

SOUTH JORDAN CITY  
CITY COUNCIL MEETING

June 16, 2015

**Present:** Mayor David Alvord, Councilman Chuck Newton, Councilman Mark Seethaler, Councilman Don Shelton, CM Gary Whatcott, Fire Chief Andrew Butler, Administrative Services Director Dustin Lewis, Police Lieutenant Rob Livingston, Strategic Services Director Don Tingey, Development Services Director Brad Klavano, City Attorney Ryan Loose, COS Paul Cunningham, City Commerce Director Brian Preece, Finance Director Sunil Naidu, IS Director John Day, Public Works Director Jason Rasmussen, City Council Secretary MaryAnn Dean

**Others:** Attachment A

**REGULAR MEETING – 6:00 PM**

**A. Welcome and Roll Call – *Mayor David Alvord***

Mayor Alvord welcomed everyone present. He noted that both Councilman Rogers and Councilman Barnes are excused from tonight's meeting.

**B. Invocation – *By Councilman Mark Seethaler***

Public Works Director Jason Rasmussen offered the invocation.

**C. Pledge of Allegiance**

**Kenton Johnson**, scout, led the audience in the Pledge of Allegiance.

Mayor Alvord recognized the scouts present.

**Councilman Shelton made a motion to amend the agenda to change item O. from a discussion item to an action item.**

CM Whatcott noted that item O. does not require a public hearing. City Attorney Loose concurred.

**Councilman Seethaler seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

**D. Minute Approval**

1. June 2, 2015 Study Meeting
2. June 2, 2015 Regular Meeting

Councilman Newton made an amendment to the study session minutes.

**Councilman Shelton made a motion to approve the June 2, 2015 study session minutes, as amended and the June 2, 2015 regular meeting minutes, as printed. Councilman Seethaler**

**seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

**E. Public Comment:**

**Paul Bateman**, candidate in District #2, said he is committing to make it a clean campaign. He won't be speaking about his competitors at all. He will only speak about himself and his ideas. He loves the city and hopes to do his part to keep it one of the best places to live.

Mr. Bateman said regarding item O., he does not feel the Resolution is a good thing. He said in the 2015 election, the voter turnout will be lower than in 2016. This kind of item should have as much voter input as possible. He also believes an increase in taxes is inappropriate at this time until UTA and UDOT can show they are responsible with the tax dollars that they are getting. He encouraged the City Council to vote against the Resolution. He encouraged the City Council to do a substitute Resolution that states the people in South Jordan are taxed enough.

**F. Presentations:**

1. Historical Committee Report/Slideshow by Glade McKee (*Arranged by Bruce Newbold and Luane Jensen – Historical Committee*).

Joey Clegg, Historical Committee, introduced Glade and his son Monte McKee. Glade recently went on the honor flight for WWII veterans. They showed pictures and shared about their experience. Glade thanked everyone that was instrumental in sending him on the honor flight. It was a wonderful trip. Monte also indicated that it was an honor to be there with his father. He said it was very emotional and neat to see how much respect the veterans receive. They were treated like celebrities.

**G. COUNCIL CONSENT ITEMS**

1. Approve the recommendations from the Mulligan's Commission for the Guiding Principles to a Path Forward. (*By Strategic Services Dir., Don Tingey on behalf of the Mulligan's Comm.*)

Councilman Newton said he thought this was already approved. Strategic Services Director Tingey said the City Council asked that it be brought forward for approval.

**Councilman Seethaler made a motion to approve the recommendations from the Mulligan's Commission for the Guiding Principles to a Path Forward. Councilman Shelton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

2. Resolution R2015-48, authorizing the Mayor to sign a Franchise Agreement with XO Communications Services, LLC. (*By Strategic Services Director, Don Tingey*)

Strategic Services Director Tingey said they have not received money from XO Communications Services, LLC for some time. They will start collecting revenue again. Finance Director Naidu said XO has not generated revenue since 2002.

**Councilman Newton made a motion to approve Resolution R2015-48. Councilman Shelton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

3. Resolution R2015-49, prohibiting the use of an ignition source, including fireworks, lighters and matches in certain areas within the City. *(By Fire Chief, Andy Butler)*

Fire Chief Butler said every year, they look at areas in the city where there is a threat for property or life loss in case of a fire. This year, two principle areas have been identified.

Councilman Seethaler noted that no duration for the prohibition was given. Fire Chief Butler said it states for the 2015 season. This is addressed annually.

Councilman Shelton said his back yard borders one of the areas identified. Fire Chief Butler indicated that if you are in the restricted area you can't. Councilman Shelton would have to get an exception to do fireworks in his front yard.

**Councilman Shelton made a motion to approve Resolution R2015-49. Councilman Seethaler seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

Mayor Alvord took a moment to recognized Representative Cunningham who is present.

- H. **Public Hearing:** Rezone Ordinance 2015-14-Z, John Mendez Property Rezone: Rezoning property at 9938 South 2200 West from Residential (R-1.8) Zone to the Residential (R-2.5) Zone. *(By Planner Brad Sanderson)*

Planner Brad Sanderson reviewed the background information on this item.

Mayor Alvord opened the public hearing. There were no comments. He closed the public hearing.

**Councilman Newton made a motion to approve Rezone Ordinance 2015-14-Z. Councilman Shelton seconded the motion. Roll call vote. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

- I. **Action Item:** Resolution R2015-43, First Amendment of the Ward Property Development Agreement affecting property located at 11500 South 950 West in South Jordan. *(By Planner Brad Sanderson)*

Planner Brad Sanderson reviewed the background information on this item. Councilman Newton asked about potential liability to the city. City Attorney Loose said they feel this will protect the city. They feel comfortable with this proposal.

