all legal requirements were met. She reassured everyone that the new district boundaries are reflective of change and growth in our city over the last 10 years. They do not reflect anticipated growth, they are not divided up based on where we think or know more people are going to move. These boundaries have to be drawn based on the current census information, and that is exactly what has been done.

Manager Lewis added that we have an amazing talent in our GIS Department, Mr. Matt Jarman, whose skills in this are exceptional. He was even called upon by the State of Utah to help them through their process which was great for us as we learned from that and were able to leverage that expertise for us in creating these maps.

Council Member Zander noted that she was probably the most vocal during the process, because her district is the one that will take on every section of growth possible in the city. In five years, whoever is sitting in District 4 has her apologies as she tried to do her best to balance things, but it cannot happen in the next five years. She also asked Manager Lewis to explain more about following the state rules, and the concern that we have growth coming but we can't plan for that growth in those map drawings; everything has to be based on the 2020 census. The next time this can be redone is in 2030 with the next census.

Manager Lewis said that when they do redistricting it has to be done based on population at the last decennial census, which in our case was 2020. This is why it's so important that they get participation in the census, so we know where our residents are at and how many people there are. Based on those numbers finalized after the census, the city looks at those and how they fall in the precinct districts which are odd shaped polygons all over the city, then they have to draw the district boundaries so there are equal numbers of people in all districts. They know one of the challenges in being one of the rapidly growing and expanding cities is that a lot has changed in two and a half years since the census; however, these numbers have to reflect that census. During our next chance to update that, he hopes that everyone will participate in the census so we can redraw the boundaries to meet that criteria at that time. The city cannot make the maps based on where they think it's going to happen, it can only be as we look back to that one day in time.

Council Member Zander wanted to restate that in District 4, the population is already different than what the numbers were that were used to draw this map. She thanked staff for their hard work, noting they did the best they could based on what the state allowed. She is comfortable with this map, and noted that District 4 is going to be the heaviest populated district in the city.

Manager Lewis said the other unknown wild card in about 10 years when this is done again will be who is on the council and where they live. One of the challenges was trying to keep those dots within those districts. Several years ago, when this process was last done, the person that held the District 4 seat lived on the east side of town. That is why, up until this change, Council Member Zander has had a very long and skinny district, so that previous council member could be in their district when the map was redone.

Council Member Marlcor noted he was the one that made the motion to make districting possible, and he caught hell for that. Without that, the council members would be running at large, like the mayor, and it is very expensive and difficult. With the current population of almost 85,000 that would really be impossible at this point.

Council Member Harris asked if staff will be looking at this map, once approved, to direct residents to their possibly updated council members when they call with a question.

Manager Lewis said they will be directing residents based on the new map after it goes into effect tonight.

Council Member Marlor motioned to approve Ordinance 2022-13, Amending Section 1.12.030 to remove the legal descriptions related to district boundaries. Council Member Harris seconded the motion. Roll Call vote was 5-0, unanimous in favor.

H.2. Ordinance 2022-14, Amending Chapter 5.46. related to permitted locations of mobile food vendors in the City of South Jordan. *(By Director of City Commerce Brian Preece and City Attorney Ryan Loose) RCV*

Director of Commerce Brian Preece discussed the work session meeting where this topic was discussed, and the origination of this ordinance. After discussion with the council, the direction given was to keep the restriction on the streets, but to allow them in city parks based on whether the food vendor(s) or citizen is renting a pavilion and they are invited. Director Preece and City Attorney Ryan Loose met with the city department heads to discuss this, and the ordinance being presented includes these changes. He understands that Council Members Zander and McGuire may have more to discuss, and he is open to further discussion.

City Attorney Ryan Loose added that any use of these food vendors as ancillary to a field or pavilion rental would require that rental agreement. There are many things that aren't answered in this ordinance that will be answered in the rental agreement like fees, etc.

Council Member Marlor asked about someone reserving the park and inviting a vendor, does that vendor have to be licensed to be qualified to come to the park and provide those services.

Attorney Loose replied that the ordinance, independent of where they're operating in the city, requires any mobile food vendor to have a license.

Director Preece said we recognize licenses from other cities.

Mayor Ramsey opened the public hearing for comments.

Dan Rodgers (Resident) is with LIVE Daybreak and commended everyone on Summerfest, from a guy who does events for a living, it was a phenomenal job and the best part about it was being able to attend an event and not be responsible for it. He appreciates the relationships that they have had with the city, being able to host their soapbox derby out in Highland Park, their drone show, a Ryan Shupe concert out there, and they have a few other partnerships brewing with some art projects on some city property; there are a lot of things happening that they are excited about. As many know, food trucks have become somewhat endeared to the residents of South Jordan City. It wasn't uncommon that on North Shore they would have 1000 people out there for the food trucks. Two things happened in 2020, one was Covid, and second was the development of North Shore; they could no longer house 15-16 trucks out there and they also wanted to spread the trucks out to get a little social distancing. With that, they started to move food trucks around in little pods of three or four trucks at a time; one at the train station, a few at North Shore, and the folks at upper Daybreak have been a little critical that they haven't quite found a space up there. He is super excited about the amendment to the ordinance. When they work with food trucks, these folks are vetted, licensed with the health department, and they have a very in-depth contract which includes the leave no

trace idea. He goes around Friday morning and ensures there is no evidence that they were there. They really support this, and what's really exciting about it is as well is when they see the trucks evolve into brick and mortar; places like Cup Bop there on SoDa Row, and Waffle Love coming into The District. Hopefully, as these trucks gain traction they can move into our city and contribute. He appreciates the support of this ordinance, the folks in upper Daybreak and throughout all of the city will be very pleased.

Council Member Harris understands that if someone rents a pavilion, they can invite a food truck vendor to attend; can a food truck vendor rent a pavilion to get access as well.

Director Preece said yes, that is part of the ordinance, the vendor would be the renter, and they would be able to have their food truck there. There can also be more than one food truck there, having a group there based on one of them renting the space.

Council Member Zander spoke for Council Member McGuire, they had a phone call earlier today chatting about their comfort level because they live in Daybreak and see these food trucks more frequently than anyone else on the council. One of the comments that was brought up to staff was whether they want to allow for a certain width of a street to accommodate food trucks and she asked Attorney Loose to share the reasons for that not being a part of this ordinance.

Attorney Loose noted that the number one reason was based on the council discussion a few weeks ago, where it was determined not to allow them in the right-of-way. From staff's perspective, they wanted to reflect what the council decided, as staff doesn't have a specific agenda. One issue with right-of-ways is that it's very hard to specify right-of-ways. You can do street widths, which is what was talked about, but if a width in Daybreak adjacent to Highland Park is smaller or the same size as 2200 West next to a high school or 2700 West next to a junior high. What would stop the food truck from parking there during lunch for example, and would they want to stop a food truck from doing that. Once you open the right-of-ways, you open a whole different set of questions, scenarios, potential problems, as well as potential positives. In other communities, opening the right-of-ways has caused issues with their brick and mortar because the trucks park right in front of those stores. In the previous discussion, staff understood the council as saying they are okay having these trucks as part of an event, or if the food truck themselves rent the pavilion; that takes care of a lot of the problems that most ordinances address like garbage cans, tables, bathrooms, etc.

Council Member Zander asked if there are any limits to the number of trucks, or will that be in the rental agreement.

Attorney Loose said there are not any limits to the number of trucks in the ordinance, but there are some natural limits. If they wanted to bring in more than 100 people, they would need a mass gathering permit; as it gets bigger and more complex they would also need to get police and fire involved. Also, the pavilions are situated and created to handle a certain number of people and physical space would only allow so many people. The way this is being done, every food truck wipes out some parking, so there will be natural limits with parking as well.

Council Member Zander noted that staff is putting together the rental agreement and asked if that will be brought before the council to weigh-in on.

Attorney Loose said they have current rental agreements, they were going to add to those the requirements for bringing in food trucks and staff can certainly bring that back to the council via email if they'd like.

Council Member Zander asked to see it via email so she is aware of what is contained if asked. She also asked about Section D.1 of the ordinance, where it says people can rent the parks, pavilions or fields, and noted that there are different options in renting the pavilion or the field. That would mean that at Highland Park, one body could rent the pavilion and another could simultaneously be renting the field, and she asked if that was correct.

Director of Recreation Janell Payne said technically that is correct, but they look at each event or rental and if there are over 100 people it triggers a special event permit with the city; they gauge that number based on the expected attendance at the event and the nature of the event, they will not hold soccer on the same night as the Daybreak Food Truck night.

Attorney Loose noted the city reserves the right to schedule it properly and not create a problem.

Council Member Marlor was concerned about the food trucks constantly scheduling every Friday night, he would hate to see us monopolizing the city parks every Friday night for the food trucks as many people have family, church and other events they would like to schedule at those places as well. There isn't enough room at somewhere like the Jordan Ridge Park to have a food truck, so he understands why this works really well at some of the larger parks. If someone were to come to him and state that they are never able to schedule a park because there are always food trucks there, he might have a small problem with that.

Council Member Zander noted that the LIVE Daybreak group always does it on Thursdays through the summer, but she believes they could choose to manage that differently if it became an issue. If it was a Friday she would have pushback as well, but a Thursday hasn't appeared to be a problem yet.

Council Member Harris added that if they notice that certain parks or areas are getting out of control, they could come back and amend this if they see something that isn't working. It is up to the groups overseeing this to make sure it's done well, so it can continue.

Attorney Loose said he and Director Preece sat down after the previous meeting to draft this ordinance, and both of their perspectives were that years ago there were more regulations and when they enacted it they found out most of that wasn't needed. This time they started the opposite way, less is more, and if there are problems they will be addressed through policies, rental agreements, etc. If they can't be addressed through that, then they will bring back amendments to this.

Council Member Zander noted she has discussed with both Council Member McGuire and

Attorney Loose that probably the prettiest parking lot in South Jordan is Highland Park with pavers. She would be very upset if these food trucks started dripping grease and other stuff on that parking lot. She asked Mr. Rodgeron to keep an eye on that as he reviews the areas the day after, as she would not be happy if that lovely park started showing wear and tear in the parking lot.

Mayor Ramsey added she has seen the events at Highland Park, and people love this. She thinks this is a good amendment to make this work as it is popular and people from across the city attend.

Council Member Zander motioned to approve Ordinance 2022-14, Amending City Code in relation to locations of mobile food vendors. Council Member McGuire seconded the motion. Roll Call vote was 5-0, unanimous in favor.

F. Staff Reports and Calendaring Items

City Manager Gary Whatcott said they met with Maricopa City, their whole council with their city manager and mayor, to tour our City Hall, Public Safety Building and the fire station out in Daybreak. The city manager is a previous city manager of our city, Rick Horst, and he had heard about and seen some of our changes. They were taken out to tour Daybreak as well, and had very kind remarks on what we have done.

Mayor Ramsey noted she and Manager Whatcott have been asked to meet with city officials from Sacramento who are coming to town. They would like to bring them out to show them the city, what is happening here and what has been accomplished. She also heard from someone recently who works at the state, that they were talking to the City of Austin and recommending they also contact us if they are interested.

Council Member Marlor reminded everyone that in early 2000, the city manager took the entire city council to Denver to see a very similar project when they were trying to create Daybreak.

Council Member Zander motioned to recess City Council Meeting and move to Executive Closed Session. Council Member Marlor seconded the motion; vote was unanimous in favor.

RECESS CITY COUNCIL MEETING AND MOVE TO EXECUTIVE CLOSED SESSION

G. Executive Closed Session

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

ADJOURN EXECUTIVE CLOSED SESSION AND RETURN TO CITY COUNCIL MEETING

Council Member Harris motioned to adjourn the City Council meeting. Council Member Zander seconded the motion; vote was unanimous in favor. Council Member Marlor was absent from the vote.

ADJOURNMENT

The June 7, 2022 City Council meeting adjourned at 8:28 p.m.

UNAPPROVED

RESOLUTION R2022 - 29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, AMENDING AND ADOPTING CITY WIDE POLICIES RELATING TO ETHICS, IT SECURITY, PERSONAL USE OF CITY ASSETS, CITY –WIDE PURCHASING CARD, AND CASH RECEIPTING AND DEPOSIT.

WHEREAS, the City of South Jordan adopts policies for regulating different aspects of administering City business; and

WHEREAS, the City adopts policies regulating City business through adopting City-wide policies; and

WHEREAS, Staff is proposing to amend the policy relating to purchasing cards and adopt new policies relating to ethical behavior, IT computer security, personal use of entity assets, and cash receipting and deposit; and

WHEREAS, the South Jordan City Council finds it in the best interest of the City to amend and adopt certain City-wide Policies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Adoption of Amended City-wide Policy. City-Wide Policy 210-02 “Purchasing Cards” is hereby adopted as attached to this Resolution.

SECTION 2. Adoption of New City-wide Policies. The following new City-wide polices shall be adopted as attached to this Resolution:

- City-wide Policy 210-04 Ethical Behavior
- City-wide Policy 210-05 IT and Computer Security
- City-wide Policy 210-06 Personal Use of Entity Assets
- City-wide Policy 210-07 Cash Receipting and Deposit

SECTION 3. Effective Date. This Resolution shall become effective immediately upon passage.

<< Signatures on following page. >>

**APPROVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH,
ON THIS _____ DAY OF _____, 2022 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
City Recorder

Approved as to form:



Office of the City Attorney

SOUTH JORDAN CITY CITY COUNCIL REPORT

Council Meeting Date: June 21, 2022

Issue: Update City-wide Policy 210-02 Purchasing Cards

Submitted By: Sunil K. Naidu

Department: Finance

First Reading Report Date: N/A

Staff Recommendation (Motion Ready):

- Approve updated City-wide Policy 210-02 on Purchasing Cards
-

BACKGROUND:

The City of South Jordan uses credit cards to pay for goods and services as required and allowed for by vendors and the City's Purchasing and Purchasing Card Policy. The City uses the State of Utah contracted vendor of US Bank to provide credit cards through their "purchasing card" program. This program allows the City to take advantage of pre-setup restrictions on Merchant Category Codes (MC Codes), program rebates, and access to their web analytics and dedicated customer service staff.

In 2016, City Staff wrote and proposed a City-wide Purchasing Card policy that was adopted by City Council by passing resolution R2016-69. This policy established operational policies for the authorization and use of the City's purchasing cards. The Finance department reviews its policies on a regular basis and has determined that given changes to City staff, current processes, and best practices, that it is best to update this policy.

TEAM FINDINGS, CONCLUSIONS & RECOMMENDATIONS:

FINDINGS:

- An additional definition should be added regarding ERP system.
- The current practice is for the Chief Financial Officer/Budget Officer (CFO/Budget Officer) to approve the issuance and limits on all new purchasing cards. The policy should be updated to follow that practice.
- There are sections of this policy where wording can be updated to simplify or better clarify the policy.
- The current policy does not provide specific guidance as to when a personal or non-city charge should be reimbursed to the City. It allows for reimbursement within a "reasonable timeframe as determined by the Chief Financial Officer/Budget Officer". Staff feels this should be updated with specific guidelines so there is no confusion and more accountability in the event a

personal or non-city charge is processed. In addition, specific guidance should be added to address failure to reimburse as stated in the policy.

