



**THE CITY OF WEST JORDAN
MUNICIPAL BUILDING AUTHORITY MEETING
April 12, 2023**

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

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MUNICIPAL BUILDING AUTHORITY 6:00 PM (or as soon thereafter as possible)

1. CALL TO ORDER

2. BUSINESS ITEMS

- a. Acceptance of the proposed Tentative Budget for the Municipal Building Authority of the City of West Jordan for the 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 Minutes
 - June 22, 2022 – Municipal Building Authority 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: MUNICIPAL BUILDING AUTHORITY

Time Requested: 5 minutes presentation, 10 minutes Board

(Board may elect to provide more or less time)

1. AGENDA SUBJECT

Acceptance of the proposed Tentative Budget for the Municipal Building Authority of the City of West Jordan for the Fiscal Year 2024

2. EXECUTIVE SUMMARY

Per Utah State Code 17D-2-108, a local building authority is bound to the same fiscal procedures as special districts.

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.

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 (requires a 7 day notice for public hearing).

May 10, 2023: The Board will hold a public hearing and consider the adoption of the tentative budget, as amended, as the final budget.

4. FISCAL NOTE

N/A

5. DEPARTMENT RECOMMENDATION

N/A

6. PLANNING COMMISSION RECOMMENDATION

N/A

7. MOTION RECOMMENDED

I move to accept the Tentative Budget for the Municipal Building Authority of the City of West Jordan for the Fiscal Year 2024

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

10. OTHER INFORMATION

N/A



WEST JORDAN
MUNICIPAL BUILDING
AUTHORITY
FISCAL YEAR 2024
ANNUAL
BUDGET

westjordan.utah.gov





FISCAL YEAR

Municipal Building Authority

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

MUNICIPAL BUILDING AUTHORITY

FUND DESCRIPTION & PURPOSE

The purposes for which the Municipal Building Authority was founded and incorporated are to acquire, improve, or extend one or more projects and to finance their costs on behalf of the City of West Jordan, in accordance with the procedures and subject to the limitations of the Utah Municipal Building Authority Act (Utah Code Annotated) in order to accomplish the purposes for which the City exists.

GOVERNING BOARD

The Authority 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 electing trustees and officers.

DEBT SERVICE SCHEDULE

Series 2016 Lease Revenue Bond

	Principal	Interest	Trustee	TOTAL
FY 2024	885,000	962,975	1,500	1,849,475
FY 2025	930,000	917,600	1,500	1,849,100
FY 2026	980,000	869,850	1,500	1,851,350
FY 2027	1,030,000	819,600	1,500	1,851,100
FY 2028	1,085,000	766,725	1,500	1,853,225
FY 2029	1,140,000	711,100	1,500	1,852,600
FY 2030-2034	6,640,000	2,616,000	7,500	9,263,500
FY 2035-2039	8,380,000	872,900	7,500	9,260,400

LEASE PAYMENT SCHEDULE BY FUND

	General Fund 48%	Water Fund 13%	Sewer Fund 16%	Solid Waste Fund 7%
FY 2024	887,748	240,432	295,916	129,463
FY 2025	887,568	240,383	295,856	129,437
FY 2026	888,648	240,676	296,216	129,595
FY 2027	888,528	240,643	296,176	129,577
FY 2028	889,548	240,919	296,516	129,726
FY 2029	889,248	240,838	296,416	129,682
FY 2030-2034	4,446,480	1,204,255	1,482,160	648,445
FY 2035-2039	4,444,992	1,203,852	1,481,664	648,228

	Storm Water Fund 14%	Streetlight Fund 2%
FY 2024	258,927	36,990
FY 2025	258,874	36,982
FY 2026	259,189	37,027
FY 2027	259,154	37,022
FY 2028	259,452	37,065
FY 2029	259,364	37,052
FY 2030-2034	1,296,890	185,270
FY 2035-2039	1,296,456	185,208

MUNICIPAL BUILDING AUTHORITY

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					
1 420-362201 Public Works Building Lease	\$ 1,849,951	\$ 1,853,860	\$ 1,853,860	\$ 1,849,475	
2 420-361000 Interest Earnings	7,774	-	13,613	-	
3	1,857,725	1,853,860	1,867,473	1,849,475	0%
Expenditures					
4 420-473000 Construction Projects	-	-	-	-	
5 420-481000 Principal	(805,000)	(845,000)	(845,000)	(885,000)	
6 420-482000 Interest- Ltd	(1,043,450)	(1,006,225)	(1,006,225)	(962,975)	
7 420-483000 Agents Fee	(1,500)	(2,635)	(2,635)	(2,635)	
8	(1,849,950)	(1,853,860)	(1,853,860)	(1,850,610)	0%
9 Net change	\$ 7,775	\$ -	\$ 13,613	\$ (1,135)	
10 Beginning reserve balance	\$ 1,708,946	\$ 1,708,946	\$ 1,708,946	\$ 1,722,559	
Net change	7,775	-	13,613	(1,135)	
11 Ending reserve balance	\$ 1,716,721	\$ 1,708,946	\$ 1,722,559	\$ 1,721,424	

JUSTIFICATION

Expenditures			
12 420-481000 Principal	885,000	Series 2016 bond principal payment	
13 420-482000 Interest- Ltd	962,975	Series 2016 bond interest payment	
14 420-483000 Agents Fee	1,500	Trustee fee	
	1,125	Continuing disclosure services	
	10	State corporation annual registration fee	
15	1,850,610		



MINUTES OF THE MUNICIPAL BUILDING AUTHORITY OF THE CITY OF WEST JORDAN

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

MUNICIPAL BUILDING AUTHORITY 5:30 PM *(or as soon thereafter as possible)*

1. CALL TO ORDER

Chairperson Kayleen Whitelock called the meeting to order at 5:35 pm

2. PUBLIC HEARING

a. Amend Budget for FY2022

Chairperson Kayleen Whitelock opened the public hearing at 5:36 pm

Citizen Comments:

None

Chairperson Kayleen Whitelock closed the public hearing at 5:36 pm

MOTION: Board Member Chris McConnehey moved to approve Resolution No. 109 amending the Annual Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2022.

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

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.
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

b. Adopt Final Budget for the Municipal Building Authority of the City of West Jordan, Utah for Fiscal Year 2023

MOTION: Vice Chairperson Kelvin Green moved to resolution 108 adopt the Final Budget for MBA FY 2023
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

4. ADJOURN

Board Member Chris McConnehey moved to adjourn the meeting. Vice Chairperson Kelvin Green seconded the motion. All voted in favor and the motion passed.

The meeting adjourned at 5:40 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 Municipal Building Authority of the City of West Jordan meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this _____ day of _____ 2023