**Councilman Newton made a motion to approve Resolution R2015-43. Councilman Shelton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

- J. **Action Item:** Resolution R2015-44, Oquirrh Mountain Marketplace Development Agreement Amendment Authorizing Mayor to execute an amendment to the November 12, 2013 Development Agreement between the City of South Jordan and SJ Marketplace. *(By City Planner, Greg Schindler)*

Planner Greg Schindler reviewed the background information on this item.

Councilman Shelton clarified that the development agreement made the sign requirement more restrictive than the City Ordinance. Mr. Schindler said yes, and that was the request of the developer. Now, they are changing the development agreement to match the city code.

**Councilman Newton made a motion to approve Resolution R2015-44. Councilman Shelton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

- K. **Action Item:** Resolution R2015-47, approving hire of Hackett Advertising Public Relations Interactive (HAPI) to design and create a new City Website. *(By Communications Coordinator, Tina Brown)*

Communications Coordinator Brown reviewed the background information on this item.

Councilman Newton asked if they considered using another package that other cities are using? CM Whatcott said every city has unique, different features. He said South Jordan has 13,000 files on the website. They need to get that down to 150. There are extra costs in taking down the old one and remodifying the information. There is work behind the scenes so the data is not lost.

Councilman Newton said trying to find things on the website is frustrating. He is encouraged by the re-design. He heard that if the website is designed for smart phone use, it will rise to the top of the Google search. IT Director Day said that is true. They are going to do one website for desktop and one for mobile devices. He noted that there were over 2 million visits to their website last month.

CM Whatcott said if there is one place to invest money for information sharing and gathering by the public, it is on the webpage. This company is at the top of their field. Staff feels comfortable that this company is the right one for them to work with.

Councilman Seethaler said he looked at links to other sites that HAPI has done for other governmental entities. He indicated that staff made reference calls. He noted an email exchange between he and staff where his questions were answered. (Attachment B).

**Councilman Shelton made a motion to approve Resolution R2015-47, and to include the email exchange between the City Council and staff on this item into the public record. Councilman Seethaler seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

- L. **Public Hearing:** Resolution R2015-35, amending the Fiscal Year 2014-15 Budget for South Jordan City. The appropriation authority shall apply to the Fiscal Year ending June 30, 2015. *(By CFO, Sunil Naidu)*

Finance Director Naidu reviewed the background information on this item.

Mayor Alvord opened the public hearing. There were no comments. He closed the public hearing.

Councilman Seethaler thanked staff for their work on the budget. He submitted an email exchange outlining questions asked and answers received from staff on this item (Attachment C).

Councilman Seethaler reviewed the line item for the aquatic center. He said the bond for the aquatic center is not purely for that facility. Finance Director Naidu said the bond for the fitness center comes from RDA project area #1, which has a haircut provision. The haircut provision can be used for recreation amenities. That money is tied to payment of the debt. It is not reflected in the special revenue fund; it is in the RDA fund.

**Councilman Seethaler made a motion to approve Resolution R2015-35, incorporating the email exchange in the minutes, and including commendation for staff. Councilman Newton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

*RECESS CITY COUNCIL AND MOVE TO MUNICIPAL BUILDING AUTHORITY MEETING (MBA)*

**Councilman Newton made a motion to recess the City Council meeting and go into a Municipal Building Authority meeting. Councilman Seethaler seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

- M. **Public Hearing:** Municipal Building Authority Resolution MBA 2015-04, amending the Fiscal Year 2014-15 Budget for the Municipal Building Authority of South Jordan City. The appropriation authority shall apply to the Fiscal Year ending June 30, 2015. (By CFO, Sunil Naidu)

Chairman Alvord opened the public hearing. There were no comments. He closed the public hearing.

Finance Director Naidu noted the payoff of the Mulligans bond, eliminating \$4.6 million in debt and saving the city \$1.8 million in interest payments.

**Board Member Newton made a motion to approve Resolution MBA 2015-04. Board Member Seethaler seconded the motion. Roll call vote. The vote was 3-0 in favor, with Board Member Barnes and Board Member Rogers absent.**

*ADJOURN MBA MEETING AND MOVE TO REDEVELOPMENT AGENCY MEETING (RDA)*

**Board Member Newton made a motion to adjourn the MBA meeting and move to a Redevelopment Agency meeting. Board Member Shelton seconded the motion. The vote was 3-0 in favor, with Board Member Barnes and Board Member Rogers absent.**

- N. **Public Hearing:** Redevelopment Agency Resolution RDA 2015-06, amending the Fiscal Year 2014-15 Budget for the South Jordan City Redevelopment Agency. Appropriation authority shall apply to the Fiscal year ending June 30, 2015. (By CFO, Sunil Naidu)

Chairman Alvord opened the public hearing. There were no comments. He closed the public hearing.

**Board Member Shelton made a motion to approve Redevelopment Agency Resolution RDA 2015-06. Board Member Seethaler seconded the motion. Roll call vote. The vote was 3-0 in favor, with Board Member Barnes and Board Member Rogers absent.**

*ADJOURN RDA MEETING & MOVE BACK TO CITY COUNCIL MEETING*

**Board Member Newton made a motion to adjourn the RDA meeting, and move back to City Council meeting. Board Member Shelton seconded the motion. The vote was 3-0 in favor, with Board Member Barnes and Board Member Rogers absent.**

- O. **Discussion Item:** Draft Resolution R2015-37, requesting Salt Lake County to submit House Bill 362 (2015) authorized 0.25% local option general sales tax dedicated to transportation to the voters for November 2015 ballot. *(By Legal – Chip Dawson)*

Mr. Dawson reviewed the background information on this item.