- The current policy requires requests in writing by the Department Director for a limit increases, even if the increase is temporary (one-time). Staff feels this process should be updated to address one-time increases as compared to permanent increases.
- The current policy requires all changes to MC Codes and limitation on purchases be submitted in writing to the Program Administrator by the cardholder and approved in writing by the Department Director and CFO/Budget Officer. Staff feels this process should be updated to address one-time/temporary requests as compared to permanent changes to MC Codes and limitations.
- There was no specific guidance in the policy to address if the Mayor or City Council members were issued purchasing cards.
- The City's Purchasing Agent is no longer involved in the City's purchasing card program, so this needs to be updated throughout the document.
- The City's Purchasing Committee does not review purchasing card activity, so the policy should be updated to reflect that the designated Program Administrator should be reviewing activity, limits, and the policy at least annually.
- The termination and transfer of cards section lacks clarity regarding returning the card to the program administrator.

CONCLUSIONS:

- The definition of ERP system was added to the policy.
- The policy was updated to clarify the CFO/Budget Officer approves the issuance of new cards and limits, except as otherwise allowed for in the policy.
- Several sections were updated to provide better clarity and simplicity.
- The policy was updated to clarify all personal or non-city charges must be reimbursed to the City "...upon receipt of the purchasing card statement". In addition, a section was added clarifying what the process is if the City is not reimbursed as stated in the policy.
- The policy was updated to clarify that one-time increases can be approved by the Program Administrator if requested by the card holder. Permanent changes must still follow the process of submitting a written request and approval by the Department Director and CFO/Budget Officer.
- The policy was updated to clarify that one-time changes to MC Codes or limitations can be approved by the Program Administrator if requested by the card holder. Permanent changes must still follow the process of submitting a written request and approval by the Department Director and CFO/Budget Officer.
- A section was added clarifying that in the event that the Mayor or Council are issues purchasing cards, their statements will be approved by the CFO/Budget Officer.
- The purchasing agent was removed from the policy and replaced with the CFO/Budget Officer.

- Wording was added to clarify that upon termination or transfer of an employee, their card should be turned in to the Program Administrator, along with all receipts.

RECOMMENDATIONS: Approve the changes to the City-wide Policy 210-02 as presented.

FISCAL IMPACT: None

SUPPORT MATERIALS: None

City Council Action Requested: Sunil K. Naidu 06/21/2022
Department Head Date

City of South Jordan
City-wide Policy 210-02
Purchasing Cards

PURPOSE

The purpose of this policy is to establish operational policies for the authorization and use of the City's purchasing cards.

RESPONSIBILITY

The responsibility of compliance with this policy rests with any authorized card holder, any employee authorized to use a purchasing card, Department Directors, the Finance Department, and the Office of the City Manager.

DEFINITIONS

1. Enterprise Resource Planning (ERP) – a type of software used by the City to manage day-to-day business activities, including but not limited to, financial activities.
2. Merchant Category Code (MCC) – a code assigned by the credit card company when a company first begins taking payments. This code usually is categorized according to the primary type of business or service for the company.
3. Purchasing Card (P-Card) – a charge card used for the payments of good and services.
4. Purchasing Card Holder (Cardholder) – a City department designated employee or Department Director authorized to use a P-Card to facilitate the purchasing or payment process of goods and services.
5. Purchasing Card Issuer (Issuer) – a bank or financial institution that issues P-Cards and maintains records of P-Card transactions for P-Card holders.
6. Purchasing Card Program Administrator (Program Administrator) – an employee(s) authorized by the Chief Financial Officer/Budget Officer designated to coordinate and administer the authorization and use of the City's P-Cards for all City departments.

POLICIES AND PROCEDURES

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1. Obtaining a P-Card
2. Using a P-Card
3. Prohibited P-Card Purchases
4. Credit Limits
5. MCC Codes and Limitations on Purchases
6. P-Card Account Reconciliation and Records Retention
7. Lost or Missing Receipts
8. Discipline
9. Lost or Stolen P-Cards
10. Audits

11. Transfer or Termination of Card/Cardholder

1. *Obtaining a P-Card*

- a. Any individual or department request for a P-Card must be made in writing by the Department Director to the Chief Financial Officer/Budget Officer. All purchasing cards limits will be determined by the predetermined limits set in "Credit Limits" section of this policy, unless otherwise approved by the Chief Financial Officer/Budget Officer.
- b. The P-Card shall be issued in the name of the authorized cardholder, who is solely responsible for its use, unless otherwise allowed for elsewhere in this policy.
- c. A P-Card may be issued in the name of a department or division, with the Department Director acting as the authorized cardholder and therefore the Department Director is ultimately responsible for its use.
- d. Any charges associated with obtaining a P-Card are the responsibility of the department requesting the P-Card.

2. *Using a P-Card*

- a. Immediately upon receipt of a P-Card, the card must be signed by the cardholder, unless the P-Card is issued to a department or division.
 - i. Cards issued to a department or division will have "See City ID" written in the signature line of the card.
- b. Payment may be made at the time of the purchase or upon receipt of an invoice.
- c. P-Card purchases are required to follow City-wide Policy 210-01 Purchasing.
- d. The cardholder and Department Director and/or designee is responsible for maintaining a receipt file to track usage.
- e. Any user of a P-Card is responsible for obtaining transaction receipts from the merchant each time the P-Card is used and submitting those to the cardholder, Department Director or designee in a timely manner.
- f. Employees not known to the cardholder must produce a valid City ID or travel application to check out a P-Card.
 - i. All P-Cards must be returned at the earliest opportunity.
 - ii. Upon return of the P-Card all receipts must also be provided by the user.
- g. All finance charges, late fees, or failed disputes will be charged to the department.
- h. Any transaction without a receipt or a signed Missing Receipt Form will not be honored and payment obligation will remain with the department.

- i. Departments may establish additional P-Card use requirements, specific for their department purchases.

3. *Prohibited P-Card Purchases*

- a. Use of a P-Card to make any of the following purchases is prohibited:
 - i. City purchases are exempt from Utah sales tax. Therefore, if sales tax is charged and the tax to recover is worth the cost of the recovery effort, the cardholder or Department Director shall take actions to obtain a credit to the P-Card account for the tax paid. Otherwise, the department whose employee made the purchase will be responsible for payment of the sales tax out of their department's budget.
 - 1. The Finance Department will offer training to any department, at the Director's request, on how to utilize the City's tax exempt status.
 - ii. P-Cards may not be used for cash advances under any circumstances.
 - iii. Use of the P-Card for personal purchases or non-City business related items is prohibited.
 - 1. If a personal or non-City business related item is accidentally purchased using the City's P-Card, the employee who made the purchase must reimburse the City for the amount of the personal or non-City business item purchased. All personal or non-City business charges must be paid upon receipt of the purchasing card statement.
 - 2. Any personal or non-business related purchases must be disclosed to the cardholder's supervisor and/or Department Director and to the Program Administrator as soon employee knew or should have known about the purchase made on the City's P-Card.
 - 3. Failure to reimburse the City upon receipt of the statement or disclose the purchase as set forth in this policy may lead to disciplinary action, including but not limited to, rescinding the P-Card, termination or other such discipline as stated in the City Employee Handbook.

4. *Credit Limits*

- a. The following limits will be considered default limits when a card is issued, unless otherwise agreed upon by the Chief Financial Officer/Budget Officer:

- i. The City Manager will approve the credit limit for members of the Office of the City Manager.
 - ii. Department Issued Card – up to \$15,000.00.
 - iii. Department Director and Associate Department Director – up to \$5,000.00.
 - iv. Other employee Issued Cards – up to \$2,500.00.
- b. To increase the monthly or the per transaction limit, the cardholder must submit a request to the Program Administrator or Chief Financial Officer/Budget Officer.
 - i. One-time and temporary requests may be submitted to the Program Administrator for approval.
 - ii. Permanent requests must be submitted in writing to the Program Administrator. The cardholder's Department Director must provide approval in writing, along with the Chief Financial Officer/Budget Officer.

5. *MC Codes and Limitations on Purchases*

- a. The Chief Financial Officer/Budget Officer will establish a profile that restricts and allows specific MC codes to be used when purchasing with the City's P-Cards. All new cards will be issued using this profile unless otherwise allowed for below.
- b. A cardholder may submit a request to the Program Administrator to allow a MC code to be authorized on a specific card.
 - i. One-time and temporary requests may be submitted to the Program Administrator for approval.
 - ii. Permanent requests must be submitted in writing and include a detailed explanation for the vendor(s) or purchase(s) requiring the allowance of a restricted MC code. The cardholder's Department Director must provide approval in writing, along with the Chief Financial Officer/Budget Officer.

6. *P-Card Account Reconciliation and Records Retention*

- a. Original itemized receipts showing the detail of the goods and services purchased shall be retained and maintained by the cardholder, Department Director or designee until transferred to the Finance Department.
- b. The cardholder, Department Director or designee shall reconcile all purchases against the monthly statement provided by the Issuer and against the monthly statement in the City's financial ERP software.

- c. The Program Administrator must be notified of any disputed transactions within 30 days of the Issuer's statement date. The Program Administrator will inform the Issuer. The cardholder or Department Director is responsible for ensuring all disputed charge forms are filled out correctly and signed.
- d. The Department Director or designee shall be responsible for properly allocating and classifying the charges made by the cardholder, Department Director, or approved user to the appropriate general ledger code of expense using the City's financial ERP system, unless otherwise approved by the Chief Financial Officer/Budget Officer.
- e. Using the City's financial ERP system, detailed receipts must be electronically attached to each transaction and a detailed description must be included with each transaction on the P-Card statement.
- f. All physical statements must be approved by the Department Director of the cardholder or department issued P-Card. Department Directors and members of the Office of the City Manager must have their statements signed by their immediate supervisor. The City Manager's and City Attorney's statements must be signed by the Mayor. The physical copies of the statements and corresponding receipts must be turned into the Finance Department by the time identified by the Program Administrator.
 - i. The City may allow for transactions and statements to be approved by electronic workflow if that is available, any statement unable to be approved by electronic workflow must have the physical copy of the statement and receipts for all transactions approved and the statement signed by the approver as stated above.
 - ii. In the event the Mayor or City Council are issued a P-Card, their statement will be approved by the Chief Financial Officer/Budget Officer.
- g. City records, including itemized statements, receipts, or other supporting documentation discussed in this policy, will be maintained pursuant to the Government Records Access and Management Act (GRAMA), Utah Code annotated, and City-wide Policies.

7. Lost or Missing Receipts

- a. In the instance where an original receipt cannot be located on an P-Card transaction, the cardholder or authorized user of the P-Card for the transaction shall take necessary action to obtain a duplicate or copy of the receipt from the merchant. If the merchant is unable to provide a copy or duplicate receipt, then the cardholder or authorized user must complete a Missing Receipt form and have it signed by the supervisor required to approve the statement containing the missing transaction.

- b. Excessive missing receipts may result in a P-Card being rescinded or a user being prohibited from purchasing using the P-Card.

8. *Discipline*

- a. Failure to comply with this policy and the City's Purchasing Policy may result in discipline, including but not limited to, rescinding the P-Card, termination or other such discipline as stated in the City Employee Handbook.
- b. The City Manager or designee, the Chief Financial Officer/Budget Officer, or the cardholder's Department Director may rescind a cardholder's P-Card or an employee's ability to use a P-Card at any time.

9. *Lost or Stolen P-Cards*

If a P-Card is lost or stolen, the Issuer, the Department Director and the Program Administrator must be informed immediately.

10. *Audits*

- a. Audits of any P-Card may be conducted at any time. Any transaction may be reviewed and written justification requested by the Finance Department.
- b. The Program Administrator shall review general P-Card activity usage, limits, and adherence to this policy at least annually.

11. *Transfer or Termination of Card/Cardholder*

Upon notification by the cardholder's supervisor or Department Director of a cardholder terminating their employment with the City or their transfer to another City department, the cardholder's supervisor or Department Director shall take possession of their P-Card and any outstanding original receipts not yet reconciled. The cardholder's supervisor or Department Director shall notify the Program Administrator of the cardholder's termination or transfer to another City Department and turn in the card and receipts to the program administrator.

SOUTH JORDAN CITY CITY COUNCIL REPORT

Council Meeting Date: June 21, 2022

Issue: City-wide Ethical Behavior Policy

Submitted By: Sunil K. Naidu

Department: Finance

First Reading Report Date: N/A

Staff Recommendation (Motion Ready):

- Approve City-wide Policy on Ethical Behavior

BACKGROUND:

The State of Utah Auditor's Office released a new requirement in fiscal year 2020 for each City to perform a risk assessment. The items evaluated and point system was determined by the State Auditor. In the updated written policy section of the Risk Assessment, the form states they should be adopted by the governing body. The City of South Jordan already requires all employees to sign an employee disclosure statement and ethical statement annually.

TEAM FINDINGS, CONCLUSIONS & RECOMMENDATIONS:

FINDINGS:

- The City of South Jordan has each employee complete and sign a Officer and Employee Disclosure Statement. This statement includes a section defining ethical behavior.
- The City's employee handbook addresses these topics but is not passed by the governing body.

CONCLUSIONS:

- A policy is needed to be created that is passed by the governing body to meet the updated requirements.
- The wording for this policy was taken from the City's Officer and Employee Disclosure Statement.
- Wording was added to clarify that part of ethical behavior includes following all City policies and Code.
- In addition, wording was added in case of violation of the policy, which is consistent with the City Employee Handbook.

RECOMMENDATIONS: Approve the City-wide Policy as presented.

FISCAL IMPACT: None

SUPPORT MATERIALS: None

City Council Action Requested: Sunil K. Naidu 06/21/2022
Department Head Date

City of South Jordan
City-wide Policy 210-04
Ethical Behavior

POLICY STATEMENT

The purpose of this policy is to establish a policy governing ethical behavior for all City officers and employees.

RESPONSIBILITY

This policy has been developed by the City Finance department for all City officers and employees. The responsibility for compliance with this policy rests with every City officer and employee.

POLICY AND PROCEDURES

1. All City employees and officers will sign an officer and employee disclosure statement yearly, disclosing any conflicts and agreeing to follow the City's ethical behavior policy.
 - a. All City employees will follow the following ethical behavior, which includes:
 - i. Not participating in decisions or actions in which the employee or official has a real or reasonably perceived conflict.
 - ii. Not using authority for personal gain or that of the close friends, family, or business associates.
 - iii. Not accepting gifts, loans or bribes.
 - iv. Keeping information not subject to GRAMA confidential.
 - v. Follow nepotism laws (Utah Code 52-3).
 - vi. Appropriate and legal use of public resources or property (Utah Code 76-8-4 and per the City's employee handbook and policies).
 - vii. Establish individual accountability, including consequences for noncompliance (e.g. suspension, termination).
 - b. All City employees and officers commit to follow all City policies and code, including but not limited to, the Citywide polices and the employee handbook.
2. Violations of this policy – any violation of this policy may result in disciplinary action, consistent with the City's employee handbook, up to and including termination.

SOUTH JORDAN CITY CITY COUNCIL REPORT

Council Meeting Date: June 21, 2022

Issue: City-wide IT and Computer Security Policy

Submitted By: Sunil K. Naidu

Department: Finance

First Reading Report Date: N/A

Staff Recommendation (Motion Ready):

- Approve City-wide IT and Computer Security Policy

BACKGROUND:

The State of Utah Auditor's Office released a new requirement in fiscal year 2020 for each City to perform a risk assessment. The items evaluated and point system was determined by the State Auditor. In the updated written policy section of the Risk Assessment, the form states they should be adopted by the governing body. The City of South Jordan's employee handbook has sections that discuss elements within this policy and the City's Information Services department has additional policies and practices used to safeguard the City's IT infrastructure.

