



**THE CITY OF WEST JORDAN
FAIRWAY ESTATES SPECIAL SERVICE
RECREATION DISTRICT MEETING
April 12, 2023**

Thomas M. Rees Justice Center
8040 S Redwood Road
West Jordan, UT 84088

Zoom Webinar ID: 882 7594 3085 Password: 8000 [Click Here to Join](#)

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- *In your web browser, go to join.zoom.us and enter the **Webinar Meeting ID: 882 7594 3085** and **Password: 8000***
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**FAIRWAY ESTATES SPECIAL SERVICE RECREATION
DISTRICT 6:00 pm (or as soon thereafter as possible)**

1. CALL TO ORDER

2. BUSINESS ITEMS

- a. Acceptance of receipt of the proposed Tentative Budget for the Fairway Estates Special Service Recreation District for Fiscal Year 2024

3. CONSENT ITEMS

Routine items on the Consent Agenda not requiring public discussion by the board or which have been discussed previously may be adopted by one single motion. A board member may request to remove an item from the consent agenda for individual discussion and consideration.

- a. Approve Meeting Minutes

- June 22, 2022 – Fairway Estates Special Service Recreation District Meeting

4. 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 entire City Council)

- 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 Twitter @WJCityCouncil and 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 Ordinance 1-13-1-E. Members' participation via electronic communication will be broadcast and amplified so other board members and all other 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's Chief Executive Officer.

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 the 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 April 5, 2023 Cindy M. Quick, MMC, Secretary

REQUEST FOR BOARD ACTION

Action: Need Board to take action

Meeting Date Requested : 04/12/2023

Presenter: Becky Condie

Deadline of item : 05/10/2023

Department Sponsor: Admin. Services

Agenda Type: FAIRWAY ESTATES SPECIAL SERVICE

Time Requested: 5 minutes presentation, 10 minutes Board

(Board may elect to provide more or less time)

1. AGENDA SUBJECT

Acceptance of receipt of the proposed Tentative Budget for the Fairway Estates Special Service Recreation District for Fiscal Year 2024

2. EXECUTIVE SUMMARY

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.

3. TIME SENSITIVITY / URGENCY

Proposed Timeline:

April 12, 2023 (Required by May 10, 2023): Budget Officer to "file" tentative budget with Board of Trustees.

April 26, 2023: The Board will hold a meeting to adopt the tentative budget by resolution and set the public hearing date for the final budget.

June 14, 2023: The Board will hold a public hearing on the adopted tentative budget.

June 28, 2023: The Board will adopt the final budget and set the property tax rate.

4. FISCAL NOTE

N/A

5. DEPARTMENT RECOMMENDATION

N/A

6. PLANNING COMMISSION RECOMMENDATION

N/A

7. MOTION RECOMMENDED

"I move to accept the proposed Tentative Budget for the Fairway Estates Special Service Recreation District for Fiscal Year 2024."

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

10. OTHER INFORMATION



FAIRWAY ESTATES
SPECIAL SERVICE
DISTRICT
FISCAL YEAR 2024
ANNUAL
BUDGET

westjordan.utah.gov





FISCAL YEAR

Fairway Estates Special Service Recreation District

2024 Annual Budget

BOARD MEMBERS

Board Chair, District 1	Chris McConnehey
Board Member, District 2	Melissa Worthen
Board Member, District 3	Zach Jacob
Board Member, District 4	David Pack
Board Vice-Chair, 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

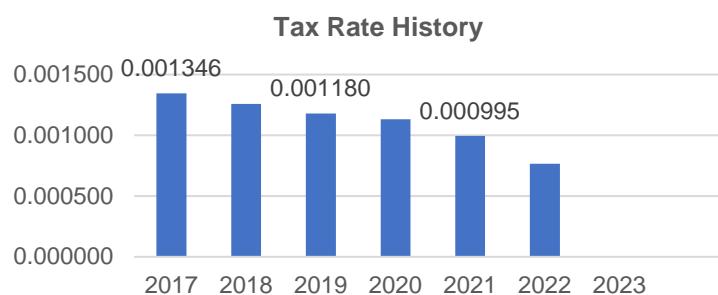
FUND DESCRIPTION & PURPOSE

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
2017	0.001346
2018	0.001258
2019	0.001180
2020	0.001132
2021	0.000995
2022	0.000766
2023	

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenue						
1 250-311000	Property Taxes	\$ 10,224	\$ 10,135	\$ 10,135	\$ 10,135	
2 250-312000	Delinquent Taxes	-	-	-	-	
3 250-316000	Fee In Lieu-Vehicles	943	700	700	400	
4 250-319000	Penalty & Int On Del Tax	-	10	-	-	
5 250-361000	Interest Earnings	261	-	1,500	1,000	
6		11,428	10,845	12,335	11,535	6%
Expenditures						
7 250-427000	Utilities	(3,324)	(3,500)	(7,500)	(8,000)	
8 250-448000	Dept Supplies	-	-	-	-	
9 250-462100	Miscellaneous Services	(9,176)	(12,000)	(15,000)	(18,000)	
10		(12,500)	(15,500)	(22,500)	(26,000)	68%
11 Net change		\$ (1,072)	\$ (4,655)	\$ (10,165)	\$ (14,465)	