Mayor Alvord asked if there is any forward movement on County Councilman Snelgrove's proposal to wait and put this on the ballot in 2016 to give more voters a chance to weigh in?

Dave Spatafore said his understanding is that Councilman Snelgrove's position is the minority opinion. He said in Salt Lake County, with the township issue, nearly everyone will vote this year. There are pockets in City Council districts that don't vote in the election this year, but with vote by mail, that is easily obviated. He said he would be surprised if the issue wasn't on the ballot this year.

Mayor Alvord asked if the other cities have been endorsing putting the issue on the ballot, or are they endorsing the tax? Mr. Dawson said Herriman city was closest to endorsing the tax. Most are endorsing putting it on the ballot.

City Attorney Loose said a collection of cities worked on this Resolution with the League, including South Jordan. They made the resolution more neutral than the original version. They feel this is an issue for the voters to be educated and decide for themselves.

Councilman Seethaler asked who participated in recommending the alternate language? City Attorney Loose said himself, Councilman Newton, and the CM office reviewed it. We all felt comfortable with encouraging the voters to become educated and vote.

Councilman Seethaler said I would like to understand how influential a Mayor and City Council are with respect to support or encouragement on bonding and taxing issues? Mr. Spatafore said bonding and taxing issues are harder for voters to understand. They want to know how people they respect line up on the issue. If the voters support the City Council, it will be a great tool for the voters to vote in favor of the issue, and vice versa. Chances are if a Mayor and City Council approve of it, the voters will support it. If the City Council is divided, the outcomes then depend on the arguments and who the personalities are and how the voters align themselves with the spokespeople.

Councilman Seethaler said it is more than likely that the County will place this on the ballot this year. Is there a difference between the residents in a city voting a certain way, versus the County as a whole?

If the County as a whole votes for it, will it go forward? Mr. Spatafore said yes. Mr. Spatafore said this issue is better done on a county wide basis because it requires communities to work together. Transportation is not an individual issue.

Councilman Shelton asked if passing this Resolution, with the amended language, will make a difference with the County Council? Mr. Spatafore said this Resolution was redrafted to make it more palatable for the South Jordan elected officials and the South Jordan electorate. The County Council wants to know what the various entities want.

CM Whatcott said on bond measures, they want the electorate to be informed. Who's responsibility is it to inform the voters, and are there rules for the city on sharing information? Mr. Spatafore noted that the city can only pass information; they can't spend resources or influence the election. They can pass information on what projects could be done with the increased revenue. Educate the voters; the more the voters know, the better decision they will make.

Mr. Spatafore said there is no guarantee that there will be more voters in 2016. He said there are fewer issues on the 2015 ballot so it is easier for the voters to become educated on the issue.

Justin Beckett, CM office, reviewed and explained a chart that shows projected revenues and expenses Class C and Local option data (Attachment D). Public Works Director Rasmussen reviewed the road maintenance schedule and costs. Staff explained the upcoming need for traffic signal upgrades, both the lights and control boxes.

Councilman Newton said he feels this chart outlines a compelling need for the tax increase. He said with the vote by mail option, it makes it easier for the residents. This Resolution calls upon the County Council to let the voters decide.

City Attorney Loose noted that the Utah Taxpayers Association is opposed. The Transportation Coalition is supportive for the most part.

Councilman Newton said if people are concerned about the issue, they will vote. He supports the Resolution.

Councilman Seethaler asked if this reflects that they have the \$9 million in funding in 2019? He sees a lot of money in projects in the necessary road rehab in the unfunded category. Strategic Services Director Tingey said funds will be appropriated with the budget process each year. Councilman Seethaler noted that if the projects are not funded each year, the columns will rise beyond the projections.

CM Whatcott said with this option, they could add trail projects to the transportation plan.

Mayor Alvord said it is frustrating that the only two options the city is given is tax increases. This is in a year of surplus funds, Medicaid expansion, etc. He feels the state could give the cities more money. Mr. Spatafore said the state is not allowed to do vertical revenue sharing on state imposed taxes. They can't give local government state surplus money because it is unconstitutional. He said the state could change the distribution formula to increase distribution to local governments, but that won't happen because the state has significant expenses for roads as well.

Mayor Alvord said he feels there is more money available. It is frustrating to grovel with these methods for roads. If it fails and the cities don't get more money, maybe they can look at other options to get more money to the cities other than tax increases.

Councilman Seethaler said the state had a surplus last year. What were the total collections for the state for the motor fuel tax? Mr. Spatafore said 2/3 were used for one time projects, 1/3 was ongoing. Councilman Seethaler asked what was the total amount of Class C money distributed by the state to municipalities? How much did South Jordan get? Mr. Dawson said South Jordan got \$2 million. Public Works Director Rasmussen said they distributed roughly \$125 million to the cities. That includes B and C road funds. It was noted that the state's budget is approximately \$14 billion.

Councilman Newton said he does not feel there is excess state money. They need money for the Mountain View Corridor, they need Bangerter Highway and 11400 South and the traffic oval reconstructed. Unless there is a separate transportation bond, they won't see that. He said he is grateful for Representative Cunningham. He said there are many demands that need to be met statewide.

Councilman Shelton said he was convinced that this was important for the city early on. The chart tonight cements that. He feels they need this and he will do everything he can to get it passed this election. He said there is a time when it is fiscally responsible to raise taxes.