TEAM FINDINGS, CONCLUSIONS & RECOMMENDATIONS:

FINDINGS:

- The City's employee handbook addresses these topics but is not passed by the governing body.
- The City's Information Services Department has processes and procedures for IT and Computer security, but this is not a written format and passed by the City's governing body.

CONCLUSIONS:

- A written policy is needed to be created that is passed by the governing body to meet the updated requirements.
- The following sections were added to the policy to address various aspects of IT and Computer Security Policy:
 - Employees do not have the right to privacy when using City resources that and the City reserves the right to monitor activities when using City resources.
 - Employee access to the Internet may be restricted in certain circumstances.
 - Email use may be monitored, may be subject to GRAMA, and should be used in a professional and businesslike manner.

- No employee should gain unauthorized access to another employee's email.
- Care should be taken to send emails only to intended parties.
- Access may be granted to law enforcement for a bona fide law enforcement and investigation purpose.
- Lastly, a section was added addressing violations of this policy, consistent with the employee handbook.

RECOMMENDATIONS: Approve the City-wide Policy as presented.

FISCAL IMPACT: None

SUPPORT MATERIALS: None

City Council Action Requested:	<u>Sunil K. Naidu</u>	<u>06/21/2022</u>
	Department Head	Date

City of South Jordan
City-wide Policy 210-05
IT and Computer Security

POLICY STATEMENT

The purpose of this policy is to establish a policy governing IT and computer security.

RESPONSIBILITY

This policy has been developed by the City Finance department for all City employees. The responsibility for compliance with this policy rests with Department Directors, the employee, and the Information Systems department.

POLICY AND PROCEDURES

1. Employee right to privacy – An employee does not have a right to privacy when using the Internet via City of South Jordan resources and employees should not expect or assume any privacy regarding the content of email communications.
 - a. The City of South Jordan reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time, and to read, use and disclose email messages.
 - b. All software, files, information, communications, and messages (including emails) downloaded or sent via the Internet using City of South Jordan resources are the City of South Jordan's records and property of the City of South Jordan.
 - i. Records are subject to potential review and disclosure under the public disclosure law of the State of Utah.
 - ii. Even after emails have been deleted, it may still be possible to retrieve it.
2. Employee access – The department director, information services department, or City Manager has the right to restrict or prohibit any employee from Internet Access for violation of the policy.
 - a. Violations may result in disciplinary action consistent with the City's employee handbook.
3. Employee use – Internet use via City of South Jordan resources is for City of South Jordan business. Except as stated in this policy, the City's employee handbook, or other City of South Jordan policies, Internet and email services are for City of South Jordan business only.
 - a. Some limited personal use is permitted, so long as it does not result in a cost to the City, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of City of South Jordan business, and does not compromise the security or integrity of City information or software.
 - b. Any personal use of City computers, Internet, and email services must comply with applicable laws and City policies, including anti-discrimination policies and Internet usage policy.

- i. The City has the capability and reserves the right to access, review, copy, modify, and delete any information transmitted through or stored in this computer system.
 - ii. The City may disclose all such information to any party it deems appropriate and in accordance with applicable laws.
 - iii. Employees should not use the computer system to send, receive or store any information they wish to keep private.
 - iv. Any files sent, received, or stored anywhere in the system will be available for review by any authorized representative of the City for any purpose, as well as the public if a proper request is made for public records.
 - v. Employees should only create and send courteous, professional and businesslike messages that do not contain objectionable, offensive, or potentially discriminatory material.
- c. Employees are prohibited from gaining unauthorized access to another employee's computer or email messages, or sending messages using another employee's password.
 - i. Employees should not share or reveal individuals passwords to anyone.
- d. In order to prevent potential City liability, it is the responsibility of all Internet users to clearly communicate to the recipient when the opinions expressed do not represent those of the City of South Jordan.
- e. Employees should use due care in addressing email messages to assure messages are not inadvertently sent to the wrong person inside or outside the City. Once sent, emails cannot be retracted, even after deletion at the workstation.
 - i. Emails create a written record subject to court rules of discovery and may be used as evidence in claims or legal proceedings.
- 4. Law enforcement - Nothing in this policy prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.
- 5. Violation of this policy – Any violation of this policy may result in disciplinary action, consistent with the City's employee handbook, up to and including termination.

SOUTH JORDAN CITY CITY COUNCIL REPORT

Council Meeting Date: June 21, 2022

Issue: City-wide Cash Receipting and Deposit Policy

Submitted By: Sunil K. Naidu

Department: Finance

First Reading Report Date: N/A

Staff Recommendation (Motion Ready):

- Approve City-wide Cash Receipting and Deposit Policy.
-

BACKGROUND:

The purpose of this policy is to establish a uniform control designed for all departments of the City of South Jordan that receive cash. For the purposes of this policy, “cash” includes any legal tenders in the United States including coin, checks, money orders, ACH transactions, and credit card transactions.

This policy has been developed by the City of South Jordan Finance Department for all City employees, in particular those who handle cash. The responsibility for compliance with this policy rests with the employees that handle cash, Department Directors, and the Finance Department.

TEAM FINDINGS, CONCLUSIONS & RECOMMENDATIONS:

FINDINGS: The City last adopted the current policy in 2016. Periodically citywide policies are reviewed and updated to ensure they accurately reflect current City practices, incorporate recommendations and requirements from the State of Utah, and results from internal and external audit findings, and best practice recommendations from government finance professional associations.

CONCLUSIONS: The City should adopt this updated policy to establish a uniform control throughout the all City Departments that receive cash and other legal tenders. The Finance Department will conduct trainings with those Departments and employees who are responsible for handling cash receipts.

RECOMMENDATIONS: Approve Citywide Cash Receipting and Deposit Policy”.

FISCAL IMPACT: None.

ALTERNATIVES:

Take no action on Resolution R2022-29.

Consider alternative policies.

SUPPORT MATERIALS: None

City Council Action Requested: Sunil Naidu
Department Head

06/21/2022
Date

City of South Jordan
City-wide Policy 210-07
Cash Receipting and Deposit

PURPOSE

The purpose of this policy is to establish a uniform control designed for all departments of the City of South Jordan that receive cash.

RESPONSIBILITY

This policy has been developed by the City Finance Department for all City employees, in particular those who handle cash. The responsibility for compliance with this policy rests with employees that handle cash, Department Directors, and the Finance Department.

DEFINITION

1. Cash – Can be used interchangeably with cash receipting. It includes any legal tenders in the United States including coin, checks, money orders, ACH transactions, and credit card transactions.

POLICY AND PROCEDURES

1. Receipting Cash – All funds received shall be entered into the City’s financial enterprise resource planning (ERP) system or approved system at the time of the transaction.
 - a. Locations without access to the financial ERP system or an approved system should log funds into a pre-numbered receipt book or use an approved miscellaneous cash receipt with enough detail to determine where and who the funds came from, the date the payment was received, the purpose for receiving the funds, the method of payment (cash, check, credit card, etc.), and the appropriate general ledger account.
 - i. The City Treasurer will approve or provide miscellaneous cash receipts to departments at their request.
 - ii. A copy of the receipt should always be offered to every resident. Emailed receipts or confirmations are acceptable.
 - b. Mailed payments or funds dropped in City designated drop box sites shall be opened in the presence of two or more employees and processed daily.
 - i. All mailed or payments dropped in designated sites will be processed in the City’s financial ERP system or approved system the same day opened.
 - c. Payments received by mail or phone (for example, credit card payments) shall be entered immediately into the approved system.
 - i. Credit card information must be secure at all times and never written down or stored by employees.
 - d. All checks received should be endorsed by a stamp or printer, which has been approved by the City Treasurer.

2. Safekeeping and Fund Security Guidelines – Cash must be secured at all times during hours of operation. All cash stored overnight or the weekend should be kept secure in a locked safe or vault.
 - a. Access to safes/vaults and cash drawers must be limited to approved employees or volunteers.
 - i. Access to safes/vaults and cash drawers need to be changed with any staff members leaving City employment or changing departments or duties.
 - b. Safes/Vaults should be selected and installed to secure funds and to the extent possible, kept out of the view of the public.
 - i. Safe and vaults must be secure and locked at all times when they are not in use.
 - c. Locations that keep additional cash in safes or vaults for change or starting cash amounts should regularly count the amount of change compared to what they should have on hand.
 - i. Two employees, preferably employees who are not responsible for cash, must perform counts. This should be tracked and recorded by the location.
3. Voiding, refunding or adjusting transactions – If a transaction needs to be voided, refunded or adjusted, it should be done by someone who does not receive cash. If a location does not have enough employees to perform this function by an individual who does not receive cash, then two employees, with preferably one being a supervisor, will sign off on the transaction with an explanation of the circumstances.
 - a. The City's ERP or approved system should be designed to generate a report of all adjustments/refunds/void transactions to facilitate monitoring of this process.
 - i. In the event the system will not provide enough detail, copies of the receipt should be provided to the City Treasurer that is signed by the two employees and includes with a detailed explanation.
 - b. Only refunds for returned merchandise or unused services may be given from a cash drawer. This must be able to be entered into the financial system or approved system. All other refunds will be handled through the Finance Department through the approved form completed by the department requesting the refund.
 - i. Transaction refunds and voids should be issued same day as the payment is processed. Any refunds needing to be issued on a day other than the day the original payment was received, must be sent to the Finance Department.
4. Reconciling and Closing Cash Drawers – At the end of each day or shift, the person responsible for receiving cash will close out their cash drawer. This includes reconciling the system-generated report to the cash, checks, and credit card receipts in the drawer.
 - a. Once reconciled, funds should be secured in a safe or vault until the deposit is prepared.
 - b. Any system reports needed should be run and saved or printed.
 - c. Any variances should be counted by another employee and explanation provided.
5. Preparing Deposits and Depositing Funds – Each location will prepare their own deposits daily. The City Treasurer or a designated Finance Department employee will make deposits in accordance with Utah Code at least every three business days, if practicable.
 - a. Locations shall keep a record for all deposits prepared by that location and should be kept with the date and initials of person preparing and picking up the deposit.
 - b. Locations should use deposit slips approved by the Finance Department and use sealed deposit bags.

- i. The Finance Department will assist departments in purchasing slips or bags as needed.
 - c. The Finance Department will assign staff to reconcile all bank transactions and credit card transactions monthly.
 - d. Locations may be allowed to deposit their own funds if approved by the City Treasurer and Chief Financial Officer/Budget Officer.
 - i. These funds should be deposited into bank accounts where the Treasurer may monitor activity.
 - ii. Written policy and procedures for these locations should be developed and approved by the City Treasurer and Chief Financial Officer/Budget Officer.
6. Miscellaneous
- a. Any funds received where the proper general ledger account is not known, the person receiving the cash should get with the City Treasurer or a member of the Finance Department to get a general ledger account to code these funds to upon receipt.
 - i. Funds should not be held or delayed being deposited for any reason.
 - b. Any vending machines or temporary circumstances where cash may be received (such as summerfest or one-time activity) should have a developed process and system of controls and be preapproved by the City Treasurer and Chief Financial Officer/Budget Officer.
 - c. Departments assume responsibility for collections on returned checks. Chargebacks on electronic fund transfers (eChecks) will be treated the same as returned checks. Fees will be charged for returned checks in accordance with the City Fee Schedule as approved by the City Council.
 - d. Departments assume the responsibility for collection on counterfeit or fraudulent money.
 - i. Cashiers should receive training by the City Treasurer or designated individual on how to detect counterfeit or fraudulent currency.
 - ii. All counterfeit or fraudulent currency should be turned in to the City Treasurer, who will contact the South Jordan Police Department.
 - e. The Finance Department has stewardship and responsibility for the City's banking relationships. Approval for establishing new accounts or services, making changes to the services and accounts provided, or closing bank accounts must be coordinated with the Finance Department.
 - i. Any unauthorized use of the City's federal employer identification number for opening bank accounts or lines of credit for other than legal and authorized City business is prohibited.
 - f. All credit card processors should be approved before use by the Chief Finance Officer/Budget Officer or designee and should follow the Finance Department's credit card policy.
 - i. Any unauthorized use of the City's federal employer identification number for payment services (e.g. credit card processing) for other than legal and authorized City business is prohibited.
 - g. The City will maintain insurance for employees who handle cash. The City Treasurer, City Manager, and Chief Financial Officer will be bonded in accordance with requirements set by the State of Utah.
 - h. All shortages and overages should be reported and acknowledged when discovered by the Department Director.

- i. Departments are responsible for developing a system to track all overages and shortages in cash.
- ii. Any overage or shortage will be coded to a general ledger account determined by the Finance Department.
- iii. Material variances should be inspected and reported to the City Treasurer.
- iv. Departments will determine if disciplinary action or training is required, in accordance with the City Employee Handbook.
- v. Department Directors may request assistance from the Finance Department to investigate or participate in an investigation as needed.
- i. The Finance Department will maintain a safe where all departments may drop funds after hours in the event they are unable to secure funds.
- j. The Finance Department will maintain a change fund that is available for all departments. Department's may also use the City's financial institution or other approved institutions, as approved by the Finance Department, for making change.
- k. The Finance Department will perform random audits to ensure compliance with this policy.

RESOLUTION R2022 - 30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, INCREASING THE AMOUNT OF CITY PORTION OF EMPLOYER “PICK-UP” OF PUBLIC SAFETY AND FIREFIGHTER EMPLOYEE RETIREMENT CONTRIBUTIONS.

WHEREAS, Utah Code Ann. §49-23-301 and Internal Revenue Code § 414(h)(2) allow the City of South Jordan as the employer to “pick-up” part of employee’s contribution to qualifying retirement plan; and

WHEREAS, pursuant to Resolution R2020-42 (attached hereto), the South Jordan City Council elected to exercise the “pick-up” option at the then allowed rate of 2.27% of compensation for each employee; and

WHEREAS, the allowed rate of 2.27% was increased by Utah Retirement Systems to 2.59%, which would not go into effect for City employees unless the City Council elects to increase the City’s contribution; and

WHEREAS, the South Jordan City Council finds it in the best interest of the City to increase the City’s contribution of the allowed “pick-up” to 2.59% of compensation for each employee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Approval of Contribution Increase. Beginning July 1, 2022, the City of South Jordan shall prospectively “pick-up” and pay required employee contributions for all eligible City employees who are participating members in the Tier II Hybrid Retirement System, under the New Public Safety and Firefighter Tier II Contributory Retirement Act, Subject to a maximum of 2.59% of compensation for each employee.

SECTION 2. Acknowledgment of City of South Jordan Resolution R2020-42. All other provisions of Resolution R2020-42 remain unchanged.

SECTION 3. Effective Date. This Resolution shall become effective immediately upon passage.

<< Signatures on following page. >>

**APPROVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH,
ON THIS _____ DAY OF _____, 2022 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
City Recorder

Approved as to form:



Office of the City Attorney

RESOLUTION R2020 - 42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, AUTHORIZING THE CITY OF SOUTH JORDAN TO PARTICIPATE IN THE EMPLOYER “PICK-UP” OF PUBLIC SAFETY AND FIREFIGHTER EMPLOYEE RETIREMENT CONTRIBUTIONS.

