



# Community Development and Renewal Agency of Herriman City Agenda

**Wednesday, June 25, 2025**

NOTICE IS HEREBY GIVEN that the Herriman City Council shall assemble for a  
meeting in the City Council Chambers, located at  
5355 WEST HERRIMAN MAIN STREET, HERRIMAN, UTAH

**1. Call to Order**

**2. Consent Agenda**

- 2.1. Consideration of a policy outlining the process on how the Community Development and Renewal Agency of Herriman City meeting minutes will be approved

**3. Public Hearing**

- 3.1. Public hearing and consideration of a Resolution amending the fiscal year 2025 budget – Kyle Maurer, Director of Finance and Administrative Services

**4. Adjournment**

In accordance with the Americans with Disabilities Act, Herriman City will make reasonable accommodation for participation in the meeting. Request assistance by contacting Herriman City at (801) 446-5323 or [info@herriman.org](mailto:info@herriman.org) and provide at least 48 hours advance notice of the meeting.

ELECTRONIC PARTICIPATION: Members may participate electronically via telephone, Skype, or other electronic means during this meeting.

I, Wendy Thorpe, certify the foregoing agenda was emailed to at least one newspaper of general circulation within the geographic jurisdiction of the public body, at the principal office of the public body, on the Utah State Public Notice website [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html) and on Herriman City's website at [www.herriman.org](http://www.herriman.org)

Posted and Dated this [enter posted date]

Wendy Thorpe  
Deputy City Recorder



## STAFF REPORT

**DATE:** June 13, 2025

**TO:** The Honorable Mayor and City Council

**FROM:** Jackie Nostrom

**SUBJECT:** Consideration of a policy outlining the process on how the Community Development and Renewal Agency of Herriman City meeting minutes will be approved

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### **RECOMMENDATION:**

Staff recommends the approval of the Policy on preparation and approval of meeting minutes as presented, allowing for the automatic approval of meeting minutes following the designated review process.

### **ISSUE BEFORE BOARD:**

Would the Board like to adopt a policy to outline a process for approving board meeting minutes?

### **ALIGNMENT WITH STRATEGIC PLAN:**

CE-2 Promote Trust in Government

### **BACKGROUND/SUMMARY:**

The current process for approving board meeting minutes requires a motion by the board to outline the finalization process for each specific open meeting. To improve efficiency and streamline administrative processes, staff has developed a policy that outlines a structured review and approval procedure for minutes outside of the board meetings. The policy allows for timely review, correction, and automatic approval of minutes without the need for formal board action during regular meetings.

### **DISCUSSION:**

The proposed policy includes provisions for the preparation, distribution, review, revision, approval and recordkeeping of the CDRA Board meetings.

**ALTERNATIVES:**

The Board may determine not to adopt a policy and could have minutes drafted and presented during open meetings for action or make a motion during each board meeting outlining the process for review and finalization of the minutes.

**ATTACHMENTS:**

Policy



Document # LP-31-001	Title: CDRA Approval of Meeting Minutes	Print Date: 6/13/2025
Revision # 1	Prepared By: Jackie Nostrom, City Recorder	Date Prepared: 6/12/2025
Effective Date:	Reviewed By: CDRA Board	Date Reviewed:

## Purpose:

To establish a clear process for the preparation, distribution, review, and approval of the Community Development and Renewal Agency of Herriman City meeting minutes without requiring formal approval during subsequent board meetings.

## Policy:

1. Preparation of Minutes
  - The Board Secretary (or designee) shall prepare the minutes of each board meeting with a reasonable time following the meeting.
2. Distribution
  - The prepared minutes shall be distributed to all board members electronically within a reasonable timeframe after the open meeting.
3. Review Period
  - Board members shall have 10 days from the date of distribution to review the minutes and submit any corrections or requested changes to the Secretary (or designee).
4. Approval Process
  - If no corrections are submitted within the ten-day review period, the minutes shall be considered automatically approved and finalized.
  - If corrections are submitted, the Secretary (or designee) shall revise and redistribute the updated minutes.
  - The revised minutes will be subject to a new ten-day review period.
  - This process will continue until no further corrections are received and the minutes are considered approved.
5. Recordkeeping
  - Once approved, the final version of the minutes shall be filed, published, and maintained as prescribed by Utah State Code.