**Councilman Newton made a motion to approve Resolution R2015-37 in its draft form as the actual resolution. Councilman Shelton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

**P. Reports and Comments: (Mayor, City Council, City Manager and City Attorney)**

Mayor Alvord reported on the sewer board meeting. They are at 110% of new sewer connections over all of 2014, and it is only half way through the year. He noted a recent rainstorm that caused flooding in Riverton. The treatment plant processed more than 100 percent of their capacity. They said it can happen once, but they would not be able to maintain it for consecutive days.

Councilman Shelton reported on his Arts Council meeting. They are working on their plans for the upcoming fiscal year. Their budget changes are reflective of their visioning meeting and planning.

Councilman Shelton thanked those that were able to attend a social at his home. Councilman Newton thanked the Shelton's for that social.

Councilman Newton thanked staff for their work at the Mulligans party. They are planning to continue that every Country Fest. He thanked staff for their efforts with Country Fest and the parade. He thanked staff for the process they went through for the website re-design. He suggested they invite residents in to give input on the design and frustrations they have had with the website. Strategic Services Director Tingey said that is part of the plan.

Councilman Seethaler asked about the contract with Wynonna, since she was unable to perform because of weather. CM Whatcott said she gets paid, rain or shine. All of the artist's contracts are similar. City Attorney Loose said it was not cancelled because of something she caused. She was concerned about the safety of her fans and the crew. The contract amount was \$55,000.

Councilman Seethaler asked what about fireworks? CM Whatcott said they lost some product. They are planning a show on August 14<sup>th</sup> as part of the County Fair and the week long preparedness fair. Councilman Seethaler asked what is the line item expense for fire works? He was told approximately \$8000. He said he feels they don't need to identify themselves with a firework show indefinitely; it's optional.

Councilman Seethaler noted that the audit committee met today. He summarized the audit report (Attachment E).

Mayor Alvord said he will be meeting with Mayor McAdams on Friday and he is hoping to get some forward movement on Welby Park. It was noted that the County's equestrian center was built with the first round of ZAP money. It is a county facility that they built for themselves. The city has had conflicts with the County when trying to use it or coordinate for Country Fest or the Country Fest parade.

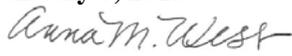
CM Whatcott said they have moved the archives out of City Hall. They will be touring the new facility at the next work session. He also noted the new decorative additions to city hall.

#### ADJOURNMENT

**Councilman Shelton made a motion to adjourn. Councilman Newton seconded the motion. The vote was 3-0 in favor, with Councilman Barnes and Councilman Rogers absent.**

The June 16, 2015 City Council meeting adjourned at 8:45 p.m.

**This is a true and correct copy of the June 16, 2015 Council meeting minutes, which were approved on July 7, 2015.**

  
**South Jordan City Recorder**



## Anna West

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**From:** MaryAnn Dean  
**Sent:** Thursday, June 18, 2015 11:47 PM  
**To:** Anna West  
**Subject:** FW: City Web Redesign Most-excellent Questions

Anna,

Mark requested that this email exchange be attached to the minutes. It is Attachment B from the 6-16-15 Regular Meeting.

Thanks,  
MaryAnn

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**From:** Mark Seethaler  
**Sent:** Tuesday, June 16, 2015 12:50 PM  
**To:** MaryAnn Dean  
**Cc:** Gary Whatcott  
**Subject:** FW: City Web Redesign Most-excellent Questions

MaryAnn -

Upon confirmation this evening, please incorporate the attached into the minutes of **Item K** this evening. Thank you.  
mark

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**From:** Sunil Naidu  
**Sent:** Tuesday, June 16, 2015 12:45 PM  
**To:** Mark Seethaler; Tina Brown; Jon Day  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott  
**Subject:** RE: City Web Redesign Most-excellent Questions

The contract calls for three installment payments. The first payment will be due in the new fiscal year. If the Council approves moving forward with the contract tonight, I will propose to the City Council during the mid-year amended budget process a funding recommendation.

I am keeping track of expenditures of other current year projects that I think will have some excess. Most likely, I will propose redirecting these remaining funds toward web redesign project.

**Sunil K. Naidu CGFM**  
*Chief Financial Officer/Budget Officer*

### City of South Jordan

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**From:** Mark Seethaler  
**Sent:** Tuesday, June 16, 2015 12:33 PM  
**To:** Tina Brown; Sunil Naidu; Jon Day  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott  
**Subject:** RE: City Web Redesign Most-excellent Questions

All really clear and defensible answers and I thank each of you for providing such a comprehensive reassurance that the process has been thorough and that our city will really have its needs met with this newly-programmed web site. For me it'll be like having a child a couple of months after having gone off to war ... but I'll be anxious to see and benefit from the finished product - even if the 2016 politicians do take credit for it. :)

I wholly support this effort (and really appreciate Tina's answer to the 'trick' question about what she would cut out if forced to do so ... nothing :) ) subject to an agreeable response to this unanswered question (I had more hidden in the text/not bulleted) -

Sunil - Can you please be specific as to the process of increasing this budget category to meet the \$61,250 increased cost requirement?

Thank you!  
mark

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**From:** Tina Brown  
**Sent:** Tuesday, June 16, 2015 12:11 PM  
**To:** Mark Seethaler; Sunil Naidu; Jon Day  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott; Jon Day  
**Subject:** RE: City Web Redesign Most-excellent Questions

Thank you for your preliminary questions.

Please see our responses below in blue.

