



**THE CITY OF WEST JORDAN
FAIRWAY ESTATES SPECIAL SERVICE
RECREATION DISTRICT MEETING
May 22, 2024**

8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088

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**FAIRWAY ESTATES SPECIAL SERVICE RECREATION
DISTRICT 6:15 pm (or as soon thereafter as possible)**

1. CALL TO ORDER

2. PUBLIC COMMENTS

Please address comments to the Chair without expecting debate or response. It is our desire that each person attending a meeting feel safe, respected, and comfortable participating in their government. We hope commenters will have that same goal striving to keep comments respectful, professional, and free from profanity, personal attacks, and indecency. Please provide your full name and limit your remarks to three (3) minutes. Alternatively written comments may also be submitted.

3. BUSINESS ITEMS

- a. **FES Resolution No. 014** adopting the Tentative Budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2025 and setting August 13, 2024 as the date for a public hearing regarding the adoption of the final budget and the setting of the property tax rate.

4. CONSENT ITEMS

Items not requiring public discussion or which have previously been discussed may be adopted by one single motion. A board member may request to remove an item from the consent

agenda for further discussion and consideration.

a. Approve Meeting Minutes

- May 8, 2024 – Fairway Estates Special Service Recreation District Meeting

5. ADJOURN

Interested parties may contact the board PRIOR to the meeting in one of the following ways:

(your comment will not be part of the meeting but will be provided to all members of the board)

- Call the 24-hour Public Comment Line PRIOR to the meeting and leave a message: **(801) 569-5052**. Please include your name and phone number.
- Send an email to councilcomments@westjordan.utah.gov. Please include your name and phone number.

You can follow the City Council on Facebook @WestJordanCityCouncil

In accordance with the Americans with Disabilities Act, the City of West Jordan will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the West Jordan City Council Office at 801-569-5017, providing at least three working days' advance notice of the meeting.

ELECTRONIC PARTICIPATION

One or more board members may participate electronically in this meeting using online video conferencing technology per Utah Code (§52-4-207) and West Jordan City Code 1-13-1-E. Participation will be broadcast and amplified so all persons present in the meeting will be able to hear or see the communication.

INTELLECTUAL PROPERTY PERMISSION NOTICE

By attending this meeting/event, you consent to the use of your photograph, voice, likeness, and image in broadcasts of this meeting/event, and in subsequent productions drawn from video or audio recordings of this meeting/event, in the sole and absolute discretion of the City of West Jordan. The city retains copyright for all video and audio recordings. Video and audio recordings may not be modified, manipulated, or distributed in any way without the express written consent of the City Administrator.

CERTIFICATE OF POSTING

I certify that the foregoing agenda was posted at the principal office of the public body, on the Utah Public Notice website <https://www.utah.gov/pmn/>, on West Jordan City's website <https://westjordan.primegov.com/public/portal>, and notification was sent to the Salt Lake Tribune, Deseret News, and West Jordan Journal.

Please note: *agenda items are subject to change and may be reordered or tabled in order to accommodate the needs of the board, staff, and the public.*

Posted and dated May 17, 2024

Cindy M. Quick, MMC, Secretary

REQUEST FOR BOARD ACTION

Action: Need Board to take action

Meeting Date Requested : 05/22/2024

Presenter: Danyce Steck

Deadline of item : 06/30/2024

Department Sponsor: Admin. Services

Agenda Type: BUSINESS ITEMS

Time Requested: 5 Minutes

(Board may elect to provide more or less time)

1. AGENDA SUBJECT

Consider **FES Resolution No. 014** adopting the Tentative Budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2025 and setting August 13, 2024 as the date for a public hearing regarding the adoption of the final budget and the setting of the property tax rate.

2. EXECUTIVE SUMMARY

The Board formally accepted the Tentative Budget in a regularly schedule public meeting on May 8, 2024.