WHEREAS, pursuant to Utah Code Ann. §§ 49-23-301 (*superseded July 1, 2020*), the City of South Jordan is a “participating employer” and eligible City employees are “participating members” in the Tier II Hybrid Retirement System, under the New Public Safety and Firefighter Tier II Contributory Retirement Act; and

WHEREAS, pursuant to Internal Revenue Code § 414(h)(2), Employer “Pick-Up” Contributions to Benefit Plans, allow state or local government entities with qualified plans to treat certain contributions designated as employee contributions, but which are paid by the employer, to be treated as employer contributions, and therefore as exempt from income tax; and

WHEREAS, pursuant to Utah Code Ann. §§ 49-23-301(2)(c), the City of South Jordan desires to formally “pick-up” a portion of the “participating members” contributions required to be paid; and

WHEREAS, the South Jordan City Council is duly authorized to take formal action on behalf of the City, as a “participating employer”.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Beginning July 1, 2020, the City of South Jordan shall prospectively “pick-up” and pay required employee contributions for all eligible City employees who are participating members in the Tier II Hybrid Retirement System, under the New Public Safety and Firefighter Tier II Contributory Retirement Act, subject to a maximum of 2.27% of compensation for each employee.

SECTION 2. The picked up contributions paid by the City of South Jordan, even though designated as employee contributions for state law purposes, are being paid by the City in lieu of the required employee contributions, and are a supplement and not a salary reduction to the participating members.

SECTION 3. The picked up contributions will not be included in the gross income of the eligible employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Utah Retirement Systems, so that the contributions are treated as employer contributions, pursuant to Internal Revenue Code § 414(h)(2).

SECTION 4. From and after the date of “pick-up”, the City employee must not have a cash or deferred election right with respect to the designated employee contributions, including that the employees may not be permitted to opt out of the “pick up” and may not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the City on behalf of its employees to the Utah Retirement Systems.

SECTION 5. Effective Date. This Resolution shall become effective on July 1, 2020.

APPROVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH,
ON THIS 2 DAY OF June, 2020 BY THE FOLLOWING VOTE:

YES NO ABSTAIN ABSENT

Patrick Harris
Bradley Marlor
Donald Shelton
Tamara Zander
Jason McGuire

<u>X</u>	_____	_____	_____
<u>X</u>	_____	_____	_____
<u>X</u>	_____	_____	_____
<u>X</u>	_____	_____	_____
<u>X</u>	_____	_____	_____

Mayor:

Dawn R. Ramsey
Dawn R. Ramsey

Attest:

Aimee Croxston
City Recorder

Approved as to form:

Ram - loose
Ryan W. Loose (May 27, 2020 17:27 MDT)

Office of the City Attorney



RESOLUTION R2022-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, AMENDING THE FY 2021-22 BUDGET FOR SOUTH JORDAN CITY. THE APPROPRIATION AUTHORITY SHALL APPLY TO THE FISCAL YEAR ENDING JUNE 30, 2022.

WHEREAS, the City Council wishes to amend the FY 2021-22 budget to reflect actual revenues and expenditures for activities that have occurred during the course of the year; and

WHEREAS, funding for the appropriations include various revenue sources and fund balances; and

WHEREAS, a public hearing to consider the appropriation has been noticed and held and all interested persons were heard, for or against the appropriation; and

WHEREAS, the City Council finds this action in the best interest of the public's health, safety, and general welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Budget Amendment. The FY 2021-22 budget is hereby amended as reflected in Exhibit "A" (attached).

SECTION 2. Effective Date. This Resolution shall become effective immediately upon passage.

APPROVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, ON THIS 21ST DAY OF JUNE, 2022 BY THE FOLLOWING VOTE:

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
City Recorder

Approved as to form:



Office of the City Attorney

Fiscal Year 2021-2022 Final Amended Budget



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Elected Officials:



Mayor Dawn R. Ramsey, Council Member Patrick Harris,
Council Member Brad Marlor, Council Member Donald J. Shelton,
Council Member Tamara Zander, Council Member Jason T. McGuire

Appointed Officials:

Gary L Whatcott	City Manager
Ryan Loose	City Attorney
Michael Boehm	Municipal Court Judge
Sunil K. Naidu	Chief Financial Officer/Budget Officer
Chip Dawson	City Treasurer
Anna Crookston.....	City Recorder

To the Mayor and Members of the City Council

The final amended budget for the fiscal year 2021-2022 has been prepared and hereby submitted for review and adoption. The final amended budget documents the various proposed changes made to the original budget. These changes are summarized below:

GENERAL FUND

New Revenues:

For the second half of the fiscal year the City received reimbursements for overtime costs provided by Public Safety services and a grant for Fire Medical Equipment.

Public Safety Overtime Reimbursement	16,373
Fire Grant	6,185
Total Change	22,558

Adjustments:

Building permit revenues were adjusted to cover the increased cost of credit card fees and Admin Fees were adjusted to cover admin charges for RDA Housing.

Building Credit Card Fees	190,000
RDA Housing Admin Fee	150,000
Total Change	340,000

Transfers:

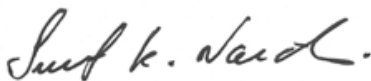
The following were transferred to General Fund for unrestricted fund balance and reimbursement for homeless shelter funding.

Transfer from General CIP	600,000
Transfer from RDA Housing	358,574
Total Change	958,574

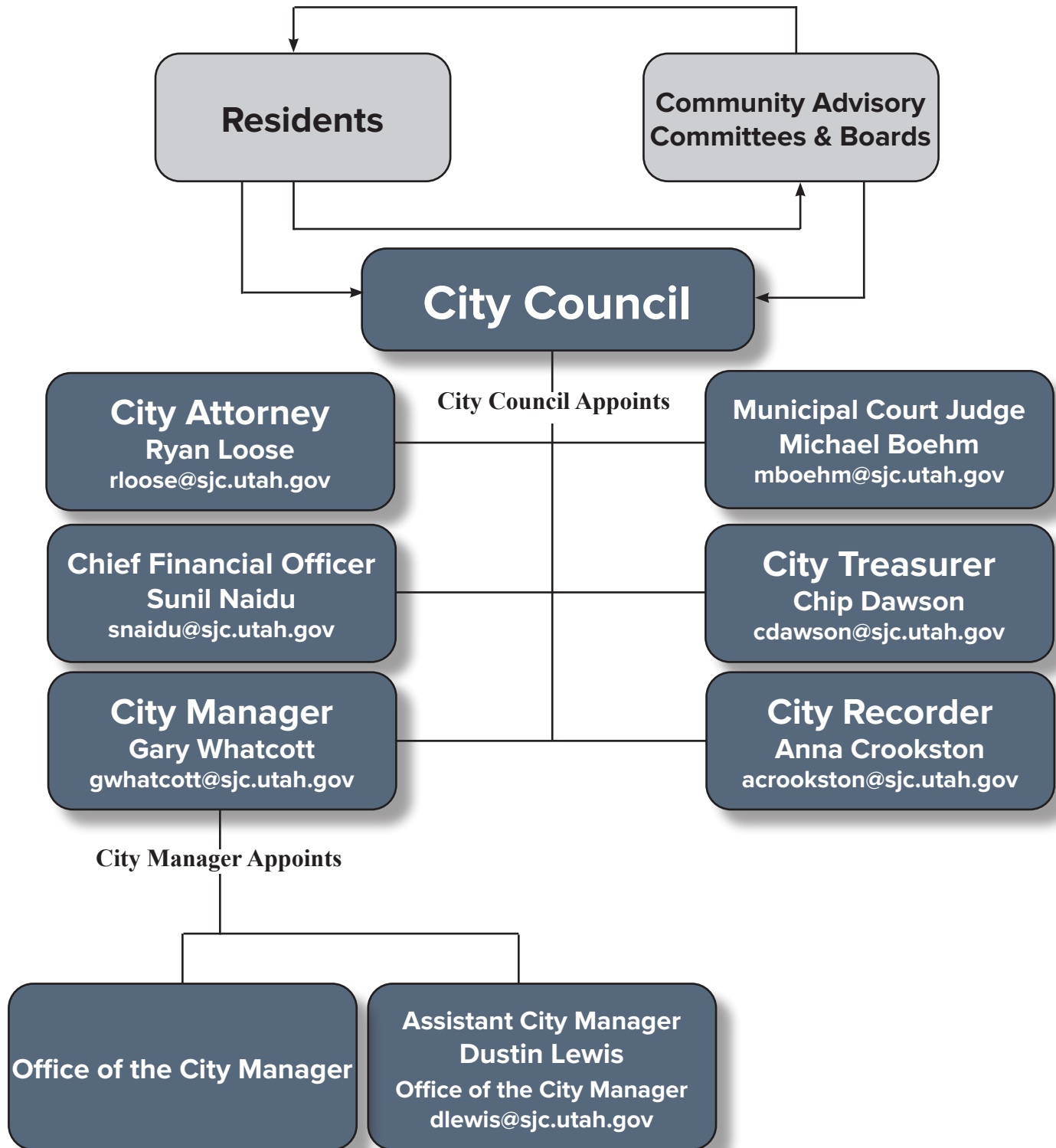
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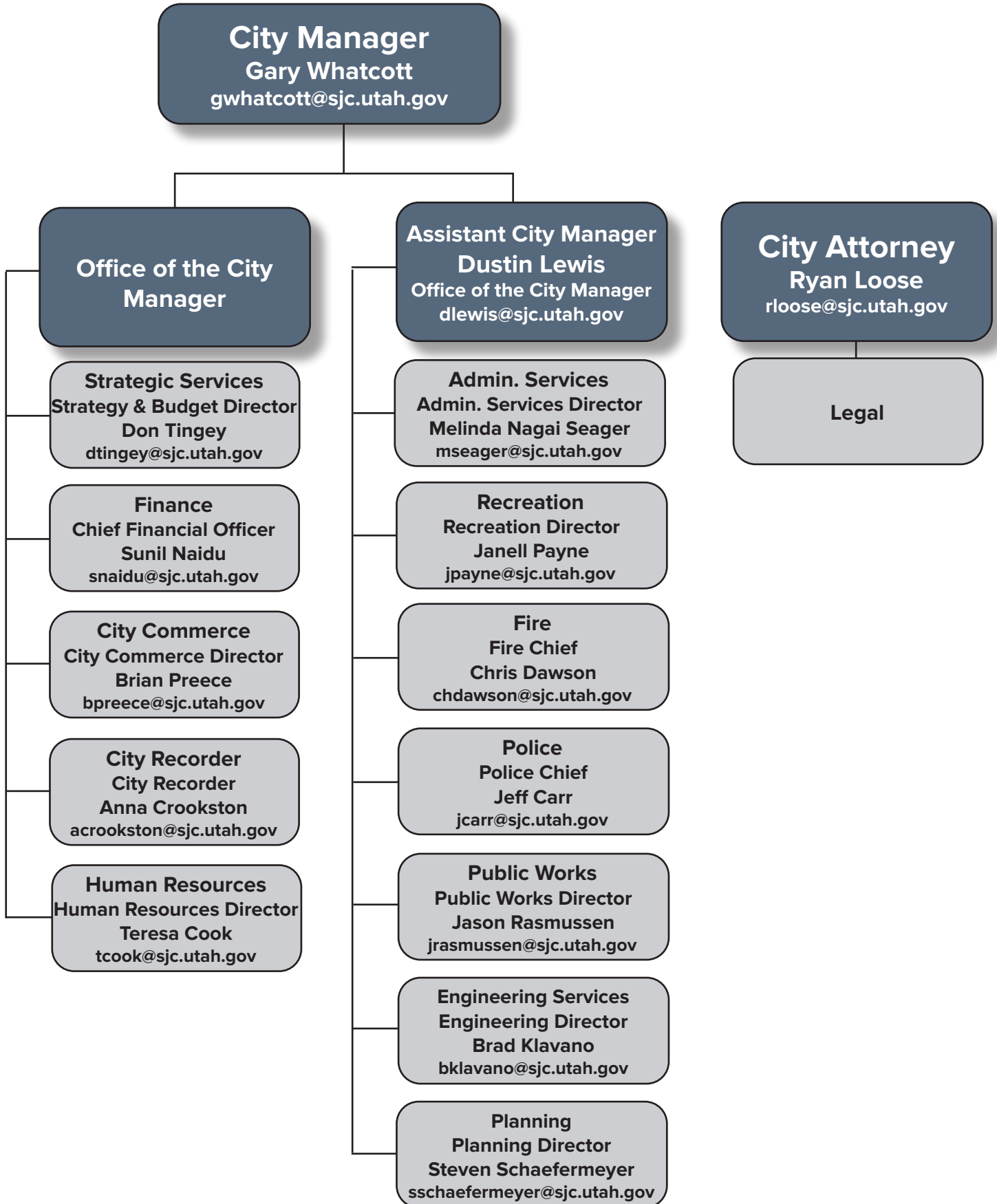
The preparation of the final amended budget on a timely basis could not have been accomplished without the dedication and efforts of the Finance Department staff, as well as the accountability and oversight of City staff for City resources.

Respectfully submitted,



Sunil K. Naidu
CFO/Budget Officer





General Fund Summary

Item I.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
REVENUES				
Sales Taxes	19,658,328	19,658,328	0	19,658,328
Property Taxes	12,468,695	12,468,695	0	12,468,695
Franchise Taxes	4,886,850	4,886,850	0	4,886,850
Transient Room Tax	139,801	139,801	0	139,801
Cable TV Fees	484,088	484,088	0	484,088
Motor Vehicle Fees	809,745	809,745	0	809,745
Penalties & Interest	15,000	15,000	0	15,000
Licenses & Permits	3,678,639	3,678,639	190,000	3,868,639
Intergovernmental Revenues	398,500	398,500	6,185	404,685
Administration Fees	4,147,608	4,147,608	150,000	4,297,608
Charges for Services	3,029,508	3,029,508	0	3,029,508
Recreation Revenues	273,000	273,000	0	273,000
Fines and Forfeitures	450,000	450,000	0	450,000
Miscellaneous Revenue	1,067,000	1,084,243	16,373	1,100,616
Total General Fund Revenue	51,506,762	51,524,005	362,558	51,886,563
TRANSFERS IN AND USE OF FUND BALANCE				
Transfers In	507,869	507,869	958,574	1,466,443
Use of Fund Balance	0	677,082	0	677,082
Total Transfers In and Use of Fund Balance	507,869	1,184,951	958,574	2,143,525
Total Rev, Trans in, and Use of Fund Balance	52,014,631	52,708,956	1,321,132	54,030,088
EXPENDITURES				
Wages and Benefits	39,791,860	39,802,142	16,373	39,818,515
Materials and Supplies	1,698,217	1,694,217	1,300	1,695,517
Operating Expenditures	7,117,294	7,805,337	194,885	8,000,222
Total General Fund Expenditures	48,607,371	49,301,696	212,558	49,514,254
TRANSFERS OUT AND CONTRIBUTION TO FUND BALANCE				
Transfers Out	3,407,260	3,407,260	0	3,407,260
Contribution to Fund Balance	0	0	1,108,574	1,108,574
Total Transfers Out and Contribution to Fund Balance	3,407,260	3,407,260	1,108,574	4,515,834
Total Exp, Trans Out, and Cont to Fund Balance	52,014,631	52,708,956	1,321,132	54,030,088

Notes to the General Fund Summary

Adjusted revenues and to account for the receipt of misc. reimbursements.