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**From:** Mark Seethaler  
**Sent:** Monday, June 15, 2015 8:12 PM  
**To:** Tina Brown; Sunil Naidu; Jon Day  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott; Jon Day  
**Subject:** City Web Redesign Most-excellent Questions

Tina/Sunil/Jon -

Thank you for the work you and your team have done to define the work, solicit service contractors, and align our needs with the proposed design/developer for this service. It is a significant undertaking and I have full confidence in you and our city staff to successfully execute a plan to web site heaven for (what is increasingly) the face, directory, and library of our city. Here are my questions -

Sunil -

- Resolution -47 indicates that despite the \$96,250 bid against a \$35,000 budget '... the city has the available funds ...' Can you please be specific as to the process of increasing this budget category to meet the \$61,250 increased cost requirement?
- It appears that bid amount is a flat fee for the scope of work prescribed -
  - Has the scope of work been finalized? [We have an agreed scope of work that is agreed upon between the two parties.](#)
  - What is the likelihood, and what are the avenues of 'change request' billings that could increase the cost, potentially significantly? [The amount quoted is agreed upon and is final even with the potential of change orders.](#)
- What financial transactions will the new web site facilitate?
  - Any chance it will provide a front-end to receive utility billing payments? [Yes, it is scheduled for the new Munis software. \(2016\)](#)

Tina -

- What other municipal web sites has Hackett (HAPI) developed that we can view for quality, ease of navigation, searchable content, general appeal, etc.? Can you provide us with several links to view their relevant portfolio? [When HAPI presented their proposal to us they compared South Jordan to an equivalent city in Arizona, Buckeye.](#)

<http://www.buckeyeaz.gov/>. HAPI redesigned this city's website in the last year or two. Buckeye is a city of 59,470 and is ranked one of the top 15 fastest growing cities. As part of HAPI's first phase of the website redesign process they conducted a survey and gathered preliminary research and analytics on their current website and from the data were able to identify the top 3 tabs that were consistently used or clicked, that is why at the top of their website it leads with Pay Bills, Jobs and News and Events. I'd encourage you to visit their website both on your computer, phone and tablet and see how the website is optimized for smart phone and tablet technology. I called the Public Relations Director at Buckeye for a recommendation on their experience with HAPI. Some of their feedback included: HAPI spent 70 hours more than originally budgeted for and HAPI did not charge the city of Buckeye for the additional 70 hours of work. Buckeye thought they were easy to work with, gave them personalized attention and very understanding.

Another website HAPI designed is Downtown Phoenix: <http://dtpfx.org/about/downtown-phoenix-inc/>. Their Public Relations Director also gave them a great recommendation, he said HAPI was so willing to work with them and didn't make anything too complicated or impossible. The director said they were so happy with them that they are now going back to HAPI to negotiate a contract for a rebranding and marketing strategy for Downtown Phoenix.

- Do you feel that our city provided sufficiently-complete requirements to the competing vendors through the RFP process? We chose to conduct an RFQ process, Request for Qualifications. We wanted the vendors to show us their qualifications and relevant work. I believe we were very clear with our needs and requirements during the RFQ process and during the proposal process.
- I am not recommending this but would like to know, to reduce costs, what element of the design or offering would you choose to omit from the design and development of our city's new website; why and what would be the cost savings? I would be hesitant to omit any of the processes from the redesign. The design phase, development phase and training phases are non-negotiables, we need these phases in order to receive a complete website redesign. That leaves the first phase which is the research, discovery and site mapping phase. I would strongly advise against omitting this from the process. I think it is important to survey the residents and find out what they would like out of our website. I think it's also important to perform a full content analysis of our current website and decide what we need to keep and what can be removed. This phase will allow HAPI to conduct a full review of our website, analytics and, website strengths, weaknesses and opportunities to best redesign our website. This phase lays out the road map to our new website.
- It appears that this is a 6-9 month project but that the agreement with HAPI runs for three years -
  - Why? The other three vendors included a website redesign cost plus a monthly retainer fee that ranged from \$650-\$1,500 for a minimum of 1 year which would drive up the cost of the website redesign significantly. Instead of locking into a monthly retainer fee where we may or may not use it, I with the help of legal revised the agreement so that if the City needs additional redesign, HTML coding, if there is a major glitch, etc. we can hire them for a locked in rate for the next three years at \$125 an hour. After the three years post launch, the hourly fee may go up. I thought this would be a great way to keep our website fresh and new. Also, if we need a "facelift" we can hire them at the hourly fee instead of conducting another RFQ or RFP and spending more money for another website redesign. In the next year or two if the city decides to integrate into another document management system HAPI can program that at the \$125 an hour and our site will still have the same look and feel and this won't compromise the design or the back end of the website.
  - Other than the optional services at \$125/hour, does the city have any maintenance or support requirements to HAPI beyond the initial bid amount? I would say no. Maintenance for this system will be handled through our IS department. The only costs or support requirements in the future will be if we decide to add a new department and require additional templates to our website, we can use their services to do so. The City will host the website on our existing servers.
- In your view, how 'firm' is the scope of work that has been shared and 'agreed' with HAPI? We've reached an agreement. The two parties have met on multiple occasions and understand what the requirements and expectations are.
  - In other words, how likely is it that the \$96,250 bid will be substantially inadequate to have delivered what we are really expecting, in all design and functional areas? **Very unlikely.**
- What is NOT in the SOW that we have discussed in various forums but will not be getting with this development? **We're not aware of anything that is not being addressed in this scope of work.**
- Does this development include any 'database management' of resident information?
  - Will any opt-in push messaging be facilitated through this new site? **Yes, which is also one reason we need a website redesign and is another reason we recommend hiring HAPI.** One of our needs for the new website is to build in a resident portal where residents can log in to the website, view their utility bill, pay

their bill, view their water consumption, subscribe to newsletters, subscribe to RSS feeds on pages where we provide notifications and updates.