This meeting is to consider **FES Resolution No. 014** adopting the Tentative Budget and setting a date for the public hearing on the adoption of the final budget and the setting of the property tax rate. It is proposed that the Board consider the adoption of the final budget on August 14, 2024.

3. TIME SENSITIVITY / URGENCY

May 8: FES Board accepts the Proposed Tentative Budget from the District's Executive Director.

May 22: FES Board considers the Tentative Budget for adoption and sets a date and time for a public hearing regarding the adoption of the final budget and the setting of the property tax rate.

May 23: With the adoption of the Tentative Budget which includes a proposed increase in property tax, Salt Lake County is notified of the District's intent to increase property tax by 10%.

June 15: State Tax Commission releases assessed values and certified tax rates.

August 13: Public hearing regarding the annual budget. This date has been assigned by Salt Lake County.

August 14: FES Board to consider the adoption of the annual budget and the setting of the property tax rate.

4. FISCAL NOTE

Revenue	\$ 13,846
Expense	(22,525)
Use of reserves	(\$ 8,679)

5. DEPARTMENT RECOMMENDATION

Staff recommends approving **FES Resolution No. 014** adopting the Tentative Budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2025 and setting August 13, 2024 as the date for a public hearing regarding the adoption of the final budget and setting of the property tax rate.

6. PLANNING COMMISSION RECOMMENDATION

N/A

7. MOTION RECOMMENDED

“Move to approve **FES Resolution No. 014** adopting the Tentative Budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2025 and setting August 13, 2024 as the date for a public hearing regarding the adoption of the final budget and setting of the property tax rate.”

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

FES Resolution No. 014

FES FY 2025 Tentative Budget

10. OTHER INFORMATION

Legal References:

Per Utah State Code §17D-1-106(1)(d), “A special service district is, to the same extent as if it were a local district, subject to and governed by: . . . (d) Title 17B, Chapter 1, Part 6, Fiscal Procedures for Local Districts; [and] (e) Title 17B, Chapter 1, Part 7, Local District Budgets and Audit Reports.”

Per Utah State Code §17B-1-607(1), “On or before the first regularly scheduled meeting of the board of trustees in . . . May for a fiscal year entity, the budget officer of each local district [or special service district] shall prepare for the ensuing year, in a format prescribed by the state auditor, and file with the board of trustees a tentative budget for each fund for which a budget is required.

Per Utah State Code §17B-1-607(4), “The board of trustees shall review, consider, and tentatively adopt the tentative budget in any regular meeting or special meeting called for that purpose and may amend or revise the tentative budget in any manner that the board considers advisable prior to public hearings”

Per Utah State Code §17B-1-609(1), “At the meeting at which the tentative budget is adopted, the board of trustees shall: (a) establish the time and place of a public hearing to consider its adoption; and (b) except as provided in Subsection 6 [mailing notice of hearing to individual residents], order that notice of the hearing (i) be posted in three public places within the district and (ii) be published at least seven days before the hearing on the Utah Public Notice Website created in Section 63A-16-601.

Per Utah State Code §17B-1-610, “At the time and place advertised . . . the board of trustees shall: (1) hold a public hearing on the budgets tentatively adopted; and (2) give all interested persons in attendance an opportunity to be heard on the estimates of revenues and expenditures or any item in the tentative budget of any fund.

Per Utah State Code §17B-1-611, after the public hearing, the Board has continuing jurisdiction and 1) may do the following: (a) continue to review the tentative budget; (b) insert any new items; or (c) increase or decrease items of expenditure that were the proper subject of consideration at the public hearing. The Board may not decrease the amount appropriated for debt retirement and interest or reduction of any existing deficits. The Board shall increase or decrease the total anticipated revenue to equal the net change in proposed expenditures in the budget of each fund.

Per Utah State Code §17B-1-614, the Board is to adopt, by resolution, a budget for the ensuing fiscal year for each fund for which a budget is required.

Per Utah State Code §17B-1-627 and 59-2-912(2), the Board must set the property tax rates no later than 14 days after receiving the certified tax rate.

1 FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT
2 A Special Service Recreation District
3

4 **RESOLUTION NO. 014**
5

6 **A RESOLUTION ADOPTING THE TENTATIVE BUDGET FOR THE**
7 **FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**
8 **AND SCHEDULING A PUBLIC HEARING TO RECEIVE COMMENT**
9 **BEFORE THE ADOPTION OF THE FINAL BUDGET.**
10

11 WHEREAS, the Board of the Fairway Estates Special Service Recreation District (the
12 District) is required to review, consider, and adopt the tentative budget in a regular or special
13 meeting called for that purpose; and
14

15 WHEREAS, the tentative budget adopted by the Board and all supporting schedules and
16 data shall be a public record in the City Recorder's Office and on the City website, available for
17 public inspection for a period of at least ten (10) days prior to the adoption of the District's final
18 budget; and
19

20 WHEREAS, at the meeting in which the tentative budget is adopted, the Board shall
21 establish the time and place to receive public comment on the budget and shall order that notice
22 thereof be published at least seven (7) days prior to the hearing as required in State law; and
23

24 WHEREAS, the purpose of the hearing is to receive public comment before adoption of
25 the final budget.
26

27 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE FAIRWAY
28 ESTATES SPECIAL SERVICE RECREATION DISTRICT:
29

30 *Section 1.* The tentative budget for fiscal year 2025, submitted herewith, is hereby adopted
31 and is ordered to be filed and maintained as a public record, available for public inspection in the
32 City Recorder's Office at West Jordan City Hall located at 8000 South Redwood Road, First Floor,
33 West Jordan, Utah and the City website at www.westjordan.utah.gov until adoption of the final
34 budget.
35

36 *Section 2.* A public hearing to receive comment before the District's final budget is adopted
37 shall be held on Tuesday, August 13, 2024 at approximately 6:00 pm in the West Jordan City
38 Council Chambers located at 8000 South Redwood Road, Third Floor, West Jordan, Utah.
39

40 *Section 3.* The Council Office Clerk shall publish notice of said public hearing consistent
41 with requirements of Section 17B-1-609 of the Utah Code Annotated.
42

43 *Section 4.* The budgets for the fund described above show balanced revenues and
44 expenditures in the following total amounts:
45

46 Fairway Estates Fund \$22,525
47

ADOPTED by the Board of the West Jordan City Fairway Estates Special Service Recreation District this 22nd day of May 2024.

BOARD OF THE FAIRWAY ESTATES SPECIAL
SERVICE RECREATION DISTRICT

Zach Jacob
Chairperson

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

Voting by the City Council

"YES"

"NO"

Board Chairperson Zach Jacob

☐☐

Board Vice Chairperson Chad Lamb

1

1

Board Member Bob Bedore

Board Member Kent Shelton

☐☐

Board Member Pamela Bloom

☐☐

Board Member Kelvin Green

☐☐

Board Member Kayleen Whitelock

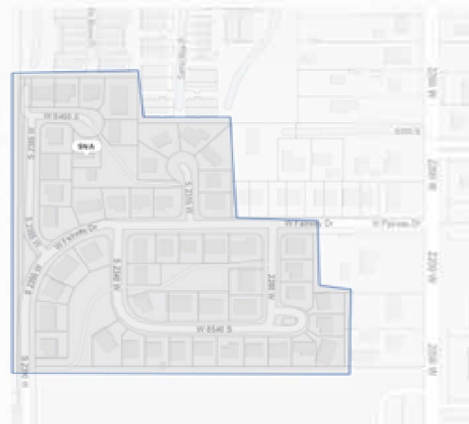
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9

ANNUAL BUDGET

FY 2025

**FOR FISCAL YEAR ENDING
JUNE 30, 2025**



FAIRWAY ESTATES SPECIAL RECREATION DISTRICT





FISCAL YEAR

Fairway Estates Special Service Recreation District 2025 Annual Budget

BOARD MEMBERS

Board Chair, District 3 Zach Jacob
Board Vice-Chair, District 1 Chad Lamb
Board Member, District 2 Bob Bedore
Board Member, District 4 Kent Shelton
Board Member, At-Large Pamela Bloom
Board Member, At-Large Kelvin Green
Board Member, At-Large Kayleen Whitelock

ADMINISTRATION

Executive Director Mayor Dirk Burton
Chief Administrative Officer Korban Lee

BUDGET COMMITTEE

Mayor Dirk Burton
Chief Administrative Officer Korban Lee
Administrative Services Director Danyce Steck
Budget & Management Analyst Becky Condie

FAIRWAY ESTATES

SPECIAL SERVICE RECREATION DISTRICT

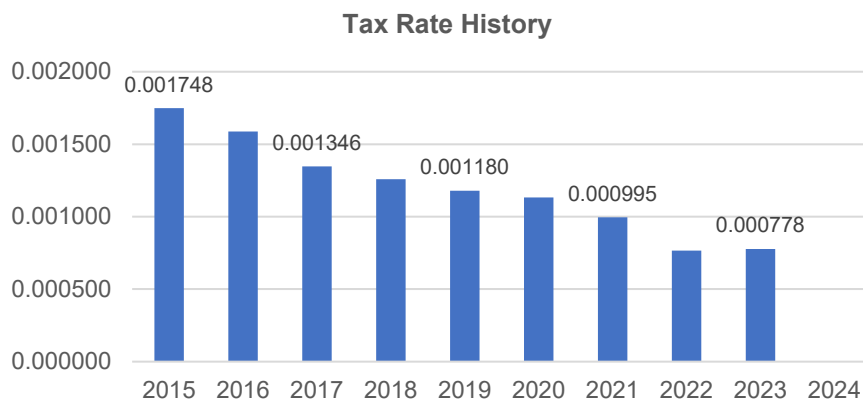
FUND DESCRIPTION & PURPOSE

The Fairway Estates Special Service Recreation District is a separate taxing entity created to provide park strip landscaping services to the area within the district. The service demand is in excess of normal city-provided services.

GOVERNING BOARD

The District is managed by a Governing Board of seven trustees consisting of the members of the West Jordan City Council. Meetings are held at such times and places as needed, with an annual meeting held for the purpose of setting the annual property tax rate, electing trustees and officers.

PROPERTY TAX RATE HISTORY



Tax Year	Tax Rate
2015	0.001748
2016	0.001587
2017	0.001346
2018	0.001258
2019	0.001180
2020	0.001132
2021	0.000995
2022	0.000766
2023	0.000778
2024	TBD

Average Home Value in the District

The calculation below illustrates the financial impact on an average home in the District.

	<u>Tax Year 2023</u>	<u>Tax Year 2024</u>	
	<u>Actual</u>	<u>Estimated</u>	
Assessed Value	\$424,844	\$418,174	Estimate based on 2023 property values (98% reduction)
Taxable Value	\$233,664	\$229,995	
Property tax rate	0.000778	0.000873	10% increase
Annual property tax	<u>\$181.79</u>	<u>\$200.79</u>	
Per month	\$ 15.15	\$ 16.73	

FAIRWAY ESTATES

SPECIAL SERVICE RECREATION DISTRICT

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2023	Adopted Budget FY 2024	Estimated Actual FY 2024	Annual Budget FY 2025	FY25 to FY24 Budget
Revenue					
1 Property Tax	\$ 10,077	\$ 10,133	\$ 10,000	\$ 11,146	10%
2 Other Revenue	2,704	3,100	3,000	2,700	-13%
3	12,781	13,233	13,000	13,846	5%
Expenditures					
4 Operations	(4,877)	(8,525)	(8,525)	(8,525)	0%
5 Contract Services	(11,252)	(11,750)	(11,750)	(14,000)	19%
6	(16,129)	(20,275)	(20,275)	(22,525)	11%
7 Contribution (Use) of Fund Balance	\$ (3,348)	\$ (7,042)	\$ (7,275)	\$ (8,679)	
8 Beginning Fund Balance	\$ 52,669	\$ 49,320	\$ 49,320	\$ 42,045	
9 Net change	(3,348)	(7,042)	(7,275)	(8,679)	
10 Ending Fund Balance	\$ 49,320	\$ 42,278	\$ 42,045	\$ 33,366	

ADDITIONAL DETAILS

Expenditures		
11 Operations	8,500	Utilities - water and electricity
12	25	Entity registration w/Lt Gov Office
13 Contract Services	12,000	Landscaping contractor (new bid year)
14	2,000	Other maintenance
15	22,525	

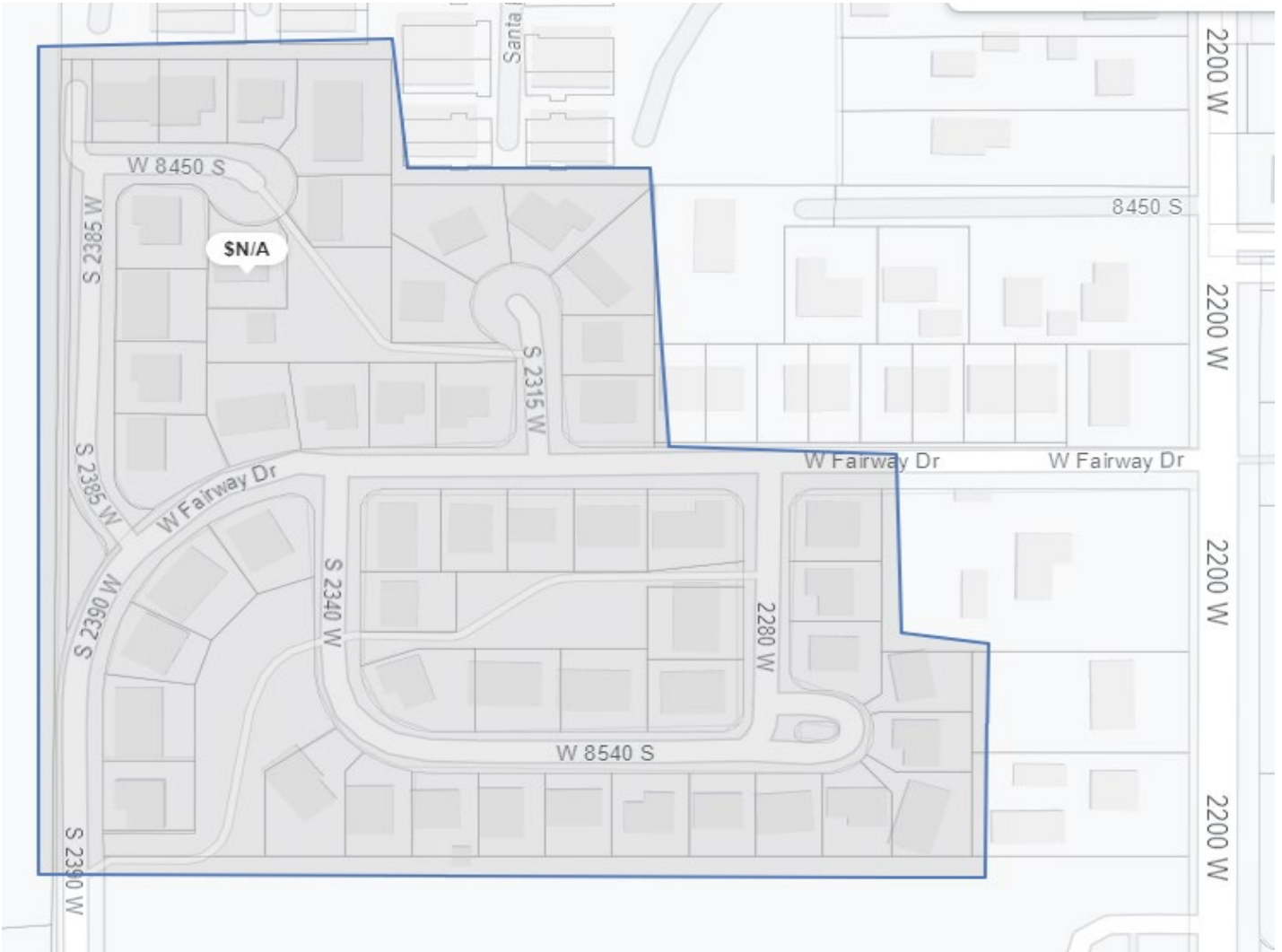
FAIRWAY ESTATES 5-Year Plan

SPECIAL SERVICE RECREATION DISTRICT

	FY 2025 Next Year	FY 2026 Year 1	FY 2027 Year 2	FY 2028 Year 3	FY 2029 Year 4	FY 2030 Year 5
Property Tax increase	10.0%	10.0%	15.0%	15.0%	15.0%	15.0%
REVENUES						
Property Taxes	\$ 11,146	\$ 12,261	\$ 14,100	\$ 16,215	\$ 18,647	\$ 21,444
Other Revenue	2,700	2,700	2,700	2,700	2,700	2,700
	<u>13,846</u>	<u>14,961</u>	<u>16,800</u>	<u>18,915</u>	<u>21,347</u>	<u>24,144</u>
EXPENSES						
Operations	(8,525)	(8,781)	(9,044)	(9,315)	(9,595)	(9,883)
Contract Services	(14,000)	(14,280)	(14,566)	(14,857)	(15,154)	(15,457)
	<u>(22,525)</u>	<u>(23,061)</u>	<u>(23,610)</u>	<u>(24,172)</u>	<u>(24,749)</u>	<u>(25,340)</u>
NET CHANGE	<u>\$ (8,679)</u>	<u>\$ (8,100)</u>	<u>\$ (6,810)</u>	<u>\$ (5,258)</u>	<u>\$ (3,402)</u>	<u>\$ (1,196)</u>
RESERVES						
Beginning balance	\$ 42,045	\$ 33,366	\$ 25,266	\$ 18,456	\$ 13,198	\$ 9,796
Net change	(8,679)	(8,100)	(6,810)	(5,258)	(3,402)	(1,196)
Ending Balance	<u>\$ 33,366</u>	<u>\$ 25,266</u>	<u>\$ 18,456</u>	<u>\$ 13,198</u>	<u>\$ 9,796</u>	<u>\$ 8,600</u>

FAIRWAY ESTATES Map

SPECIAL SERVICE RECREATION DISTRICT



**MINUTES OF THE CITY OF WEST JORDAN
FAIRWAY ESTATES SPECIAL SERVICE
RECREATION DISTRICT MEETING
Wednesday, May 08, 2024
Waiting Formal Approval
8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088**

FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT

1. CALL TO ORDER

BOARD: Chairperson Zach Jacob, Vice Chairperson Chad Lamb, Bob Bedore, Pamela Bloom, Kelvin Green, Kent Shelton, Kayleen Whitelock

STAFF: Council Office Director Alan Anderson, Mayor Dirk Burton, City Attorney Josh Chandler, Budget & Management Analyst Rebecca Condie, Assistant City Administrator Paul Jerome, Policy Analyst & Public Liaison Warren Hallmark, City Administrator Korban Lee, Fire Chief Derek Maxfield, Council Office Clerk Cindy Quick, Administrative Services Director Danyce Steck

Vice Chairperson Lamb called the meeting to order at 8:39 pm

2. PUBLIC COMMENTS

Vice Chairperson Lamb opened the public comment period at 8:39 pm

Comments:

None

Chairperson Jacob closed public comment at 8:40 pm

3. PUBLIC HEARINGS

a. FES Resolution No. 013 amending the budget for the fiscal year ending June 30, 2024.