The General Fund is the City of South Jordan's primary operating fund. It accounts for all financial resources of the general government except for those required to be accounted for in other funds. The services provided by General Fund departments are primarily paid for through property and sales taxes.

Office of the City Manager

Executive

South Jordan's form of government is called Manager by Ordinance. By State Statute, and by City Ordinance, the City has elected to have a Legislative Branch that is made up of a six-member city council, one of which is the mayor. Under this form of government, all Administrative duties are vested in the City Manager. The Executive Department Budget is the title of the City Manager's Budget.

Information Center

The Information Center is a centralized group of problem-solvers who assist citizens when they call or visit City Hall. The agents who work in this division take utility payments, accept business license applications and renewals, register participants for recreation programs, fill out work order requests, and much more. Agents are also able to redirect citizens to appropriate staff members when additional information or expertise is needed, ensuring they are directed to the best person to address the citizens questions or concerns.

Finance

The Finance Division provides useful, timely and reliable financial information and support to City Staff, Management, Council, Citizens, and external parties. This includes accounts payable, accounts receivable, reporting all financial transactions for the City and producing the City's Annual Financial Report (ACFR). Additionally, the Finance Division provides budget and financial support for the City's Redevelopment Agency (RDA) and the Municipal Building Authority (MBA).

City Commerce and Sustainability

The City Commerce and Sustainability Division coordinates and promotes the implementation of economic development and growth through long-term strategic planning and resource allocation. It also establishes and maintains cooperative-working relationships with other organizations at all levels and in a variety of locations. Business Licenses are also handled by the City Commerce and Sustainability Division.

City Recorder

The City Recorder's Office is responsible for maintaining all City records and files through an electronic filing system. The Recorder's Office also manages all municipal elections, GRAMA requests, and public meeting agendas, minutes and recordings.

Human Resources

The Human Resources Division is the employee-solving hub of the City. Daily functions support managers in recruiting and hiring the most suitable applicants, employee relations, investigations, and performance administration. Benefits are evaluated annually and administered for all qualified employees. Federal and State labor laws and Employee Handbook policies are interpreted and applied to ensure City compliance. Communication between employees and managers is often facilitated through Human Resources staff. Supervisor and employee training is created and presented annually to educate, provide resources and minimize City liability.

Office of the Assistant City Manager

Office of the Assistant City Manager

The Office of the Assistant City Manager is responsible for management direction and support for all City operations, as well as special projects related to City Code, City-wide policies, and other issues.

Administrative Services

Administrative Services

Administrative Services is responsible for coordinating the City's emergency management efforts and works with all levels of government and various volunteer organizations to assist and protect the residents of South Jordan from the effects of disasters, both natural and man-made. Administrative Services supports the community before, during and after unusual events and major disasters by focusing on mitigation, preparedness, response and recovery activities.

Risk Management

Risk Management exists to encourage, develop and maintain a safe work place and community. The division is responsible to create an environment that promotes and fosters safe practices by employees that eliminates and/or reduces the potential for accidents to persons or property. These efforts include awareness through training and education, adherence to policies and procedures adopted in compliance with State and Federal law and recommendations by the Utah Risk Management Association and others for best management practices. This also extends to working in the community to promote the general health, safety and welfare of our residents and visitors to our community.

Information Services

Information Services provides all the electronic voice and data communication connectivity for the staff of South Jordan. This service includes all internal communication along with interface to the residents of the City. This division provides and maintains all software programs and data storage including all relative hardware.

Court

The Justice Court Judge exercises authority over matters within the court's jurisdiction and conducts proceedings, hearings and trials. The Justice Court staff supports the administration of justice by handling all public inquiries, maintaining files and permanent records, and providing court security and transportation of prisoners.

Communications/Media/Marketing

Communications/Media/Marketing assists elected officials and City staff in developing and implementing messages to the public. The Communications Manager serves as the City spokesperson and works with the media in coordinating and delivering interviews and issuing press releases. In addition, the City Communication Manager manages and maintains the City's social media sites.

Facilities

The Facilities Division provides preventative and routine maintenance as well as custodial services to all City owned facilities. They also evaluate facilities utility related equipment to effectively conserve power or natural gas costs.

Recreation

Recreation and Event Programs

The Recreation and Event Programs Division provides a variety of youth and adult recreation, community events, and education programs.

Gale Center

The Gale Center Division provides preservation and education of South Jordan City and local history. Programs include educational lectures and art series, as well as hands-on exhibits and display space for historical museum items, artwork, and educational exhibits.

Seniors

The Senior Division provides programs for seniors at the Community Center. The Community Center also hosts other community programs and meeting space for both public and private events. The Community Center is “home base” for the South Jordan Youth Council.

Engineering Services

Engineering

The Engineering Division develops master plans for the storm drain, transportation and culinary water systems within the City. Master plans take into account existing and future needs of the City. The Engineering Division ensures that projects are constructed in accordance with City codes, plans, and other appropriate industry specifications. The division manages the Capital Improvement Program (CIP) and oversees the designs, bids, and construction of CIP Projects. In addition, the division addresses traffic concerns and issues within the City of South Jordan.

Building

The Building and Safety Division promotes the general health, safety and welfare of South Jordan citizens by effectively administering and enforcing building regulations mandated by City and State governments. They provide professional and accurate understanding of adopted codes and ordinances throughout the residential and commercial building process. Using a proactive approach to educate and request compliance of the Municipal Code in a friendly, fair, and impartial manner, Code Compliance Inspectors assist in maintaining the aesthetic appeal and property values of the City.

Planning and Zoning

The Planning and Zoning Division guides the planned physical development of the city in a manner that preserves the quality of life for South Jordan residents, by ensuring that all new planning programs and development projects comply with the City's adopted General Plan. Advice and technical support is provided to the City Council and Planning Commission regarding the compliance of all development proposals with the City's Land Use and Development Codes. In addition, the division does analysis and prepares reports pertaining to the development and maintenance of the General Plan, the drafting of new and the amendment of existing land use ordinances and the review of private development projects. The division also provides information to assist residents in understanding the General Plan, Land Use Codes and Development Codes, and how they apply to their property or to development project proposals. It is always the Planning and Zoning Division's goal to fulfill the objectives of the General Plan, provide applicants with efficient review of proposed projects and provide South Jordan residents appropriate opportunities to participate in land use and development decisions.

Fire Department

As leaders in fire, rescue, and pre-hospital emergency medicine, the South Jordan Fire Department provides innovative, high-quality, and efficient service with unwavering professionalism and reliability. Operating out of four stations for FY 2022, the fire department is expected to respond to 5,900 calls for service. These calls range from structure fires, emergency medical, specialized hazardous materials, technical rescue calls, as well as, inter-facility transfers between the South Jordan Health Center and the main University of Utah campus in Salt Lake City.

Police Department

Police

The Police Department is fully dedicated to providing an environment of safety, security confidence and well-being for all citizens who reside, conduct business, recreate or travel through or within the community. Police services are rendered with an emphasis on best practices and ongoing officer training in areas such as preservation of human life, crime prevention, criminal investigation and prosecution, traffic management, data collection and maintenance, public education, fiscal prudence, and creative problem solving.

Animal Control

The Animal Control Division is responsible for the safety and well-being of animals of all types. The division is well trained to investigate animal related complaints, enforce relevant laws and ordinances, apprehend unlicensed or stray animals and remove dead or injured animals as needed. They also manage the animal control shelter, where basic care such as food, water, and appropriate medical attention are provided to any housed animals as needed.

Public Works

Public Works Administration

Public Works Administration consists of one director, three associate directors, and three administrative support positions. Public Works Admin oversees the following divisions: Streets, Street Lighting, Water, Secondary Water, Storm Water, Sanitation, Recycling, Parks Maintenance, and Fleet Management.

Fleet

The Fleet Division is an internal support team providing repair and maintenance for all City vehicles and equipment. Fleet currently maintains and repairs over 190 vehicles and around 130 other miscellaneous pieces of large equipment, as well as, numerous small equipment and hand tools. The Fleet Division also manages a diesel/gasoline fuel station located in the Public Works maintenance yard.

Parks

The Parks, Trails, and Open Space Division provides maintenance to over 400 acres of park space which includes 30 parks with maintenance for the following items: playgrounds, restrooms, pavilions, tennis courts, basketball courts, volleyball courts, horseshoes, pickleball courts, and drinking fountains. In addition, the maintenance of recreational sport fields (baseball/softball, football).

Cemetery

Every effort is made to maintain the cemetery with the respect deserved of the deceased. Our staff works with funeral directors and the public to ensure the burial portion of the death process is handled professionally and with compassion for each individual's needs.

Streetlighting

The Streetlight Division manages and maintains over 5,300 street lights within the City and growing at a rate of approximately 150 additional street lights each year. The Streetlight Division employees assist all City departments with electrical installing, changes and repair in City buildings. Additionally, the division coordinates with Rocky Mountain Power to maintain an additional 830 street lights.

Streets

The Streets Division maintains roads, sidewalks, street signs, and provides graffiti and snow removal. The Streets Division services are rendered with an emphasis on best management practices, Federal requirements along with trained personnel in all related areas such as preservation of pedestrian safety, roadway striping, concrete and asphalt preservation programs, equipment maintenance, traffic management, data collection and reporting, and creative problem solving.

Office of the City Attorney

Office of the City Attorney

The Office of the City Attorney, under the independent direction of the City Attorney, provides a full scope of in-house legal counsel services including general counsel and transactional advice, risk management, litigation, representation, outside counsel oversight, criminal prosecution, government relations, and legislative representation services to the City Corporations, the City Council, the City administration, and the City's affiliated entities and personnel. The Office provides services to and on behalf of the City of South Jordan, a Utah municipal corporations; it does not represent or provide legal services to individual citizens or businesses.

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
<u>Office of the City Manager</u>				
Executive				
Wages and Benefits	1,454,869	1,454,869	0	1,454,869
Materials and Supplies	83,846	83,846	0	83,846
Operating Expenditures	216,462	321,462	0	321,462
Total Executive	1,755,177	1,860,177	0	1,860,177
Information Center				
Wages and Benefits	413,382	413,382	0	413,382
Materials and Supplies	37,375	37,375	0	37,375
Operating Expenditures	1,600	1,600	0	1,600
Total Information Center	452,357	452,357	0	452,357
Human Resources				
Wages and Benefits	520,516	520,516	0	520,516
Materials and Supplies	37,182	37,182	0	37,182
Operating Expenditures	147,577	147,577	0	147,577
Total Human Resources	705,275	705,275	0	705,275
Finance				
Wages and Benefits	2,204,752	2,204,752	0	2,204,752
Materials and Supplies	281,175	281,175	0	281,175
Operating Expenditures	274,825	274,825	0	274,825
Total Finance	2,760,752	2,760,752	0	2,760,752
City Commerce & Sustainability				
Wages and Benefits	298,022	298,022	0	298,022
Materials and Supplies	14,210	14,210	0	14,210
Other Expenditures	6,390	6,390	0	6,390
Total City Commerce & Sustainability	318,622	318,622	0	318,622
Recorder				
Wages and Benefits	204,439	204,439	0	204,439
Materials and Supplies	31,050	27,050	1,300	28,350
Operating Expenditures	184,480	188,480	(1,300)	187,180
Total Recorder	419,969	419,969	0	419,969

*Realignment of resources

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
<u>Office of the Assistant City Manager</u>				
Office of the Assistant City Manager				
Materials and Supplies	17,963	17,963	0	17,963
Operating Expenditures	187,974	187,974	0	187,974
Total Office of the Assistant City Manager	205,937	205,937	0	205,937
<u>Administrative Services</u>				
Administrative Services				
Wages and Benefits	568,484	568,484	20,000	588,484
Materials and Supplies	8,800	8,800	0	8,800
Operating Expenditures	64,775	64,775	0	64,775
Total Administrative Services	642,059	642,059	20,000	662,059
*20,000 transferred from City Attorney for Year End Salary Adjustments.				
Risk Management				
Wages and Benefits	256,099	256,099	0	256,099
Materials and Supplies	8,600	8,600	0	8,600
Operating Expenditures	599,346	599,346	0	599,346
Total Emergency & Risk Management	864,045	864,045	0	864,045
Communications/Media/Marketing				
Wages and Benefits	305,103	305,103	0	305,103
Materials and Supplies	75,106	75,106	0	75,106
Other Expenditures	45,000	45,000	0	45,000
Total Communications/Media/Marketing	425,209	425,209	0	425,209
Information Services				
Wages and Benefits	1,174,408	1,174,408	0	1,174,408
Materials and Supplies	19,540	19,540	0	19,540
Operating Expenditures	645,178	645,178	0	645,178
Total Information Services	1,839,126	1,839,126	0	1,839,126

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Court				
Wages and Benefits	501,797	501,797	0	501,797
Materials and Supplies	17,559	17,559	0	17,559
Operating Expenditures	140,011	140,011	0	140,011
Total Court	659,367	659,367	0	659,367
Facilities				
Wages and Benefits	804,814	804,814	0	804,814
Materials and Supplies	147,226	147,226	0	147,226
Operating Expenditures	459,365	459,365	0	459,365
Total Facilities	1,411,405	1,411,405	0	1,411,405
<u>Recreation</u>				
Recreation & Event Programs				
Wages and Benefits	562,820	562,820	0	562,820
Materials and Supplies	12,115	12,115	0	12,115
Operating Expenditures	555,013	765,651	0	765,651
Total Recreation & Event Programs	1,129,948	1,340,586	0	1,340,586
Seniors				
Wages and Benefits	336,844	336,844	0	336,844
Materials and Supplies	11,050	11,050	0	11,050
Operating Expenditures	48,510	48,510	0	48,510
Total Seniors	396,404	396,404	0	396,404
Gale Center				
Materials and Supplies	12,220	12,220	0	12,220
Operating Expenditures	30,462	30,462	0	30,462
Total Gale Center	42,682	42,682	0	42,682
<u>Planning</u>				
Planning				
Wages and Benefits	871,272	871,272	0	871,272
Materials and Supplies	18,218	18,218	0	18,218
Operating Expenditures	21,664	21,664	0	21,664
Total Planning	911,154	911,154	0	911,154

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
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Engineering Services

Building

Wages and Benefits	1,510,057	1,510,057	0	1,510,057
Materials and Supplies	21,930	21,930	0	21,930
Operating Expenditures	165,360	165,360	190,000	355,360
Total Building	1,697,347	1,697,347	190,000	1,887,347

*\$190,000 to cover increased credit card fees related to issuance of more building permits.

Engineering

Wages and Benefits	2,391,697	2,391,697	0	2,391,697
Materials and Supplies	41,500	41,500	0	41,500
Operating Expenditures	156,550	156,550	0	156,550
Total Engineering	2,589,747	2,589,747	0	2,589,747

Fire Services

Fire

Wages and Benefits	9,512,411	9,520,224	5,623	9,525,847
Materials and Supplies	125,770	125,770	0	125,770
Operating Expenditures	545,220	545,220	6,185	551,405
Total Fire	10,183,401	10,191,214	11,808	10,203,022

*\$5,623 for EMS standby reimbursements. \$6,185 for Medical Equipment Grant.

Police Services

Police

Wages and Benefits	9,520,768	9,523,237	10,750	9,533,987
Materials and Supplies	177,155	177,155	0	177,155
Operating Expenditures	681,928	998,047	0	998,047
Total Police	10,379,851	10,698,439	10,750	10,709,189

*\$10,750 for overtime reimbursements.

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
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Public Works

Public Works Admin

Wages and Benefits	753,635	753,635	160,000	913,635
Materials and Supplies	20,370	20,370	0	20,370
Operating Expenditures	33,592	33,592	0	33,592
Total Public Works Admin	807,597	807,597	160,000	967,597

*\$160,000 for moving the Associate Director of Parks position and the Project Foreman position.

Fleet

Wages and Benefits	549,215	549,215	0	549,215
Materials and Supplies	26,450	26,450	0	26,450
Operating Expenditures	618,866	618,866	0	618,866
Total Fleet	1,194,531	1,194,531	0	1,194,531

Parks

Wages and Benefits	2,118,238	2,118,238	(80,000)	2,038,238
Materials and Supplies	204,081	204,081	0	204,081
Operating Expenditures	720,725	720,725	0	720,725
Total Parks	3,043,044	3,043,044	(80,000)	2,963,044

*\$80,000 transferred to Public Works Admin for Associate Director of Parks position for remainder of the fiscal year.

Cemetery

Wages and Benefits	274,317	274,317	0	274,317
Materials and Supplies	38,307	38,307	0	38,307
Operating Expenditures	28,820	28,820	0	28,820
Total Cemetery	341,444	341,444	0	341,444

Streetlighting

Wages and Benefits	241,454	241,454	0	241,454
Materials and Supplies	79,759	79,759	0	79,759
Operating Expenditures	84,194	84,194	0	84,194
Total Streetlighting	405,407	405,407	0	405,407

General Fund, All Departments

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Streets				
Wages and Benefits	1,341,194	1,341,194	(80,000)	1,261,194
Materials and Supplies	92,969	92,969	0	92,969
Operating Expenditures	278,877	331,163	0	331,163
Total Streets	1,713,040	1,765,326	(80,000)	1,685,326
*\$80,000 transferred to Public Works Admin for Project Foreman position for the remainder of the fiscal year.				
<u>Office of the City Attorney</u>				
Office of the City Attorney				
Wages and Benefits	1,101,253	1,101,253	(20,000)	1,081,253
Materials and Supplies	36,691	36,691	0	36,691
Other Expenditures	174,530	174,530	0	174,530
Office of the City Attorney	1,312,474	1,312,474	(20,000)	1,292,474
*\$20,000 transferred to Admin Services Admin for Year End Salary Adjustments.				
Total General Fund All Departments	48,607,371	49,301,696	212,558	49,514,254

Special Revenue Fund

South Jordan's special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes. South Jordan currently maintains five special revenue funds.

Redevelopment Agency (RDA)

The Redevelopment Agency of South Jordan exists to improve blighted areas within the City and encourage economic development. The Redevelopment Agency works with City staff to maintain RDA, CDA and EDA projects and areas.

RDA Housing

RDA Housing invests obligatory funds towards improving housing within the City. Housing funds can be used for a variety of purposes, including (but not limited to): infrastructure, affordable housing projects, senior housing, interest rate buy-downs, and contributions to the Olene Walker housing fund.

CDA

The CDA fund includes projects #12 Commerce Park, #13 South Station and #14 Tim Dahle Nissan. It is part of the general RDA efforts of the City.

Community Development Block Grant (CDBG)

The City administers Community Development Block Grant (CDBG) Funds received from the U.S. Department of Housing and Urban Development (HUD). With the population reported by the 2010 Census, the City became eligible to receive CDBG funds directly from HUD. Annual funds received are determined by a formula which accounts for such things as total population, growth and poverty.

Storm Water

The Storm Water division is responsible for the maintenance, cleaning and inspection of storm water infrastructure within the City to ensure that it is working properly during storm events to mitigate flooding and any subsequent damage. This includes street sweeping which prevents debris from entering the storm drain system thus hindering it from functioning properly. The Storm Water division is also responsible for maintaining compliance with Federal and State permits. Some of the activities to maintain compliance include public education and outreach programs, location, investigation and eliminating illegal discharges into the storm drain system, monitoring and enforcing runoff and erosion control processes concerning construction activities and minimizing adverse impacts on storm water quality after construction.

Special Revenue, Redevelopment Agency

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Project #1 Towers Increment	415,000	415,000	0	415,000
Project #2 Harmons	350,000	350,000	0	350,000
Project #6 South I-15 Frontage	400,000	400,000	0	400,000
Project #9 Gateway Central	1,400,000	1,400,000	0	1,400,000
Project #11 Merit Medical	900,000	900,000	470,536	1,370,536
Admin. Fee - CDA	120,000	120,000	0	120,000
Total Revenues	3,585,000	3,585,000	470,536	4,055,536
Transfer From Other Funds				
Use of Fund Balance	1,920,361	1,920,361	170,385	2,090,746
Total Trans From Other Funds	1,920,361	1,920,361	170,385	2,090,746
Total Revenues and Transfers	5,505,361	5,505,361	640,921	6,146,282
Operating Expenditures				
Materials and Supplies	79,075	79,075	0	79,075
Operating Expenditures	501,182	501,182	170,385	671,567
Total Operating Expenditures	580,257	580,257	170,385	750,642
Project Expenditures				
Tax Increment Commitments	2,100,000	2,100,000	470,536	2,570,536
Total Project Expenditures	2,100,000	2,100,000	470,536	2,570,536
Transfers Out				
Transfer to General Debt Service Fund	765,469	765,469	0	765,469
Transfer to CDA	120,000	120,000	0	120,000
Transfer to Debt Service SID	1,218,000	1,218,000	0	1,218,000
Transfer to MBA	721,616	721,616	0	721,616
Transfer to General Fund	19	19	0	19
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	2,825,104	2,825,104	0	2,825,104
Total Expenditures	5,505,361	5,505,361	640,921	6,146,282

Notes to Redevelopment Agency Fund

*\$170,385 for Redwood Road Access Project.

Actual tax increment for Merit Medical Reimbursement was \$470,536 above budget.

Special Revenue, RDA Housing

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Housing Revenue	950,000	950,000	0	950,000
Total Revenues	950,000	950,000	0	950,000
Transfer From Other Funds				
Use of Fund Balance	2,865,000	2,885,000	508,574	3,393,574
Total Trans From Other Funds	2,865,000	2,885,000	508,574	3,393,574
Total Revenues and Transfers	3,815,000	3,835,000	508,574	4,343,574
Project Expenditures				
Operating Expenditures	0	0	150,000	150,000
Legal Fees	0	20,000	0	20,000
Housing Program	2,400,000	2,400,000	0	2,400,000
Housing Study	20,000	20,000	0	20,000
Total Project Expenditures	2,420,000	2,440,000	150,000	2,590,000
Transfers Out				
Transfer to General Fund	0	0	358,574	358,574
Transfer to MBA	1,395,000	1,395,000	0	1,395,000
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	1,395,000	1,395,000	358,574	1,753,574
Total Expenditures	3,815,000	3,835,000	508,574	4,343,574

Notes to Redevelopment Housing Fund

\$150,000 for Admin Charges.

\$358,574 transferred to General Fund for Homeless Shelter Funding Reimbursement.

Special Revenue, CDA

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Project#12 Commerce Park	5,500,000	5,500,000	0	5,500,000
Project#13 South Station	1,200,000	1,200,000	0	1,200,000
Total Revenues	6,700,000	6,700,000	0	6,700,000
Transfer From Other Funds				
Transfer from RDA	120,000	120,000	0	120,000
Use of Fund Balance	0	0	0	0
Total Trans From Other Funds	120,000	120,000	0	120,000
Total Revenues and Transfers	6,820,000	6,820,000	0	6,820,000
Operating Expenditures				
Operating Expenditures	120,000	120,000	0	120,000
Infrastructure Maintenance	200,000	200,000	0	200,000
Total Operating Expenditures	320,000	320,000	0	320,000
Project Expenditures				
Tax Increment Commitments	5,925,000	5,925,000	0	5,925,000
Total Project Expenditures	5,925,000	5,925,000	0	5,925,000
Transfers Out				
Contribution to Fund Balance	575,000	575,000	0	575,000
Total Transfers Out	575,000	575,000	0	575,000
Total Expenditures	6,820,000	6,820,000	0	6,820,000

Notes to CDA Fund

No changes.

Special Revenue, CDBG

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
CDBG Grant	262,861	582,662	(30,962)	551,700
Total Revenues	262,861	582,662	(30,962)	551,700
Transfer From Other Funds				
Use of Fund Balance	0	0	0	0
Total Trans From Other Funds	0	0	0	0
Total Revenues and Transfers	262,861	582,662	(30,962)	551,700
Operating Expenditures				
Wages and Benefits	31,652	31,652	(16,367)	15,285
Public Facilities	155,990	330,234	28,500	358,734
The Road Home	5,000	7,892	0	7,892
South Valley Sanctuary	17,200	12,336	690	13,026
Legal Aid Society of Utah	4,800	2,546	0	2,546
ASSIST	0	5,706	0	5,706
Inn Between	7,000	5,092	0	5,092
Roseman University Health Clinic	3,000	3,000	0	3,000
UCA Case Management	5,000	41,329	0	41,329
UCA Food Pantry	20,871	16,387	(2,829)	13,558
Administrative Charges	12,348	70,722	(40,956)	29,766
Community Development Corp	0	48,266	0	48,266
Suncrest Counseling Grant	0	7,500	0	7,500
Total Operating Expenditures	262,861	582,662	(30,962)	551,700
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	262,861	582,662	(30,962)	551,700

Notes to CDBG Fund

*Adjusted to reflect actual allocation.

Special Revenue, Storm Water

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Storm Water Fees	2,631,814	2,631,814	0	2,631,814
Investment Earnings	14,000	14,000	0	14,000
Other Miscellaneous	2,154	2,154	0	2,154
Total Revenues	2,647,968	2,647,968	0	2,647,968
Transfer From Other Funds				
Use of Fund Balance	5,096	655,096	0	655,096
Total Trans From Other Funds	5,096	655,096	0	655,096
Total Revenues and Transfers	2,653,064	3,303,064	0	3,303,064
Operating Expenditures				
Employee Wages and Benefits	1,094,887	1,094,887	0	1,094,887
Materials and Supplies	51,800	51,800	0	51,800
Operating Expenditures	686,686	686,686	0	686,686
Total Operating Expenditures	1,833,373	1,833,373	0	1,833,373
Project Expenditures				
Capital Expenditures	120,000	120,000	0	120,000
Total Project Expenditures	120,000	120,000	0	120,000
Transfers Out				
Transfer to General Fund	2,941	2,941	0	2,941
Transfer to General CIP	462,750	1,112,750	0	1,112,750
Transfer to CIP Maint	34,000	34,000	0	34,000
Transfer to Water CIP	200,000	200,000	0	200,000
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	699,691	1,349,691	0	1,349,691
Total Expenditures	2,653,064	3,303,064	0	3,303,064

Notes to Storm Drain Fund

No changes.

South Jordan's enterprise funds function and operate much like a private business and charge fees to users that cover most or all of the costs. South Jordan currently maintains five enterprise funds.

Water

The Water division provides safe and high quality water with sufficient pressure, and at proper flows that exceed state standards. This is accomplished through compliance, state standards sampling, system upgrades, quick response to resident concerns and system failures, and continuous monitoring of tanks and delivery points.

Water CIP

This fund is used to account for the construction of major water infrastructure projects within the city.

Secondary Water

The Secondary Water division manages the delivery of irrigation water to 3,500 South Jordan residential properties via a gravity and pumped distribution system.

Sanitation

The Sanitation division administers and manages a number of solid waste and refuse services. The City contracts with Ace Recycling & Disposal for residential curbside garbage pickup. The Sanitation division provides residences with 96-gallon containers for both garbage services and is responsible for the delivery and repair of the 21,000 containers and 17,000 residential co-mingle recycling cans in the field.

Mulligans

Mulligans offers golfing and entertainment opportunities for the entire family including 2 nine hole executive courses, driving range with 32 covered and heated hitting stations, 36 holes of miniature golf, and 8 batting cages with softball and baseball. The facility also hosts a snack bar, pro shop, and PGA golf instruction for all golfers including a comprehensive junior golf program.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Water Sales - Base Rate	8,996,650	8,996,650	0	8,996,650
Water Sales - Consumption	10,670,780	10,670,780	0	10,670,780
Finance Charges	204,000	204,000	0	204,000
Investment Earnings	600,000	600,000	0	600,000
Water Meter Sets	250,000	250,000	0	250,000
Hydrant Meter Rental Income	50,000	50,000	0	50,000
Commercial/Landscape Meters	15,000	15,000	0	15,000
Sale of Capital Assets	84,500	84,500	0	84,500
Grants and Donations	0	0	0	0
Total Revenues	20,870,930	20,870,930	0	20,870,930
Transfer From Other Funds				
Transfer from Water Impact Fees	1,300,000	1,300,000	0	1,300,000
Use of Fund Balance	0	4,260,000	0	4,260,000
Total Trans From Other Funds	1,300,000	5,560,000	0	5,560,000
Total Revenues and Transfers	22,170,930	26,430,930	0	26,430,930
Operating Expenditures				
Employee Wages and Benefits	2,036,815	2,036,815	0	2,036,815
Materials and Supplies	111,292	111,292	12,000	123,292
Operating Expenditures	14,389,942	14,649,942	(12,000)	14,637,942
Principal on Bonds	1,970,000	1,970,000	0	1,970,000
Bond Interest Payment	240,350	240,350	0	240,350
Trustee Fees	3,000	3,000	0	3,000
Arbitrage Compliance	3,325	3,325	0	3,325
Total Operating Expenditures	18,754,724	19,014,724	0	19,014,724
Transfers Out				
Transfer to Risk Management	2,957	2,957	0	2,957
Transfer to Water CIP General	2,320,000	6,320,000	0	6,320,000
Transfer to General CIP	33,000	33,000	0	33,000
Contribution to Fund Balance	1,060,249	1,060,249	0	1,060,249
Total Transfers Out	3,416,206	7,416,206	0	7,416,206
Total Expenditures	22,170,930	26,430,930	0	26,430,930

Notes to Water Fund

Realignment of resources.

Enterprise Fund, Water CIP

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Water Impact Fees	750,000	750,000	0	750,000
Grant Revenue	0	0	0	0
Total Revenues	750,000	750,000	0	750,000
Transfer From Other Funds				
Transfer from Water Operations	2,320,000	6,320,000	0	6,320,000
Transfer from Secondary Water	500,000	500,000	0	500,000
Transfer from General CIP	200,000	200,000	0	200,000
Transfer from Storm Water	200,000	200,000	0	200,000
Water Impact Fee Fund Balance	2,500,000	2,500,000	0	2,500,000
Use of Fund Balance	0	20,759,371	100,000	20,859,371
Total Trans From Other Funds	5,720,000	30,479,371	100,000	30,579,371
Total Revenues and Transfers	6,470,000	31,229,371	100,000	31,329,371
Project Expenditures				
Water Projects	4,670,000	26,482,958	0	26,482,958
Secondary Water Projects	500,000	3,446,413	0	3,446,413
Total Project Expenditures	5,170,000	29,929,371	0	29,929,371
Transfers Out				
Transfer to Water Operations	1,300,000	1,300,000	0	1,300,000
Transfer to Water Impact Fees	0	0	100,000	100,000
Transfer to General CIP	0	0	0	0
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	1,300,000	1,300,000	100,000	1,400,000
Total Expenditures	6,470,000	31,229,371	100,000	31,329,371

Notes to Water CIP Fund

*\$100,000 transferred to Water Impact Fees for Tank 7/8B Design.