- How do you expect to manage this project to avoid scope creep? In the agreement we predefined all the expectations for their work. We also have an opt-out in the agreement as well.
  - What will be your answer to individual staff and Council members who want to make helpful suggestions along the way (potentially derailing development, delaying the release, and substantially increasing the costs)? The contract is predefined and both parties have a clear understanding of the scope of work, we cannot change, delay or alter anything that is not defined in the signed agreement.

Jon -

- What level of involvement will your team have with HAPI through the design-build process? We'll be working side by side with them. We will work on the back end while they design the front end.
- How 'self-serviceable' to you expect the delivered web site to be – It will be very self-serviceable. HAPI will provide template that we can utilize.
  - What is your expectation of utilizing HAPI at \$125/hour for post-delivery tweaks? We're not expecting to use any of it unless we need additional departments or improvements on the new site.
  - What is your expectation of utilizing our qualified city staff for such enhancements going forward? We expect to use them in all capacities for maintenance and ongoing development based on their HAPI's design structure.

Thanks all. I look forward to your answers as a means of gaining a better, common understanding, properly executing our review responsibilities, and shortening the time of tomorrow's meeting.

Sincere thanks,  
Mark Seethaler

**From:** Sunil Naidu  
**Sent:** Tuesday, June 16, 2015 12:27 PM  
**To:** Mark Seethaler  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott  
**Subject:** RE: Please Clarify these Amended Budget issues for us

Mark and all,  
Response to your questions are attached.

Please let me know if you have any further questions.

**Sunil K. Naidu CGFM**  
*Chief Financial Officer/Budget Officer*

### City of South Jordan

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[www.sjc.utah.gov](http://www.sjc.utah.gov)

**From:** Mark Seethaler  
**Sent:** Monday, June 15, 2015 9:52 PM  
**To:** Sunil Naidu  
**Cc:** CITY\_COUNCIL\_EMAIL; Gary Whatcott  
**Subject:** Please Clarify these Amended Budget issues for us

Sunil -

Excellent work with your team to calculate, analyze, consolidate, and package the Fiscal 2015 Final Amended Budget for our review and passage (hopefully) tomorrow evening. If you can get responses to these questions, it will document the answers and shorten our time together tomorrow evening.

1. Motor Vehicle Fees. Will you please clarify a) the process of collecting these revenues, and b) how it is that the original budget of \$640,496 from May of 2014 remains unchanged through this full fiscal year.
  - a) The fees are collected and distributed by Salt Lake County Treasurers Office.
  - b) The average increase over the last five years has been \$30,000. I was going to adjust the revenue amount in the final amended budget but saw that the actuals were a little behind so decided to leave it as is. Our average monthly collection is about \$53,000 with two months remaining and about \$104,000 behind.
  
2. Total wages and benefits in the General Fund are up less than \$200,000 and only a slight percentage increase over the original adopted budget. Will you please estimate how much of the net increase is due to a) increasing public safety compensation passed by our Council, and b) decreased costs from delays in hiring, vacancies, etc.
  - a) Six months of compensation totaling \$204,155 was built into the mid-year amended budget.
  - b) The decreased costs from delaying in hiring are estimated to be about \$226,000.

3. South Jordan Arts. Page 8 of your report refers to The Public Arts and Cultural Development Board (PACDB) which name we mercifully abandoned in favor of the South Jordan Arts Council (as I recall). Can you please have this modified in the final report?

We will make the change.

4. The reference to the Cemetery on page 10 or your report fails to mention the change that was effected for Fiscal 2015 for the first time ... that is to move the South Jordan Cemetery operations away from its precarious and unsustainable status of a Special Revenue Fund (as I recall) into the General Fund. Will your staff please make the appropriate reference to this basic fund change during Fiscal 2015? This explanation will better support the page 16 General Fund summary by Department that begins with zero amounts in the Cemetery section.

We will note the changes in the budget book.

5. Please remind us of the re-structuring that resulted in the ACM (assistant City Manager) budget of \$296K being completely re-allocated.

Approximately \$194,000 was allocated toward 1) hiring of the new HR Analyst, b) hiring of four management interns, and c) to cover for insurance overages in various departments.

6. Likewise, on page 13, please remind us how Human Resources as a department was re-organized to move from \$285k to \$505k in this final amended budget.

The HR director's wages and benefits as well as some operating expenditures was moved from Chief of Staff's budget to HR budget. A new position (HR Analyst) was also created in HR.

7. Three Country Fest questions -
  - o With total expected expenditures of \$177k, have you calculated the revenue offset to provide an estimated 'net cost' for this activity?
  - o \$177,000 is the total budgeted (estimated) expenditures. The actual expenditures should be a little less than that. However, these expenditures do reflect interdepartmental expenditures (services provided by Fire, Police, Public Works, etc.) Total revenues collected as of now is approximately \$40,000.
  - o What was committed, spent, and recoverable for the Wynonna Judd concert which was cancelled due to rain, thunder, lightning, wind, and generally intolerable outdoor concert conditions?
  - o Contract was for \$55,000. None of which are recoverable.
  - o Are the fireworks prepaid or will there be Fiscal 2016 expenses for the fireworks show?
  - o Prepaid.
  - o What is the total cost of the annual fireworks, and what would the city save if we did not 'light them off' this summer?
  - o The city has paid \$8,000 for the fireworks already, so there will not be any savings.

