



LOCAL BUILDING AUTHORITY OF AMERICAN FORK
JUNE 20, 2023
SPECIAL SESSION AGENDA

Notice of Electronic Meeting

One or more board members may be physically absent from this meeting but may participate electronically.

Notice is hereby given that the Local Building Authority of American Fork will meet in a special session on Tuesday, June 20, 2023, at City Hall, located at 31 N. Church Street, commencing at **6:40 p.m.** The agenda shall be as follows:

SPECIAL SESSION

1. Roll call.
2. Review and action on a resolution adopting the Local Building Authority of American Fork Budget for fiscal year ending June 30, 2024.
3. Review and action on the approval of the May 9, 2023, Building Authority minutes.
4. Review and action on the approval of the June 13, 2023, public hearing minutes.
5. Adjournment.

Dated this 15th day of June 2023

/s/Terilyn Lurker
Secretary



**REQUEST FOR BOARD ACTION
LOCAL BUILDING AUTHORITY
JUNE 20, 2023**

Department: Finance

Director Approval: *Anna Montoya*

AGENDA ITEM

Review and action on a resolution adopting the Local Building Authority of American Fork budget for fiscal year ending June 30, 2024.

SUMMARY RECOMMENDATION

Staff would recommend approval.

BACKGROUND

State law requires that budgets be approved by June 30, 2023. The Building Authority's proposed budget is attached to the resolution.

BUDGET IMPACT

See budget.

SUGGESTED MOTION

I move to approve the resolution adopting the Local Building Authority of American Fork budget for fiscal year ending June 30, 2024.

RESOLUTION NO. 2023-BA-__R

A RESOLUTION ADOPTING THE AMERICAN FORK BUILDING AUTHORITY 2023-2024 BUDGET.

WHEREAS, the American Fork Building Authority is required by Utah State Law to adopt a balanced budget prior to June 30, 2023; and,

WHEREAS, the American Fork Building Authority held a public hearing on June 13, 2023; and

WHEREAS, the American Fork Building Authority has complied with all legal requirements.

NOW THEREFORE, be it resolved that the attached budget is adopted for fiscal year 2023-2024.

PASSED AND SIGNED THIS 20 DAY OF JUNE 2023.

APPROVED:

Bradley J. Frost, President

ATTEST:

Terilyn Lurker, Secretary



Municipal Building Authority Fund

FUND SUMMARY

The Municipal Building Authority fund was created to account for the activities of the City's Municipal Building Authority. The Authority was created to provide continuity between City Council changes. This method allows for small institutions to participate in financing. The City does not currently have any bonds outstanding issued by the Building Authority, but sees the organization as a "backstop" if needed. The yearly expenditures for the building authority are public notices.

FUND BUDGET

Description	Actual 2021-22	Estimated 2022-23	Approved 2022-23	Proposed 2023-24
EXPENDITURES				
Operating				
Ordinances and Publications	\$ 35	\$ 50	\$ -	\$ 100
Total Operating Expenditures	35	50	-	100
TOTAL EXPENDITURES	\$ 35	\$ 50	\$ -	\$ 100
Municipal Building Fund Net Revenue	(35)	(50)	-	(100)
Beginning Fund Balance	831	796	796	746
Ending Fund Balance	\$ 796	\$ 746	\$ 796	\$ 646

UNAPPROVED MINUTES

AMERICAN FORK CITY BUILDING AUTHORITY MINUTES MAY 9, 2023

Members Present:

Bradley J. Frost	Chairman
Kevin Barnes	Board Member
Staci Carroll	Board Member
Ryan Hunter	Board Member
Rob Shelton	Board Member

Members Absent:

Clark Taylor	Board Member
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Staff Present:

David Bunker	City Administrator
Terilyn Lurker	City Recorder
Cherylyn Egner	Legal Counsel
Cameron Paul	Police Chief
Patrick O'Brien	Development Services Director
Anna Montoya	Finance Director
Micah Hunsaker	Information System Specialist ³
Loralee Miller	Executive Assistant

Also present: Janessa Olson, and four additional citizens

The American Fork City Building Authority held a special session on Tuesday, May 9, 2023, in the City Hall, located at 31 N. Church Street, commencing at 6:44 p.m.

SPECIAL SESSION

1. Roll Call.

Chairman Frost welcomed everyone to the meeting and roll call was taken. Board Member Taylor was excused.

2. Presentation and adoption of the Local Building Authority of American Fork City tentative budget for fiscal year ending June 30, 2024.

Anna Montoya explained it was a requirement to adopt a tentative budget at the first meeting in May. This budget included approximately \$100 for administrative fees.

Board Member Shelton moved to adopt the Local Building Authority of American Fork City tentative budget for fiscal year ending June 30, 2024, and set the public hearing for June 13, 2023. Board Member Hunter seconded the motion. Voting was as follows:

UNAPPROVED MINUTES

Board Member Barnes	yes
Board Member Carroll	yes
Board Member Hunter	yes
Board Member Shelton	yes
Board Member Taylor	absent

The motion carried.

3. Approval of the January 24, 2023, annual meeting minutes.

Board Member Shelton moved to approve the January 24, 2023, annual meeting minutes.

Board Member Barnes seconded the motion. Voting was as follows:

Board Member Barnes	yes
Board Member Carroll	yes
Board Member Hunter	yes
Board Member Shelton	yes
Board Member Taylor	absent

The motion carried.

4. Old Business

There was no old business.

5. New business.

Board Member Shelton requested a training be held on Local Building Authorities and what they can be utilized for.

6. Adjournment.

Board Member Hunter moved to adjourn the meeting. Board Member Shelton seconded the motion. All were in favor.

The meeting ended at 6:48 p.m.

UNAPPROVED MINUTES

AMERICAN FORK CITY BUILDING AUTHORITY MINUTES JUNE 13, 2023

Members Present:

Bradley J. Frost	Chairman
Kevin Barnes	Board Member
Ryan Hunter	Board Member
Rob Shelton	Board Member
Clark Taylor	Board Member

Members Absent:

Staci Carroll	Board Member
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Staff Present:

David Bunker	City Administrator
Camden Bird	Assistant City Administrator
Terilyn Lurker	City Recorder
Derric Rykert	Community Services Director
Cameron Paul	Police Chief
Anna Montoya	Finance Director
George Schade	IT Director

Also present: Brad Giles, Everett Giles, and two citizens.

The American Fork City Building Authority held a public hearing on Tuesday, June 13, 2023, in the City Hall, located at 31 N. Church Street, commencing at 6:45 p.m.

PUBLIC HEARING

- Receiving public comment on the fiscal year ending 2024 budget (July 1, 2023, to June 30, 2024)

There were no public comments.

The public hearing adjourned at 6:46 p.m.