Enterprise Fund, Secondary Water

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Irrigation Water Sales	810,000	810,000	0	810,000
Total Revenues	810,000	810,000	0	810,000
Transfer From Other Funds				
Use of Fund Balance	659,584	659,584	0	659,584
Total Trans From Other Funds	659,584	659,584	0	659,584
Total Revenues and Transfers	1,469,584	1,469,584	0	1,469,584
Operating Expenditures				
Employee Wages and Benefits	254,402	254,402	0	254,402
Materials and Supplies	21,155	21,155	0	21,155
Operating Expenditures	692,816	692,816	0	692,816
Total Operating Expenditures	968,373	968,373	0	968,373
Transfers Out				
Transfer to Risk Management	1,211	1,211	0	1,211
Transfer to Water CIP	500,000	500,000	0	500,000
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	501,211	501,211	0	501,211
Total Expenditures	1,469,584	1,469,584	0	1,469,584

Notes to Secondary Water Fund

No changes.

Enterprise Fund, Sanitation

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Garbage Fees	2,978,284	3,028,284	0	3,028,284
Recycling Fees	1,337,920	1,337,920	0	1,337,920
Neighborhood Cleanup	60,000	60,000	0	60,000
Special Service Pickup	4,500	4,500	0	4,500
Investment Earnings	24,000	24,000	0	24,000
Total Revenues	4,404,704	4,454,704	0	4,454,704
Transfer From Other Funds				
Use of Fund Balance	870,874	1,085,663	0	1,085,663
Total Trans From Other Funds	870,874	1,085,663	0	1,085,663
Total Revenues and Transfers	5,275,578	5,540,367	0	5,540,367
Operating Expenditures				
Employee Wages and Benefits	432,404	432,404	0	432,404
Materials and Supplies	319,722	319,722	0	319,722
Operating Expenditures	4,018,180	4,068,180	0	4,068,180
Equipment	505,000	719,789	0	719,789
Total Operating Expenditures	5,275,306	5,540,095	0	5,540,095
Transfers Out				
Transfer to Risk Management	272	272	0	272
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	272	272	0	272
Total Expenditures	5,275,578	5,540,367	0	5,540,367

Notes to Sanitation Fund

No changes.

Enterprise Fund, Mulligans

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Instructor Fees	40,000	40,000	0	40,000
Driving Range	385,000	385,000	0	385,000
Greens Fees	205,000	205,000	0	205,000
Miniature Golf	385,000	385,000	0	385,000
Program Revenue	3,000	3,000	0	3,000
Golf Cart Rental	85,000	85,000	0	85,000
Batting Cages	154,530	154,530	0	154,530
Food & Beverages	56,000	56,000	0	56,000
Pro Shop	46,460	46,460	0	46,460
Rental Revenue	15,000	15,000	0	15,000
Total Revenues	1,374,990	1,374,990	0	1,374,990
Transfer From Other Funds				
Use of Fund Balance	169,537	992,487	55,000	1,047,487
Total Trans From Other Funds	169,537	992,487	55,000	1,047,487
Total Revenues and Transfers	1,544,527	2,367,477	55,000	2,422,477
Operating Expenditures				
Employee Wages and Benefits	539,537	539,537	0	539,537
Materials and Supplies	67,400	67,400	0	67,400
Operating Expenditures	470,021	470,021	0	470,021
Capital Expenditures	467,100	0	0	0
Total Operating Expenditures	1,544,058	1,076,958	0	1,076,958
Transfers Out				
Transfer to Risk Management	469	469	0	469
Transfer to Mulligans CIP	0	1,290,050	55,000	1,345,050
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	469	1,290,519	55,000	1,345,519
Total Expenditures	1,544,527	2,367,477	55,000	2,422,477

Notes to Mulligans Fund

*\$55,000 transferred to Mulligans CIP for Batting Cage Improvements.

Enterprise Fund, Mulligans CIP

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Reimbursements	0	0	33,781	33,781
Total Revenues	0	0	33,781	33,781
Transfer From Other Funds				
Transfer from Mulligans Operations	0	1,290,050	55,000	1,345,050
Use of Fund Balance	0	0	0	0
Total Trans From Other Funds	0	1,290,050	55,000	1,345,050
Total Revenues and Transfers	0	1,290,050	88,781	1,378,831
Operating Expenditures				
Mulligans Projects	0	692,650	88,781	781,431
Mulligans Equipment	0	597,400	0	597,400
Total Operating Expenditures	0	1,290,050	88,781	1,378,831
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	0	1,290,050	88,781	1,378,831

Notes to Mulligans CIP Fund

*\$33,781 Landscape Repair Reimbursement.
 \$55,000 transferred from Mulligans for Batting Cage Improvements.

The City maintains three separate debt service funds. All debt service payments made by the City in relation to Governmental funds are accounted for in one of these three funds. Debt service payments related to enterprise functions are paid from those individual funds.

General Debt Service

The General Debt Service Fund is used to account for the accumulation of resources and for the disbursement of debt service payments for all debt not tracked in any other fund. Transfers to the General Debt Service Fund are made from other city funds. Regular payments are then made to the City's creditors according to the requirements of each individual debt.

SID Debt Service

The City administers one special improvement district, Riverfront Corporate Center. This district was established to assist with the construction of infrastructure assets in the district. Assessments for this area are collected annually from property owners in this area. These funds are then used to pay the bondholders.

Municipal Building Authority

The South Jordan Municipal Building Authority is a legal entity separate from the City and is reported by the City as a blended component unit. South Jordan MBA issued bonds in 2002 for the construction of the City's Fitness and Aquatic Center. Annual lease payments, shown as transfers from RDA, are made to the South Jordan MBA from which the bond payments are made. The final payment will be made in FY 21-22 and then the asset will be turned over to the County.

Debt Service, General Debt Service

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Investment Earnings	10,400	10,400	0	10,400
Total Revenues	10,400	10,400	0	10,400
Transfer From Other Funds				
Transfer from General Fund	1,507,260	1,507,260	0	1,507,260
Transfer from Road Impact Fees	150,275	150,275	0	150,275
Transfer from Fire Impact Fees	140,207	140,207	0	140,207
Transfer from Police Impact Fees	79,487	79,487	0	79,487
Transfer from RDA	765,469	765,469	0	765,469
Use of Fund Balance	208,602	208,602	0	208,602
Total Trans From Other Funds	2,851,300	2,851,300	0	2,851,300
Total Revenues and Transfers	2,861,700	2,861,700	0	2,861,700
Operating Expenditures				
Principal on Long-Term Debt	1,350,000	1,350,000	0	1,350,000
Interest on Long-Term Debt	1,501,300	1,501,300	0	1,501,300
Trustee Fees	6,500	6,500	0	6,500
Arbitrage Compliance	3,900	3,900	0	3,900
Total Operating Expenditures	2,861,700	2,861,700	0	2,861,700
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	2,861,700	2,861,700	0	2,861,700

Notes to Debt Service Fund

No changes.

Debt Service, SID Bond

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Special Assessments	2,155,775	2,155,775	0	2,155,775
Investment Earnings	1,750	1,750	0	1,750
Total Revenues	2,157,525	2,157,525	0	2,157,525
Transfer From Other Funds				
Transfer from RDA	1,218,000	1,218,000	0	1,218,000
Use of Fund Balance	0	0	1,665,000	1,665,000
Total Trans From Other Funds	1,218,000	1,218,000	1,665,000	2,883,000
Total Revenues and Transfers	3,375,525	3,375,525	1,665,000	5,040,525
Operating Expenditures				
Operating Expenditures	0	0	75,000	75,000
Principal on Bonds	2,045,000	2,045,000	1,590,000	3,635,000
Bond Interest Payment	1,328,775	1,328,775	0	1,328,775
Trustee Fees	1,750	1,750	0	1,750
Total Operating Expenditures	3,375,525	3,375,525	1,665,000	5,040,525
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	3,375,525	3,375,525	1,665,000	5,040,525

Notes to SID Bond Debt Service Fund

*\$75,000 for SAA Annual Administration Fee.
 \$1,590,000 for additional principal on 2016 SSA Bond.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Investment Earnings	1,750	1,750	0	1,750
Total Revenues	1,750	1,750	0	1,750
Transfer From Other Funds				
Transfer from RDA	721,616	721,616	0	721,616
Transfer from RDA Housing	1,395,000	1,395,000	0	1,395,000
Use of Fund Balance	0	0	0	0
Total Trans From Other Funds	2,116,616	2,116,616	0	2,116,616
Total Revenues and Transfers	2,118,366	2,118,366	0	2,118,366
Operating Expenditures				
Principal on Bonds	2,060,000	2,060,000	0	2,060,000
Bond Interest Payment	56,616	56,616	0	56,616
Trustee Fees	1,750	1,750	0	1,750
Total Operating Expenditures	2,118,366	2,118,366	0	2,118,366
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	2,118,366	2,118,366	0	2,118,366

Notes to Municipal Building Authority Fund

No Changes.

Capital Projects Fund

Capital Projects funds are used to track the acquisition and construction of major projects as well as large equipment purchases. The City maintains three capital project funds.

Capital Projects

This fund is used to record the receipt of impact fees, transfers from, and other resources of revenue to be used for major capital acquisition and construction projects. The fund is also used to account for the expenditure of funds towards these projects. This fund is split into Infrastructure Maintenance and Operations & Maintenance.

Capital Equipment

This fund is used to track the City's large equipment purchases.

Capital Projects Bond Proceeds

This fund is used to track bond proceeds used in capital projects.

Capital Projects, Infrastructure Maintenance

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Road Impact Fees	550,000	550,000	0	550,000
Park Impact Fees	500,000	500,000	0	500,000
Storm Drain Impact Fees	200,000	200,000	0	200,000
Fire Impact Fees	200,000	200,000	0	200,000
Police Impact Fees	230,000	230,000	0	230,000
Local Transit Tax	1,400,000	1,400,000	0	1,400,000
Class C Road Funds	3,000,000	3,000,000	0	3,000,000
Investment Earnings	150,000	150,000	0	150,000
Other Donations/Reimbursements	0	500	750	1,250
Total Revenues	6,230,000	6,230,500	750	6,231,250
Transfer From Other Funds				
Transfer from General CIP	0	94,218	0	94,218
Transfer from General CIP Maint	0	16,846	0	16,846
Transfer from Storm Drain	462,750	1,112,750	0	1,112,750
Park Impact Fee Use of Fund Balance	0	1,941,825	0	1,941,825
Storm Drain Impact Fee Use of Fund Balance	370,000	412,242	0	412,242
Road Impact Fee Use of Fund Balance	0	151,253	0	151,253
Local Transit Tax Use of Fund Balance	0	2,136,169	0	2,136,169
Class C Road Funds Use of Fund Balance	0	437,781	0	437,781
Use of Fund Balance	1,503,000	9,735,142	600,000	10,335,142
Total Trans From Other Funds	2,335,750	16,038,226	600,000	16,638,226
Total Revenues and Transfers	8,565,750	22,268,726	600,750	22,869,476
Project Expenditures (By Funding Source)				
Parks Projects	40,000	2,059,025	0	2,059,025
Transportation Projects	3,900,000	12,205,940	750	12,206,690
Facilities Projects	0	860,144	0	860,144
Streetlight Projects	45,000	45,000	0	45,000
Storm Drain Projects	1,062,750	3,375,335	0	3,375,335
Total Project Expenditures	5,047,750	18,545,444	750	18,546,194

Capital Projects, Infrastructure Maintenance

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Transfers Out				
Transfer to General Fund	500,000	500,000	600,000	1,100,000
Transfer to General Debt Service Fund	369,969	369,969	0	369,969
Transfer to CIP Maint	1,218,000	1,218,000	0	1,218,000
Transfer to Water CIP	200,000	200,000	0	200,000
Transfer to Storm Drain Impact Fees	0	94,218	0	94,218
Contribution to Fund Balance Impact Fees	1,230,031	1,324,249	0	1,324,249
Contribution to Fund Balance	0	16,846	0	18,846
Total Transfers Out	3,518,000	3,723,282	600,000	4,323,282
Total Expenditures	8,565,750	22,268,726	600,750	22,869,476

Notes to Capital Projects Fund

*\$750 for Bison Ridge Barn Traffic Study.

Council approved \$600,000 contribution to rainy day fund.

Capital Projects, Maintenance & Operations

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Other Grants/Donations	0	0	0	0
Total Revenues	0	0	0	0
Transfer From Other Funds				
Transfer from Water	33,000	33,000	0	33,000
Transfer from Storm Water	34,000	34,000	0	34,000
Transfer from General CIP	1,218,000	1,218,000	0	1,218,000
Use of Fund Balance	0	1,128,448	0	1,128,448
Total Trans From Other Funds	1,285,000	2,413,448	0	2,413,448
Total Revenues and Transfers	1,285,000	2,413,448	0	2,413,448
Project Expenditures (By Funding Source)				
Transportation Projects	495,000	495,000	0	495,000
Parks Projects	330,000	1,079,896	0	1,079,896
Facilities Projects	330,000	401,062	0	401,062
Fire Projects	0	150,000	0	150,000
Miscellaneous Projects	130,000	270,644	0	270,644
Total Project Expenditures	1,285,000	2,396,602	0	2,396,602
Transfers Out				
Transfer to General CIP	0	16,846	0	16,846
Transfer to General Fund	0	0	0	0
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	16,846	0	16,846
Total Expenditures	1,285,000	2,413,448	0	2,413,448

Notes to Capital Projects Fund

No changes.

Capital Projects, Capital Equipment

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Investment Earnings	0	0	0	0
Total Revenues	0	0	0	0
Transfer From Other Funds				
Transfer from General Fund	1,900,000	1,900,000	0	1,900,000
Transfer from General CIP	0	0	0	0
Use of Fund Balance	1,054,462	4,495,360	0	4,495,360
Total Trans From Other Funds	2,954,462	6,395,360	0	6,395,360
Total Revenues and Transfers	2,954,462	6,395,360	0	6,395,360
Project Expenditures				
Computer Software & Equipment	0	1,057,449	0	1,057,449
Fire Equipment	0	350,996	0	350,996
Fleet Equipment	2,954,462	4,986,915	0	4,986,915
Total Project Expenditures	2,954,462	6,395,360	0	6,395,360
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	2,954,462	6,395,360	0	6,395,360

Notes to Capital Equipment Fund

No changes.

Capital Projects, Capital Projects Bond

Item 1.1.

	Adopted Budget FY 21-22	Amended Budget 1/18/2022	Jan-Jun Adjustments	Final Budget FY 21-22
Revenues				
Bond Proceeds	0	0	0	0
Bond Premium	0	0	0	0
Total Revenues	0	0	0	0
Transfer From Other Funds				
Transfer from General Fund	0	0	0	0
Use of Fund Balance	0	2,461,940	0	2,461,940
Total Trans From Other Funds	0	2,461,940	0	2,461,940
Total Revenues and Transfers	0	2,461,940	0	2,461,940
Operating Expenditures				
City Hall Annex Building/Remodel	0	0	0	0
Fire Station 64	0	2,461,940	0	2,461,940
Total Operating Expenditures	0	2,461,940	0	2,461,940
Transfers Out				
Contribution to Fund Balance	0	0	0	0
Total Transfers Out	0	0	0	0
Total Expenditures	0	2,461,940	0	2,461,940

Notes to Capital Equipment Fund

No changes.