8. Please write back with your views of our financial sustainability with our fleet program. The Fiscal 2015 final amended budget reflects \$3.5 million of expenditures against a \$2.0 million budget.
- o What explains this significant increase in 2015 expenditures?
  - o The initial budget was \$2.0 million. During the mid-year amendment, we had recognized the public safety lease proceeds of \$1.3 million. For the final amended budget, an additional \$85,000 was transferred from other departments to cover their one-time needs. Total fleet budget is \$3.5 million, actual expenditures will be about \$3.5 million or less.
  - o What have we not done (with the 3-year rotation safety vehicle financing program) that yet needs to be done to secure the financial sustainability of our fleet program?
  - o We have not addressed general vehicle rotation program and a funding mechanism for them.
9. Fitness Center, page 24. This final budget reflects -
- o Slightly higher-than-budgeted revenues at \$1.762 million
  - o Slightly higher operating expenditures at \$1.691 million
  - o A \$54k reserve for capital replacements, and
  - o An \$11,607 'excess' or contribution to fund balance
  - o So my question is > what is NOT included in this Special Revenue Fund statement that would be relevant to understanding the annual snap-shot of this Fitness Center operation and net consumption of city funds?

Administrative charges have not been charged to the fund.

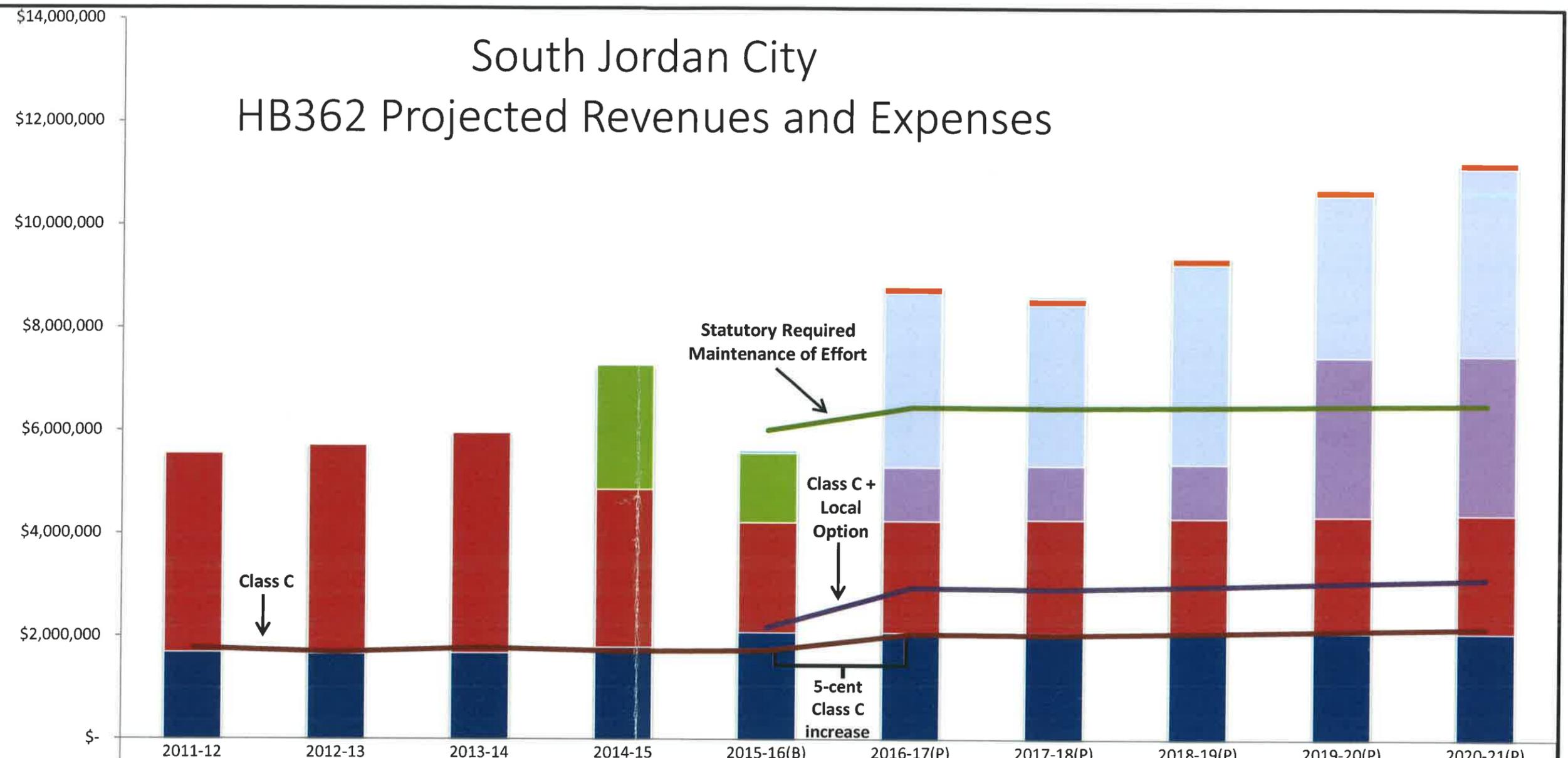
10. The Sanitation fund reflects \$1.698 in Operating Expenditures, and the Recycling fund shows \$630k for those same expenses.
- o Do those amounts fully reflect the contract payments we make to our waste and recycle operators?
  - o Yes. Sanitation collection fee include both collection and tipping/landfill cost whereas recycling only has the collection fees.
  - o Unlike the Sanitation fund, there are no Employee Wages and Benefits charges on the Recycle fund statement ... why is that?
  - o We keep track of them separately but report as one fund. Recycling by itself does not justify additional employees. Sanitation employees provide the service.
11. Mulligans. Expected final revenues totaling \$1,298,729, cash in and payments out for the bond principal and interest, along with operating expenditures (all in line with projections) netted \$3,390 'contribution to fund balance'. Is it a true statement that we expect Mulligans for Fiscal 2015 to end the year virtually cash even?