FAIRWAY ESTATES

SPECIAL SERVICE RECREATION DISTRICT

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
12 Beginning reserve balance	\$ 53,741	\$ 52,669	\$ 52,669	\$ 42,504	
Net change	(1,072)	(4,655)	(10,165)	(14,465)	
13 Ending reserve balance	\$ 52,669	\$ 48,014	\$ 42,504	\$ 28,039	

JUSTIFICATION

Expenditures

14 250-427000	Utilities	8,000	Electricity
15 250-462100	Miscellaneous Services	18,000	Landscaping contractor

16

26,000



**MINUTES OF THE WEST JORDAN
FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT**

Wednesday, June 22, 2022 – 5:30 pm
Waiting Formal Approval

Thomas M. Rees Justice Center Community Room • 8040 S Redwood Road • West Jordan, UT 84088

BOARD: Chair Kayleen Whitelock, Vice-Chair Kelvin Green, Pamela Bloom (via Zoom), Zach Jacob, Christopher McConnehey, David Pack (joined 5:31pm), and Melissa Worthen (via Zoom)

STAFF: Council Office Director Alan R. Anderson, Public Services Director Isaac Astill, Community Engagement & Government Affairs Director Tauni Barker, Mayor Dirk Burton, Public Works Director Brian Clegg, Budget & Management Analyst Rebecca Condie, City Planner/Zoning Administrator Larry Gardner, Sr PC Specialist Rodney Glore, Policy Analyst & Public Liaison Cassidy Hansen, City Administrator Korban Lee, IT Administrative Assistant Rachel MacKay, Fire Chief Derek Maxfield, Economic Development Director Chris Pengra, Assistant City Attorney David Quealy, Council Office Clerk Cindy Quick, and Administrative Services Director Danyce Steck

FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT 5:30 PM

1. CALL TO ORDER

Chairperson Kayleen Whitelock called the meeting to order at 5:40 pm

2. PUBLIC HEARINGS

a. Budget Amendment for FY2022

Chairperson Kayleen Whitelock opened the public hearing at 5:40 pm

Citizen Comments:

None

Chairperson Kayleen Whitelock closed the public hearing at 5:41 pm

MOTION: Vice Chairperson Kelvin Green moved to approve Resolution No. 007 amending the budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2022.

Board Member Chris McConnehey seconded the motion.

The vote was recorded as follows:

Chairperson Kayleen Whitelock	Yes
Vice Chairperson Kelvin Green	Yes
Board Member Pamela Bloom	Yes
Board Member Zach Jacob	Yes
Board Member Chris McConnehey	Yes
Board Member David Pack	Yes
Board Member Melissa Worthen	Yes

The motion passed 7-0

3. BUSINESS ITEMS**a. Approve meeting minutes of June 8, 2022**

MOTION: Vice Chairperson Kelvin Green moved to approve the minutes for June 8, 2022. Board Member Chris McConnehey seconded the motion.

The vote was recorded as follows:

Chairperson Kayleen Whitelock	Yes
Vice Chairperson Kelvin Green	Yes
Board Member Pamela Bloom	Yes
Board Member Zach Jacob	Yes
Board Member Chris McConnehey	Yes
Board Member David Pack	Yes
Board Member Melissa Worthen	Yes

The motion passed 7-0

b. Setting 2022 Property Tax Rate

Administrative Services Director Danyce Steck explained that the certified tax rate would not be exceeded. Five years' worth of reserves will be utilized before needing to raise the tax rate in the district.

MOTION: Board Member Chris McConnehey moved to approve Resolution No. 006 setting the 2022 Property Tax Rate at .000766
Chairperson Kayleen Whitelock seconded the motion.

The vote was recorded as follows:

Chairperson Kayleen Whitelock	Yes
Vice Chairperson Kelvin Green	Yes
Board Member Pamela Bloom	Yes
Board Member Zach Jacob	Yes
Board Member Chris McConnehey	Yes
Board Member David Pack	Yes
Board Member Melissa Worthen	Yes

The motion passed 7-0

c. Adopting the Final Budget for Fiscal Year 2023

MOTION: Board Member Chris McConnehey moved to approve Resolution No. 005 adopting the Final Budget for the West Jordan Fairway Estates Special Service Recreation District for Fiscal Year 2023
Vice Chairperson Kelvin Green seconded the motion.

The vote was recorded as follows:

Chairperson Kayleen Whitelock	Yes
Vice Chairperson Kelvin Green	Yes
Board Member Pamela Bloom	Yes
Board Member Zach Jacob	Yes
Board Member Chris McConnehey	Yes
Board Member David Pack	Yes

Board Member Melissa Worthen Yes

The motion passed 7-0

4. ADJOURN

Vice Chairperson Kelvin Green moved to adjourn the meeting.

Board Member McConnehey seconded the motion.

All voted in favor and the motion passed unanimously.

The meeting adjourned at 5:45 pm

I, Cindy Quick, hereby certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on June 22, 2022. This document constitutes the official minutes for the West Jordan Fairway Estates Special Service District meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this _____ day of _____ 2023