## References:

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		

Form #	Record/Form/Activity Name	Satisfies Clause
XXXXXX	Record	
<b>Other Forms/Records</b>		
XXXXXX	Record	
XXXXXX	Record	
XXXXXX	Record	



## STAFF REPORT

**DATE:** June 13, 2025

**TO:** The Board of Trustees

**FROM:** Kyle Maurer, Director of Finance and Administrative Services

**SUBJECT:** Public hearing and consideration of a Resolution amending the fiscal year 2025 budget

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**RECOMMENDATION:**

Staff recommends approval of the Resolution.

**ISSUE BEFORE COUNCIL:**

Should the Board approve the budget amendments as presented?

**ALIGNMENT WITH STRATEGIC PLAN:**

ES 8 – Ensure fiscal sustainability within all City functions

**BACKGROUND/SUMMARY:**

A number of budget amendments are proposed to ensure fiscal accountability and compliance with Utah state code.

**DISCUSSION:**

Most of the proposed budget amendments amend revenues to match actual tax increment revenues received and reflect amounts paid in participation agreements (which are based on tax increment collected). A few notable amendments include:

Herriman Towne Center CDA Fund – Commons at HTC Expenditures - \$57,300. This reflects costs associated with removing overhead power lines and a City message board. In addition, the recent participation agreement with Elevated Acquisitions LLC is included in the amendments (\$262,890).

**ALTERNATIVES:**

The Board may choose to not adopt or change the proposed amendments.

**FISCAL IMPACT:**

Fiscal impacts are indicated on the attachments following the staff report.

**ATTACHMENTS:**

Proposed Budget Amendments  
Resolution

**Community Development and Renewal Agency of Herriman City**  
**Herriman Towne Center CDA Fund Fiscal Year 2025 Proposed Budget Amendments**

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
31-36101	Property Tax Revenue	\$ 110,900	\$ (1,470)	\$ 109,430	Actual property taxes received
31-36102	Property Tax Intergovernmental	3,655,730	(59,010)	3,596,720	Actual property taxes received
<b>TOTAL REVENUE ADJUSTMENTS - TOWNE CENTER CDA</b>		<b>\$ 3,766,630</b>	<b>\$ (60,480)</b>	<b>\$ 3,706,150</b>	

  

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
31-41001	HTC Communities Participation Agreement	1,615,460	(49,570)	1,565,890	Reduction of expenditure to match actual amount paid per agreement.
31-41002	Elevated Acquisitions LLC Participation Agreement	-	262,890	262,890	New participation agreement executed
31-47164	Commons at HTC Expenditures	-	57,300	57,300	Removal of power lines and conduit; removal of message board (fund balance)
31-49900	Budgeted Increase to Fund Balance	420,080	(331,100)	88,980	Reduction to account for new agreement and property taxes lower than anticipated
<b>TOTAL EXPENDITURE ADJUSTMENTS - TOWNE CENTER CDA</b>		<b>\$ 2,035,540</b>	<b>\$ (60,480)</b>	<b>\$ 1,975,060</b>	

**Community Development and Renewal Agency of Herriman City**  
**Herriman Business Center CDA Fund Fiscal Year 2025 Proposed Budget Amendments**

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
32-36101	Property Tax Revenue	\$ 44,720	\$ (1,410)	\$ 43,310	Actual property taxes received
32-36102	Property Tax Intergovernmental	1,642,120	(53,680)	1,588,440	Actual property taxes received
32-3610	Interest Income	23,600	34,450	58,050	Interest income greater than anticipated
<b>TOTAL REVENUE ADJUSTMENTS - BUSINESS CENTER CDA</b>		<b>\$ 1,710,440</b>	<b>\$ (20,640)</b>	<b>\$ 1,689,800</b>	

  

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
32-41000	0109-00 Tax Incentive Payment to Sorenson	1,405,590	(51,710)	1,353,880	Actual amount owed under agreement
32-49900	Budgeted Increase to Fund Balance	279,220	31,070	310,290	Reduction in anticipated fund balance increase due to lower than anticipated property tax
<b>TOTAL EXPENDITURE ADJUSTMENTS - BUSINESS CENTER CDA</b>		<b>\$ 1,684,810</b>	<b>\$ (20,640)</b>	<b>\$ 1,664,170</b>	