Yes, that is a true statement.

12. Finally - Capital Equipment. Please remind us why the \$1.2 million for Computer Software & Equipment was not included in the original adopted budget for 2015.

Monies were allocated in the previous fiscal year. Since we adopt the annual budget in May and final expenditures do not come in until sometime in July of that year, we wouldn't know the actual amount. Therefore all carryover project monies are reflected in the amendment process.

## South Jordan City HB362 Projected Revenues and Expenses



Class C & Local Option Data is from the  
  
 WASATCH FRONT REGIONAL COUNCIL

	2011-12	2012-13	2013-14	2014-15	2015-16(B)	2016-17(P)	2017-18(P)	2018-19(P)	2019-20(P)	2020-21(P)
Unfunded Trail Maintenance					\$47,193	\$20,505	\$30,084	\$24,762	\$7,243	
Unfunded Traffic Signal Upgrades						\$135,000	\$135,000	\$135,000	\$135,000	\$135,000
Justified, Unfunded Projects						\$3,385,600	\$3,135,600	\$3,885,600	\$3,135,600	\$3,635,600
Necessary Road Rehab						\$1,048,444	\$1,048,444	\$1,048,444	\$3,100,290	\$3,100,290
Budgeted Capital Projects				\$2,417,402	\$1,349,000					
Department Transportation-Related Expenses	\$3,876,756	\$4,064,760	\$4,283,952	\$3,069,631	\$2,139,904	\$2,170,939	\$2,202,594	\$2,234,882	\$2,267,816	\$2,301,409
Class C Expenditures	\$1,675,000	\$1,650,000	\$1,670,000	\$1,784,285	\$2,074,210	\$2,074,210	\$2,074,210	\$2,074,210	\$2,074,210	\$2,074,210
Class C Revenues	\$1,768,782	\$1,689,631	\$1,775,941	\$1,705,352	\$1,724,111	\$2,046,583	\$2,031,571	\$2,073,706	\$2,119,479	\$2,169,119
B&C + Local Option					\$2,172,723	\$2,943,808	\$2,922,215	\$2,982,822	\$3,048,662	\$3,120,064
Statutory Required Maintenance of Effort					\$6,011,727	\$6,460,339	\$6,453,758	\$6,472,230	\$6,492,297	\$6,514,059

6-16-15 CC Meeting  
Attachment E

**Anna West**

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**From:** MaryAnn Dean  
**Sent:** Thursday, June 18, 2015 11:52 PM  
**To:** Anna West  
**Subject:** FW: My Council Report re: 6/16/15 SJ Audit Committee Meeting

Anna,

Mark asked that this audit report summary be included in the minutes. It is Attachment E from the 6-16-15 Regular Meeting.

Thanks,  
MaryAnn

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**From:** Mark Seethaler  
**Sent:** Tuesday, June 16, 2015 8:14 PM  
**To:** Gary Whatcott; Sunil Naidu; CITY\_COUNCIL\_EMAIL  
**Cc:** MaryAnn Dean  
**Subject:** My Council Report re: 6/16/15 SJ Audit Committee Meeting

Report Concerning the Meeting of the South Jordan Audit Committee to the City Management and City Council

Dear City leadership -

Our City Manager Gary Whatcott, City Finance Director Sunil Naidu, and I (as a member of our City Council and appointed as a member of the Audit Committee met this afternoon from 3:00-4:00pm with Mr. James Andrus, CPA, a shareholder with Piercy Bowler Taylor & Kern (PBTK), our contracted outside, independent auditing firm. Mayor Alvord (a member of this Audit Committee) was absent.

Highlights of the meeting are as follows -

The independent audit of the City of South Jordan for the fiscal year ending June 30, 2015 will include the following areas of audit, as required for annual review per requirements of the State of Utah -

- Budgetary Compliance
- Fund Balance
- Justice courts
- URS Compliance
- Enterprise Fund Transfers, Reimbursements, Loans, and Services
- Tax Levy Recognition
- Restricted Taxes
- Open and Public Meetings Act

In addition, the following areas will be audited on a 3-year revolving schedule, per requirements of the State of Utah

- Statement of Taxes Charged, Collected, and disbursed - Current and Prior Years
- Conflicts of Interest
- Nepotism
- General Compliance Requirements
- B&C Road Funds

In addition to these 'required' areas of audit review, we discussed the desire to engage our auditing firm to cover the following issues within the timeframe of this Fiscal 2015 audit -

- PCI Compliance (for our credit card processing)
- 6/30/15 inventory observations and cash-handling audit processes applied to the SJ Water Department inventories and scrap sales, and the Mulligans pro shop inventories and sales/cash register/reconciliation/cash handling procedures.
- The practice of valuing infrastructure donations turned over to the city by developers

In addition, Mr. Andrus reinforced the report on South Jordan's CAFR his firm issued following last year's audit, indicating that there were no material weaknesses detected in our internal controls and that there was no evidence that any reported amounts were not materially accurate.

Finally, as we will enter the third year of a 3-year audit contract with the upcoming audit, we touched on the process to extend and/or re-contract for audit services with PBTk. Sunil indicated that the city has a 2-year renewal option with a build-in fee schedule, and that the time to decide (or exercise) the city's option to extend these professional services is 'within 60 days following the issue of this year's audit report' expected to be issued in the October 2015 time frame.