Administrative Services Director Danyce Steck presented an amendment that included estimated year-end interest income, additional fees in lieu of registration fees, and a substantial increase in utility costs, nearly doubling to \$4,150.

Board Member Green questioned the significant increase in utility costs. Ms. Steck explained that utility costs had risen across all budgets and speculated it could be due to watering practices or a leak in the system. Board Member Whitelock suggested staff investigate the cause to which Ms. Steck confirmed an inquiry had been made and they were awaiting a reply.

Vice Chairperson Lamb opened a public hearing at 8:43 pm

Comments:

None

Vice Chairperson Lamb closed the public hearing at 8:43 pm

MOTION: Vice Chairperson Lamb moved to APPROVE Resolution No. 013 amending the budget for fiscal year 2024.

Chairperson Jacob seconded the motion.

The vote was recorded as follows:

YES: Bob Bedore, Pamela Bloom, Kelvin Green, Chad Lamb, Kent Shelton, Kayleen Whitelock

NO:

ABSENT:

The motion passed 7-0.

4. BUSINESS ITEMS

a. Accept the proposed tentative budget for the Fairway Estates Special Recreation District for the fiscal year ending June 30, 2025.

Administrative Services Director Danyce Steck reviewed the results of a 2023 survey presented to the residents of the district, noting that the district cannot sustain itself without changes. Residents had overwhelmingly supported Option B, which included no tax increase last year but a larger increase this year. She proposed a 10% property tax rate increase, equating to about \$16 more per month. Steck explained there was no requirement for a truth in taxation process since revenue is below \$20,000 but asked the board if they preferred to initiate it or meet with the neighborhood again to discuss further.

Chairperson Jacob believed they should follow the neighborhood's direction. Board Member Whitelock emphasized the importance of allowing residents to discuss the increase, suggesting a letter or flyer be sent out. Board Member Green advocated for a public hearing for transparency and to give residents an opportunity to voice their opinions. Chairperson Jacob noted a public hearing would occur when the budget is adopted.

Board Member Bloom agreed with Chairperson Jacob and felt residents could be invited to the next meeting. Ms. Steck clarified that the board wanted to notify the neighborhood about the public hearing, which is usually only advertised online. The board unanimously agreed to notify the neighborhood.

Board Member Green moved to accept the tentative budget for the Fairway Estates Special Recreation District for the fiscal year ending June 30, 2025.

Chairperson Jacob seconded the motion. All voted in favor and the motion passed unanimously (7-0).

5. CONSENT ITEMS

a. Approve Meeting Minutes

- **August 22, 2023 – Fairway Estates Special Service Recreation District Truth in Taxation Hearing**
- **August 23, 2023 – Fairway Estates Special Service Recreation District Meeting**

MOTION: Vice Chairperson Lamb moved to APPROVE consent items as listed.

Bloom seconded the motion.

The vote was recorded as follows:

YES: Bob Bedore, Pamela Bloom, Kelvin Green, Chad Lamb, Kent Shelton, Kayleen Whitelock

NO:

ABSENT:

The motion passed 7-0.

6. ADJOURN

Vice Chairperson Lamb moved to adjourn the meeting. Chairperson Jacob seconded the motion. All voted in favor and the motion passed unanimously (7-0).

The meeting adjourned at 8:52 pm

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on May 8, 2024. This document constitutes the official minutes for the City of West Jordan Fairway Estates Special Service Recreation District meeting.

Cindy M. Quick, MMC
Secretary

Approved this day of 2024