City of South Jordan

1600 W. Towne Center Drive • South Jordan, UT 84095
Tel: (801) 254-3742 • Fax: (801) 253-5250
www.sjc.utah.gov



RESOLUTION RDA 2022-05

A RESOLUTION AMENDING THE FY 2021-22 BUDGET FOR THE REDEVELOPMENT AGENCY OF THE CITY OF SOUTH JORDAN, UTAH. THE APPROPRIATION SHALL APPLY TO THE FISCAL YEAR ENDING JUNE 30, 2022.

WHEREAS, the Redevelopment Agency Board of Directors wishes to amend the FY 2021-22 budget to more accurately reflect actual revenues and expenditures for activities that have occurred during the course of the year; and

WHEREAS, funding for the appropriations include various revenue sources and fund balances; and

WHEREAS, a public hearing to consider the appropriation has been noticed and held and all interested persons were heard, for or against the appropriation; and

WHEREAS, the Board of Directors finds this action in the best interest of the public's health, safety, and general welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Budget Amendment. The FY 2021-22 budget of the Redevelopment Agency of the City of South Jordan budget as reflected in Exhibit "A" (attached).

SECTION 2. Effective Date. This Resolution shall become effective immediately upon passage.

APPROVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SOUTH JORDAN, UTAH, ON THIS 21ST DAY OF JUNE, 2022 BY THE FOLLOWING VOTE:

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
Secretary

Approved as to form:



Attorney for the Agency

Memo

TO: Mayor Ramsey & City Council Members **DATE: June 14, 2022**
CC: Gary Whatcott, City Manager
FROM: Brian A. Preece, MPA, Director of City Commerce/RDA Manager
SUBJECT: Proposed MOU with Tom Buckley, Salt Lake City Motorcars

In February of 2020, on behalf of Salt Lake City Motorcars (Bentley/ Lamborghini dealership), Tom Buckley, its manager entered into a Development Agreement with South Jordan City. This agreement allowed Mr. Buckley to locate the luxury car dealership in South Jordan City. At that time, he voiced to the City of his desire to grow and relocate the initial dealership within 2-3 years. He is now making plans to do so. His desire is to remain in South Jordan and he is working with the City to make this happen. During our discussions, Mr. Buckley has indicated a need, due to escalating land and construction prices, to explore the possibility of some financial assistance from the City. I have discussed with him the potential option of the RDA entering into a Retail Facility Payment Incentive Agreement (sales tax rebate agreement) with his company, similar to the agreements the RDA entered into with the Volkswagen SouthTowne, Tim Dahle Nissan, and Riverton Chevrolet dealerships.

During the 2022 Legislative Session, HB 151 was passed into law. This new law goes into effect on July 1, 2022 and will no longer allow the Cities to enter into agreements to incentivize retailers, such as car dealerships. By entering into this proposed memorandum of understanding (the “MOU”), it will allow the City and Mr. Buckley to vest under the existing law and work together on options whereby the Agency could assist the dealership to relocate within South Jordan City. The RDA can then negotiate a “Participation Agreement” with Mr. Buckley in order to provide assistance and incentives to defray expected expenses and costs associated with the development and construction of the dealership. The process will require, at a future date, a public hearing and the approval of the Project Area and the Participation Agreement by the City Council and RDA Board. As indicated in the attached Resolution RDA 2022-06, the MOU will ***not obligate*** the Agency to create a Project Area or provide any financial assistance or incentive, but will only initiate a Participation Agreement negotiation, which, if approved, would provide terms for financial assistance and incentives, on a post-performance basis.

RESOLUTION RDA 2022 - 06

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF SOUTH JORDAN, UTAH, AUTHORIZING THE BOARD CHAIR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH SALT LAKE CITY MOTORCARS.

WHEREAS, the Redevelopment Agency of the City of South Jordan (the “Agency”) works to assist businesses and the City in economic development; and

WHEREAS, Salt Lake City Motorcars (the “Business”) is located in the South Jordan City and desires to relocate in South Jordan City; and

WHEREAS, the Agency and the Business desire to enter into a memorandum of understanding (the “MOU”) allowing them to work together on options whereby the Agency would assist the Business to relocate within South Jordan City; and

WHEREAS, the Agency finds it in the best interest of the Agency and the City to enter into the MOU.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE SOUTH JORDAN CITY REDEVELOPMENT AGENCY:

SECTION 1. Authorization to Execute Memorandum of Understanding. The South Jordan City Redevelopment Agency Board authorizes the Board Chair to enter into the Memorandum of Understanding as shown in Exhibit A.

SECTION 2. Effective Date. This Resolution shall become effective immediately upon passage.

APPROVED BY THE BOARD OF THE SOUTH JORDAN CITY REDEVELOPMENT AGENCY, ON THIS _____ DAY OF _____, 2022 BY THE FOLLOWING VOTE:

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Chair: _____
Dawn R. Ramsey

Attest: _____
Secretary

Approved as to form:

J. Craig Smith
J. Craig Smith (Jun 15, 2022 10:09 MDT)

J. Craig Smith, Agency Counsel

MEMORANDUM OF UNDERSTANDING

This “Memorandum of Understanding” (“**MOU**”) is made, entered into and effective this ____ day of June, 2022, by and between the South Jordan City Redevelopment Agency (“**Agency**”), and Salt Lake City Motorcars, LLC (“**Participant**”), Agency, and Participant are referred to herein collectively as “**Parties**” or individually as a “**Party**.”

1. The Agency is a separate body corporate and politic governed by Title 17C of the Utah Code, the Community Reinvestment Agency Act, (the “**Act**”).

2. The Participant desires to locate a luxury automobile dealership (“**Dealership**”) within the Agency’s boundaries and has requested the Agency to initiate the process to enter into a “**Participation Agreement**” as defined in Utah Code Ann. § 17C-1-102(41) with Participant to provide assistance and incentives, which may include a “**Retail Facility Payment Incentive**” as defined in Utah Code Ann. § 11-41-102(15), to defray expected expenses and costs associated with the development and construction of the Dealership.

3. The Agency is willing to initiate a Participation Agreement with Participant, which in accordance with the requirements of the Act, will allow the Agency to provide assistance and incentives to Participant including Retail Facility Payment Incentives.

4. The Parties desire to enter into this MOU prior to July 1, 2022, for the express purpose of initiating a Participation Agreement to meet the requirements of Utah Code Ann. § 11-41-103(b).

5. Subsequent to the approval and execution of this MOU by the Parties, the Agency will investigate the creation of a Community Reinvestment “**Project Area**” as defined in Utah Code Ann. § 17C-1-102(46) and may, in the Agency’s sole discretion, create a Project Area. The creation of a Project Area is a prerequisite to entering into a final Participation Agreement, which is necessary to the Agency providing any assistance or incentives to Participant.

6. This MOU shall not obligate the Agency to create a Project Area or provide any financial assistance or incentive to the Participant but shall initiate a Participation Agreement which may provide financial assistance and incentives, including Retail Facility Payment Incentives.

[Signatures on following page]

SOUTH JORDAN CITY REDEVELOPMENT AGENCY

Dawn Ramsey Chair

Attest: Anna Crookston, Secretary

SALT LAKE CITY MOTORCARS, LLC

Tom Buckley

Tom Buckley (Jun 15, 2022 08:22 MDT)

By: Salt Lake City Motorcars, LLC

Its: Manager

SOUTH JORDAN CITY CITY COUNCIL REPORT

Meeting Date: 6/21/2022

Application: TEXT AMENDMENT - AMENDING CITY CODE SECTIONS
17.16.010 CONCERNING PLANNING COMMISSION
ORGANIZATION

Ordinance No.: 2022-12
Applicant: South Jordan City

Submitted By: David Mann, Long Range Planning Analyst
Presented By: Steven Schaefermeyer, Director of Planning

Staff Recommendation (Motion Ready): I move that the City Council **approve** Ordinance No. 2022-12 amending Section 17.16.010 of the South Jordan City Municipal Code concerning the composition of the Planning Commission.

BACKGROUND:

The South Jordan City Council desired to increase the number of commissioners on the Planning Commission and remove the requirement for an alternate commissioner. The Mayor would appoint the additional commissioner on the Planning Commission.

ANALYSIS:

Staff reviewed the current ordinance, removed language referring to the alternate member of the commission, and added language that addresses the appointment of the new commissioner. Staff also clarified the standing of the commission members when council district boundaries change. The Planning Commission reviewed the proposed ordinance during a public hearing held on June 14, 2022 and recommended the City Council approve the ordinance. The Commission suggested further clarification regarding the residency requirement if a commissioner moves from the City, but Staff believes the City Council already has the authority to address that situation. If approved, the proposed text amendment would make it easier to have the required number of commissioners needed to vote on agenda items during public meetings.

STAFF FINDINGS, CONCLUSIONS & RECOMMENDATION:

Findings:

- Utah Code § 10-9a-301 requires the City Council to establish a planning commission by ordinance, which shall define, among other things, the number of commission members and how they are appointed.
- The proposed text amendment is consistent with the City's Strategic Priority to promote a balanced regulatory environment by developing "effective, well-balanced and consistently applied ordinances and policies" and implementing "ordinances and policies that encourage quality community growth and development." (Strategic Priorities BRE-1 and BRE-2)

- The proposed text amendment will better-position the Planning Commission to enforce the City's land use ordinances and implement the goals of the General Plan by fully engaging the Commission's sixth member as a regular voting member of the Commission.

Conclusions:

- The proposed text amendment will make it easier for the Planning Commission to ensure enough commissioners will attend each public hearing to constitute a quorum and not delay application review and approval.

ALTERNATIVES:

- Approve Ordinance No. 2022-12 with changes.
- Deny Ordinance No. 2022-12.
- Schedule the application for a decision at some future date.

SUPPORT MATERIALS:

- Ordinance No. 2022-12
 - Exhibit "A" – Proposed Text Amendment

ORDINANCE NO. 2022 - 12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, AMENDING SECTIONS 17.16.010 OF THE SOUTH JORDAN CITY MUNICIPAL CODE TO SIMPLIFY STATUTORILY REQUIRED NOTICE OF HEARINGS AND MEETINGS.

WHEREAS, Utah Code § 10-9a-102 grants the City Council of the City of South Jordan (the “City Council”) authority to enact ordinances that it considers necessary or appropriate for the use and development of land in the City of South Jordan (the “City”), including the City’s aesthetics; and

WHEREAS, the City Council has adopted Title 17 (Planning and Zoning Code) of the City of South Jordan Municipal Code (“City Code”); and

WHEREAS, the City Council desires to amend City Code § 17.16.010 of Title 17 (Planning Commission) to add a sixth voting commissioner to replace the former substitute commissioner and to make other changes as set forth in the attached exhibit; and

WHEREAS, the South Jordan Planning Commission held a public hearing, and reviewed and made a recommendation concerning the subject text amendments; and

WHEREAS, the City Council held a public hearing and reviewed the subject text amendments; and

WHEREAS, the City Council finds that the subject text amendment will enhance the public health, safety and welfare, and will promote the goals of the General Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Amendment. City Code § 17.16.010 (Planning Commission) is amended as shown in Exhibit A to this Ordinance.

SECTION 2. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all sections, parts, provisions and words of this Ordinance shall be severable.

SECTION 3. Effective Date. This Ordinance shall become effective immediately upon publication or posting as required by law.

[SIGNATURE PAGE FOLLOWS]

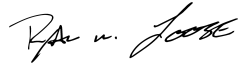
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, ON THIS _____ DAY OF _____, 2022 BY THE FOLLOWING VOTE:

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
City Recorder

Approved as to form:



Office of the City Attorney

Exhibit “A”

(Deletions in ~~strikethrough~~ new language in **bold underline**)

CHAPTER 17.16 LAND USE ADMINISTRATION

17.16.010: PLANNING COMMISSION:

There is created a Planning Commission of the City consisting of **six (6)**~~five (5)~~ voting members ~~and one alternate member~~. Each member of the City Council **and the Mayor** shall nominate one voting member to the Planning Commission and that nominee shall be appointed to the Planning Commission by a majority vote of the City Council. Each voting member shall be a resident in the council district for which he or she is appointed **(or a resident of the City for the Mayor's nomination)** for at least one (1) year prior to the voting member's appointment. If a Planning Commission member moves outside its council district from which he or she was appointed, **or if the council district boundaries change so that a Planning Commission member now resides outside the district to which he or she was appointed,** that Planning Commission member may finish his or her term. ~~The Mayor shall nominate the alternate member to the Planning Commission and that nominee shall be appointed as the alternate member to the Planning Commission by a majority vote of the City Council. The alternate member shall be a resident of the City for at least one (1) year prior to the alternate member's appointment, and shall maintain residency in the City during the alternate member's term. The alternate member of the Planning Commission shall attend the Planning Commission meetings and participate in the proceedings, but shall not vote in the meetings unless at least one voting member is not present for the meeting or if at least one voting member is recused.~~ Members of the Planning Commission shall be appointed for the same term, or remainder of a term, as the term of the Mayor or member of City Council who nominated him or her. The City Council may remove any member of the Planning Commission for any reason by majority vote of the City Council. A City Council member who nominated a Planning Commission member, which Planning Commissioner subsequently moves from its council district, may remove, for any reason, that Planning Commission member that he or she nominated. Any vacancy occurring on the Planning Commission by reason of death, resignation, removal, or disqualification shall promptly be filled by the City Council for the unexpired term of such member, according to the nominating and appointment procedure set forth herein. A member of the Planning Commission whose term has expired shall continue to serve until a successor has been appointed unless otherwise directed by the City Council. Each member of the Planning Commission, ~~including the alternate member,~~ shall be paid fifty dollars (\$50.00) per day for attending each regular Planning Commission meeting. Members of the Planning Commission shall be appointed, including appointments to fill vacancies, and removed by resolution of the City Council.

- A. Commission Organization And Meetings: At the first regular Planning Commission meeting held in each calendar year, the members shall select from their number a Chairperson and other such officers as they deem necessary in carrying out the functions of the Planning Commission and shall adopt such rules and regulations for the conduct of business before the Planning Commission as they deem appropriate, which rules and regulations may be modified and/or amended at any time by the Planning Commission at any of its regular meetings. The City Council may remove, replace, or appoint the Chairperson of the Planning

Commission by a majority vote of the City Council. Planning Commission meetings shall be held at the call of the Chairperson and at such other times as the Planning Commission may determine in accordance with the law. Planning Commission meetings shall be open to the public, unless closed in accordance with law. Three (3) members of the Planning Commission shall constitute a quorum for the transaction of business. The vote of the majority of those Planning Commission members in attendance, but no less than three (3) members, shall be required to pass any motion before the Planning Commission. Minutes shall be taken at the Planning Commission meetings and minutes containing the official act and recommendations of the Planning Commission shall constitute public records and shall be available for inspection upon reasonable notice at reasonable times and places. Reports of official acts of the Planning Commission shall be made in writing and shall indicate how each member of the Planning Commission voted with respect to such acts or recommendations as the Planning Commission may from time to time make.