**Community Development and Renewal Agency of Herriman City**  
**Herriman Anthem Town Center CDA Fund Fiscal Year 2025 Proposed Budget Amendments**

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
33-36101	Property Tax Revenue	\$ 31,630	\$ 400	\$ 32,030	Actual property taxes received
33-36102	Property Tax Intergovernmental	1,448,650	49,920	1,498,570	Actual property taxes received
32-3610	Interest Income	6,960	21,090	28,050	Interest income greater than anticipated
<b>TOTAL REVENUE ADJUSTMENTS - ANTHEM TOWN CENTER CDA</b>		<b>\$ 1,487,240</b>	<b>\$ 71,410</b>	<b>\$ 1,558,650</b>	

  

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
33-41000	TIF Incentive Payment to Anthem	622,640	80,920	703,560	Incentive payment based on tax revenue generated
33-41002	Mitigation Payment to JSD	322,270	960	323,230	Incentive payment based on tax revenue generated
33-41003	Mitigation Payment to Salt Lake County	83,270	2,510	85,780	Incentive payment based on tax revenue generated
33-49900	Budgeted Increase to Fund Balance	148,200	(12,980)	135,220	
<b>TOTAL EXPENDITURE ADJUSTMENTS - ANTHEM TOWN CENTER CDA</b>		<b>\$ 1,176,380</b>	<b>\$ 71,410</b>	<b>\$ 1,247,790</b>	

**Community Development and Renewal Agency of Herriman City**  
**Herriman Innovation CRA Fund Fiscal Year 2025 Proposed Budget Amendments**

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
34-36101	Property Tax Revenue	\$ 8,650	\$ 1,540	\$ 10,190	Actual tax increment revenue received
34-36102	Property Tax Intergovernmental	340,480	60,980	401,460	Actual tax increment revenue received
34-3610	Interest Income	15,820	16,130	31,950	Estimate of year-end interest income
<b>TOTAL REVENUE ADJUSTMENTS - HERRIMAN INNOVATION CRA</b>		<b>\$ 364,950</b>	<b>\$ 78,650</b>	<b>\$ 443,600</b>	

  

GL Account	GL Account Description	FY2025 Budget (Current)	Proposed Amendment	2025 Adjusted Budget (Proposed)	Explanation
34-41002	Mitigation Payment to JSD	124,180	22,950	147,130	Actual mitigation payment (based on percentage of tax increment)
34-41003	Mitigation Payment to Salt Lake County	17,090	2,310	19,400	Actual mitigation payment (based on percentage of tax increment)
34-49900	Budgeted Increase to Fund Balance	190,170	53,390	243,560	
<b>TOTAL EXPENDITURE ADJUSTMENTS - HERRIMAN INNOVATION CRA</b>		<b>\$ 331,440</b>	<b>\$ 78,650</b>	<b>\$ 410,090</b>	



**THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY**  
**OF HERRIMAN**

**RESOLUTION NO. R2025-**

**A RESOLUTION OF THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY OF HERRIMAN  
APPROVING AN AMENDMENT TO THE 2024-2025  
FISCAL YEAR BUDGET**

**WHEREAS**, the Community Development and Renewal Agency of Herriman ("Agency") met in regular meeting on June 25, 2025, to consider, among other things, approving an amendment to the 2024-2025 fiscal year budget; and

**WHEREAS**, the Board has determined it necessary to amend the budget to reflect various changes; and

**WHEREAS**, the Board determines that the amendment presented to the Board is necessary and appropriate.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Agency that the budget for the period of July 1, 2024, through June 30, 2025, is hereby amended as set forth on the attached amended budget.

This Resolution, shall take effect immediately upon passage and acceptance as provided herein.

**PASSED AND APPROVED** by the governing body of the Agency this 25th day of June, 2025.

**COMMUNITY DEVELOPMENT AND RENEWAL  
AGENCY OF HERRIMAN**

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary