



**THE CITY OF WEST JORDAN
FAIRWAY ESTATES SPECIAL SERVICE
RECREATION DISTRICT MEETING
June 28, 2023**

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

Zoom Webinar ID: **815 5157 6631** Password: **8000** [Click Here to Join](#)

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**FAIRWAY ESTATES SPECIAL SERVICE RECREATION
DISTRICT 6:00 pm (or as soon thereafter as possible)**

- 1. CALL TO ORDER**
- 2. PUBLIC HEARINGS**
- 3. BUSINESS ITEMS**

- a. FES Resolution No. 012** amending the tentative budget for FY 2024 and setting the date for a public hearing on the final budget.
- Discussion related to Administrative Control Board (ACB) for the Fairway Estates Special Recreation District

4. 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.

- Approve Meeting Minutes

- June 14, 2023 – Fairway Estates Special Service Recreation District

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 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 June 27, 2023 Cindy M. Quick, MMC, Secretary



REQUEST FOR BOARD ACTION

Action: Need Board to take action

Meeting Date Requested : 06/28/2023

Presenter: Danyce Steck

Deadline of item : 06/28/2023

Applicant: .

Department Sponsor: Admin. Services

Agenda Type: BUSINESS ITEMS

Time Requested: 10 minutes presentation, 10 minutes Board

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

FES Resolution No. 012 amending the tentative budget for FY 2024 and setting the date for a public hearing on the final budget.

2. EXECUTIVE SUMMARY

Consider amending the tentative budget for FY 2024 and approve a not-to exceed property tax revenue increase of 10%. Additional amendments are proposed to reduce budgeted expenditures to more accurately reflect need based on updated actuals from the current year.

3. TIME SENSITIVITY / URGENCY

This budget would replace the currently adopted tentative budget which does not propose a property tax increase. This must be decided prior to June 30, 2023 in order to enter the Truth-in-Taxation process.

4. FISCAL NOTE

The proposed amendment reduces the overall budget by \$ (9,875).

5. MOTION RECOMMENDED

Move to approve Resolution No. 012 amending the tentative budget for the Fairway Estates Special Service Recreation District for fiscal year 2024.

6. MAYOR RECOMMENDATION

N/A

7. PACKET ATTACHMENT(S)

FY 2024 Tentative Budget as Amended
Resolution No. 012

FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT
A Special Service Recreation District

RESOLUTION NO. 012

A RESOLUTION AMENDING THE TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024 AND SCHEDULING A PUBLIC HEARING TO RECEIVE COMMENT BEFORE THE ADOPTION OF THE FINAL BUDGET.

WHEREAS, on April 26, 2023, the Board of the Fairway Estates Special Service Recreation District (the District) adopted the Tentative Budget for Fiscal Year 2024; and

WHEREAS, the Board held a public hearing on June 14, 2023 to discuss amendments to the Tentative Budget for Fiscal Year 2024; and

WHEREAS, the Board desires to amend the tentative budget by the amounts shown in Exhibit A; and

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

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

Section 1. The Board hereby amends the District's Annual Tentative Budget for Fiscal Year 2024.

Section 2. A public hearing to receive public comment before the District's final budget is adopted shall be held on Tuesday, August 22, 2023 at approximately 6:00 pm in the Thomas M. Rees Justice Center located at 8040 South Redwood Road, First Floor, West Jordan, Utah.

Section 3. The Board Office Clerk shall publish a class A notice under Utah Code Section 63G-30-102 at least seven days before the day of the hearing.

Section 4. The budget for the District's Tentative Budget for Fiscal Year 2024 shows balanced revenues and expenditures in the following total amounts:

	Adopted Tentative Budget	Amendment	Amended Tentative Budget
Fairway Estates	\$ 26,000	\$ (9,875)	\$ 16,125

Section 5. This Resolution shall take effect immediately upon adoption.

ADOPTED by Board of the West Jordan City Fairway Estates Special Service Recreation District this 28th day of June, 2023.

(Continued on the following page)

BOARD OF THE FAIRWAY ESTATES SPECIAL
SERVICE RECREATION DISTRICT

By: _____
Christopher McConnehey
Chairperson

ATTEST:

Cindy M. Quick, MMC
Secretary

Voting by the Board of the Fairway Estates Special Service Recreation District

	"YES"	"NO"
Board Vice Chairperson Pamela Bloom	☐	☐
Board Chairperson Christopher McConnehey	☐	☐
Board Member Kelvin Green	☐	☐
Board Member Zach Jacob	☐	☐
Board Member David Pack	☐	☐
Board Member Kayleen Whitelock	☐	☐
Board Member Melissa Worthen	☐	☐

EXHIBIT A

Tentative Budget Amendment for Fiscal Year 2024

For purposes of the Resolution, the budget is equal to the greater of total budgeted revenue or expenditure.

FAIRWAY ESTATES FUND

	Adopted Tentative Budget	Amendment	Amended Tentative Budget
Revenue			
Property tax	\$ 10,135	\$ 1,014	\$ 11,149
Interest earnings	1,000		
Total Amended Revenue	<u>\$ 10,135</u>	<u>\$ 1,014</u>	<u>\$ 11,149</u>
Expenditures			
Utilities	\$ 8,000	\$ (3,650)	\$ 4,350
Professional & tech services	-	25	25
Miscellaneous Services	18,000	(6,250)	11,750
Total Amended Expenditures	<u>\$ 26,000</u>	<u>\$ (9,875)</u>	<u>\$ 16,125</u>



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

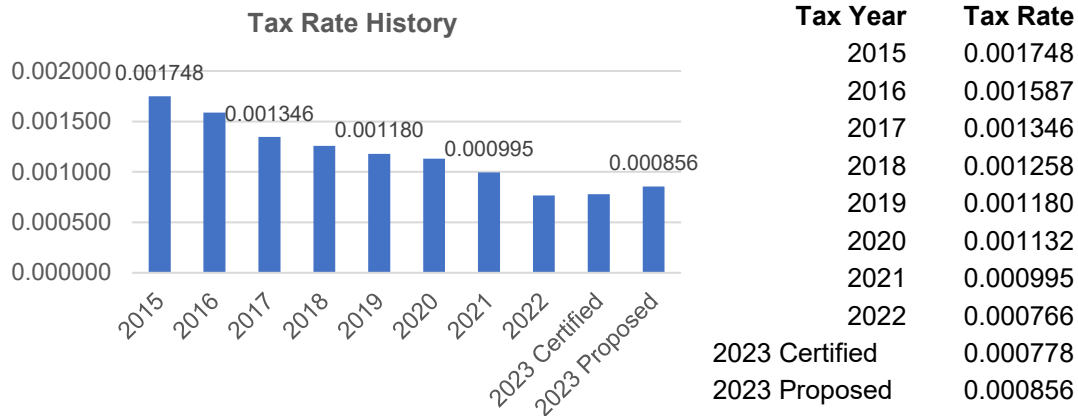
FUND DESCRIPTION & PURPOSE

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



The Board is proposing a not-greater-than 10% property tax increase in the Amended Tentative Budget for FY 2024. This increase is intended to reduce the use of reserves while also addressing the increased cost of services.

Average Home Value in the District

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

	Tax Year 2022	Tax Year 2023		
	Actual	Certified	Proposed	Difference
Assessed Value	\$431,620	\$424,844	\$424,844	
Taxable Value	\$237,391	\$233,664	\$233,664	
Property tax rate	0.000766	0.000778	0.000856	
Annual property tax	\$181.84	\$181.79	\$200.02	\$18.23

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
Revenue						
1	250-311000 Property Taxes	\$ 10,224	\$ 10,135	\$ 10,835	\$ 11,149	
2	250-316000 Fee In Lieu-Vehicles	943	700	-	400	
3	250-361000 Interest Earnings	262	1,500	1,500	1,000	
4		11,429	12,335	12,335	12,549	2%
Expenditures						
5	250-427000 Utilities	(3,324)	(7,500)	(4,261)	(4,350)	
6	250-431000 Professional & Tech Svcs	-	-	(25)	(25)	
7	250-462100 Miscellaneous Services	(9,176)	(18,000)	(11,055)	(11,750)	
8		(12,500)	(25,500)	(15,341)	(16,125)	-37%
9	Contribution (Use) of Fund Balance	\$ (1,071)	\$ (13,165)	\$ (3,006)	\$ (3,576)	
10	Beginning Fund Balance	\$ 53,740	\$ 52,669	\$ 52,669	\$ 49,663	
11	Net change	(1,071)	(13,165)	(3,006)	(3,576)	
12	Ending Fund Balance	\$ 52,669	\$ 39,504	\$ 49,663	\$ 46,087	

JUSTIFICATION

Expenditures			
13	250-427000 Utilities	4,000	Water
14		350	Electricity
15	250-431000 Professional & Tech Svcs	25	Entity registration w/Lt Gov Office
16	250-462100 Miscellaneous Services	10,250	Landscaping contractor
17		1,500	Irrigation repairs
18		16,125	



REQUEST FOR COUNCIL ACTION

Action: Request feedback from Board

Meeting Date Requested : 06/28/2023

Presenter: Kelvin Green/Chris McConnehey

Deadline of item :

Applicant: .

Department Sponsor: Council Office

Agenda Type: BUSINESS ITEMS

Time Requested: 15 minutes presentation, 10 minutes Board

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion related to Administrative Control Board (ACB) for the Fairway Estates Special Recreation District

2. EXECUTIVE SUMMARY

The board is being asked to:

- Discuss whether there is a desire to implement an Administrative Control Board for the FES as permitted by state law and city ordinance.
- Consider code amendments to correct some known deficiencies as noted in the supporting documentation.

West Jordan City Code 1-6B-1 et. seq. outlines the provisions of the Administrative Control Board (ACB). The State Law that governs special service districts such as the Fairway Estates is Title 17D-1-1 et seq.

There are specifics described in both state law and city code that guide permissions, roles and restrictions with Administrative Control Boards. For reference, ACB powers are found in UCA 17D-1-301 et. seq.

- Legislative body can delegate specific powers from the legislative body to the ACB (17D-1-301(2)(b))
 - Appoint an ACB of not less than three (3) members and may appoint one from the legislative body (17D-1-303(3))
- Legislative bodies may **not** delegate the following tasks to an ACB: (UCA 17D-1-301(3))
 - Annexing area or adding new service
 - Levy a tax on the district
 - Issue special service district bonds payable from taxes
 - Call or hold an election for the authorization of a property tax or issuance of bonds
 - Levy an assessment
 - Issue interim warrants or bonds payable from an assessment
 - Appoint a board of equalization
- City Code 1-6B presents the following guidance:
 - ACB can enter into lawful contracts that do not exceed 1 year duration nor incur expenses greater than the revenues of the tax collected.

- This could create higher expenses for homeowners within this service district, as the ACB cannot enter multi-year contracts, which tend to save overall costs per year.
- Annual revenue must be equal to or greater than the annual expenses.
 - May introduce fluctuating tax rates based on economic conditions. Does not take into account any reserve amount.
- District use of city services upon payment of reasonable compensation to the city. This must also be done with the city's lawful agreement. (WJCC 1-6B-2(B))
 - Could have potential additional costs to the property owners of the district.
- Hire staff and fix their compensation. (WJCC 1-6B-2)
 - Staff to maintain any contracts?
 - Staff for financial reporting?
 - Staff for legal services as needed?
- ACB consists of three members. (WJCC 1-6B-3)
- Can serve two 4-year terms maximum. (WJCC 1-6B-4)
 - Prohibition against serving if a board member has served more than 8 consecutive years. (WJCC 1-6B-4)
- Requires members of the ACB to be compensated on a per diem rate.
- Must use city treasurer for remittance of funds. (WJCC 1-6B-7)

3. TIME SENSITIVITY / URGENCY

There are no deadlines. At discretion of the FES Board within the constraints of the law.

4. FISCAL NOTE

The actual costs are unknown, yet the code currently require per diem rates for ACB members to meet, requiring contracts to be no longer than one year in duration and compensating the city for the services rendered to the district. These cost center projections and human resource needs in order to properly maintain the Fairway Estates District could be studied further based on board direction.

5. PLANNING COMMISSION RECOMMENDATION

N/A

6. STAFF ANALYSIS

The FES Board should discuss the financial considerations of implementing an ACB. There would likely be higher costs based on the adopted code as stated relating to per diem payment for board members (much like the planning commission members), restrictions on contract timelines, and correlation between expenses and revenue in the annual budget as defined in current city code.

Property owners in FES are being asked via survey to gauge their interest in the creation of, and interest, in serving on an FES Administrative Control Board.

The board could ask for additional data as to potential costs to establish an FES Administrative Control Board. Creating an ACB would not eliminate the requirement to have the council members continue to serve as the FES Legislative Body due to the powers state law prohibits the legislative body from transferring to the ACB. (See 17D-1-301(1)). Currently, city code requires appointment to the ACB by the legislative body and not through elections. If the legislative body chose to select ACB

members via elections as permitted in state code, the cost of running the elections would be assessed to the district.

7. MOTION RECOMMENDED

None at this time

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

Utah Code and City Code

10. OTHER INFORMATION

ARTICLE B. FAIRWAY ESTATES SPECIAL

SERVICE RECREATION DISTRICT

SECTION:

1-6B-1: Administrative Control Board Established

1-6B-2: Powers of Board

1-6B-3: Appointment of Members; Qualifications

1-6B-4: Terms

1-6B-5: Removal

1-6B-6: Compensation

1-6B-7: Fiscal Procedures

1-6B-1: ADMINISTRATIVE CONTROL BOARD ESTABLISHED:

The city council shall act as the administrative control board until, pursuant to the authority of Utah Code Annotated section 17D-1-301 et seq., or any successor provision, the city council creates an administrative control board for the fairway estates special service recreation district. (2001 Code § 2-6-1701; amd. 2009 Code; § 2-13-1, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-2: POWERS OF BOARD:

Subject to the requirements and limitations of applicable state law, the administrative control board shall have power to and may:

A. Contracts: Enter into lawful contracts considered desirable by the board to carry out the functions of the recreation district, including, without limitation, contracts concerning the use, operation and maintenance of any facilities of the district and the collection of fees or charges with respect to commodities, services or facilities provided by the district. However, no contract shall extend beyond one year or allow total expenditures to be made by the district in excess of the expected property tax revenues of the district for the tax year in which the expenditures are to be made or incurred.

B. Use of City Services: With the city's lawful agreement, utilize any officers, employees, property, equipment, offices or facilities of the city, upon payment of reasonable compensation.

C. Hire Staff: Employ officers, employees and agents for the district and to fix their compensation.

D. Miscellaneous: Do and perform such other activities as are authorized and permitted under state law that will reasonably advance the objectives of the district. (2001 Code § 2-6-1702; amd. § 2-13-2, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-3: APPOINTMENT OF MEMBERS; QUALIFICATIONS:

The administrative control board shall consist of those persons, each of whom shall be over twenty one (21) years of age and be a qualified elector of the district. Each board member shall be appointed by the city council by resolution. (2001 Code § 2-6-1703; amd. § 2-13-3, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-4: TERMS:

Members of the board shall be appointed for four (4) calendar years, and a member may be reappointed to serve an additional term, following the expiration of his/her initial term. However, no member shall be appointed or reappointed to the board, if the time served on the board would exceed eight (8) calendar years. For purpose of the eight (8) year limitation, service for part of a year shall be deemed service for a full year; further, service rendered on the board to fill the unexpired term of another shall be included within the eight (8) year limitation calculation. (2001 Code § 2-6-1704; amd. § 2-13-4, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-5: REMOVAL:

Any member of the fairway estates special recreations district may be removed by the city council, for just cause. (2001 Code § 2-6-1705; amd. § 2-13-5, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-6: COMPENSATION:

Members of the board shall receive per diem compensation in an amount to be decided by resolution of the city council for each meeting of the board attended. Members of the board shall be paid at least monthly. A member of the board may waive, in writing, his/her right to receive compensation provided for in this section. (2001 Code § 2-6-1706; amd. § 2-13-6, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

1-6B-7: FISCAL PROCEDURES:

All monies coming into the custody of the district shall be promptly paid over to the city treasurer. Expenditures for district purposes shall be made pursuant to city check, issued by the city administrator or his/her designee, upon a properly certified written purchase order and in compliance with regular fiscal and budgetary procedures of the city. The board may, for minor purchases properly documented, maintain a petty cash account in conformity with regulations to be promulgated by the city administrator or his/her designee. (2001 Code § 2-6-1707; amd. § 2-13-7, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)

Part 3

Administrative Control Board

17D-1-301 Governance of a special service district -- Authority to create and delegate authority to an administrative control board -- Limitations on authority to delegate.

- (1) Each special service district shall be governed by the legislative body of the county or municipality that creates the special service district, subject to any delegation under this section of a right, power, or authority to an administrative control board.
- (2) At the time a special service district is created or at any time thereafter, the legislative body of a county or municipality that creates a special service district may, by resolution or ordinance:
 - (a) create an administrative control board for the special service district;
 - (b) subject to Subsection (3), delegate to the administrative control board the exercise of any right, power, or authority that the legislative body possesses with respect to the governance of the special service district; and
 - (c) specify the members of the initial administrative control board by name or other designation that clearly identifies each member of the initial administrative control board.
- (3) A county or municipal legislative body may not delegate to an administrative control board of a special service district the power to:
 - (a) annex an area to an existing special service district or add a service within the area of an existing special service district under Part 4, Annexing a New Area and Adding a New Service;
 - (b) designate, under Section 17D-1-107, the classes of special service district contracts that are subject to Title 11, Chapter 39, Building Improvements and Public Works Projects;
 - (c) levy a tax on the taxable property within the special service district;
 - (d) issue special service district bonds payable from taxes;
 - (e) call or hold an election for the authorization of a property tax or the issuance of bonds;
 - (f) levy an assessment;
 - (g) issue interim warrants or bonds payable from an assessment; or
 - (h) appoint a board of equalization under Section 11-42-403.
- (4)
 - (a) A county or municipal legislative body that has delegated a right, power, or authority under this section to an administrative control board may at any time modify, limit, or revoke any right, power, or authority delegated to the administrative control board.
 - (b) A modification, limitation, or revocation under Subsection (4)(a) does not affect the validity of an action taken by an administrative control board before the modification, limitation, or revocation.

Amended by Chapter 437, 2015 General Session

17D-1-302 Number of members of an administrative control board.

- (1) An administrative control board shall consist of at least three members in addition to a member appointed in accordance with Subsections 17D-1-303(3) and (4).
- (2) The number of administrative control board members for a special service district established by a county of the first class to provide jail service as provided in Subsection 17D-1-201(10) is nine.

Amended by Chapter 377, 2014 General Session

17D-1-303 Election or appointment of administrative control board members.

- (1) Except as provided in Subsection (5), a county or municipal legislative body that creates an administrative control board may provide for board members to be elected or appointed, or for some members to be elected and some appointed.
- (2) Except as provided in Subsection (3), each member of an administrative control board shall be elected or appointed as provided for the election or appointment, respectively, of a member of a board of trustees of a special district under Title 17B, Chapter 1, Part 3, Board of Trustees.
- (3) A municipality or improvement district under Title 17B, Chapter 2a, Part 4, Improvement District Act, may appoint one member to represent it on an administrative control board created for a special service district if:
 - (a) the special service district was created by a county;
 - (b) the municipality or improvement district:
 - (i) provides the same service as the special service district; or
 - (ii) provided the same service as the special service district:
 - (A) prior to the creation of the special service district, if all or part of the municipality or improvement district was then included in the special service district; or
 - (B) prior to all or part of the municipality or improvement district being annexed into the special service district; and
 - (c) the special service district includes some or all of the area included within the municipality or improvement district.
- (4) An institution of higher education for which a special service district provides commodities, services, or facilities may appoint the number of members of an administrative control board of that special service district that are equal in number to at least 1/3 of the total number of board members.
- (5) With respect to an administrative control board created for a special service district created by a county of the first class to provide jail service as provided in Subsection 17D-1-201(10), the county legislative body shall appoint:
 - (a) three members from a list of at least six recommendations from the county sheriff;
 - (b) three members from a list of at least six recommendations from municipalities within the county; and
 - (c) three members from a list of at least six recommendations from the county executive.

Amended by Chapter 15, 2023 General Session

17D-1-304 Qualifications of administrative control board members -- Term of office.

- (1)
 - (a) Except as provided in Subsection (1)(b), each member of an administrative control board shall be:
 - (i) a registered voter within the special service district;
 - (ii) an officer or employee of the county or municipality that created the special service district; or
 - (iii) an owner of land, or an agent or officer of the owner of land, located within the special service district that receives, or intends to receive, service from the special service district, if:
 - (A) at least 60% of the residences within the special service district are seasonally occupied homes; or

(B) more than 50%, but less than 60%, of the residences within the special service district are seasonally occupied homes, if the number of members appointed under this Subsection (1)(a)(iii)(B) comprises less than a quorum of the board.

(b) Subsection (1)(a) does not apply if:

- (i) at least 90% of the owners of real property within the special service district are not registered voters within the special service district; or
- (ii) the member is appointed under Subsection 17D-1-303(3) or (4).

(2)

- (a) Except as provided in Subsection (2)(b), the term of each member of an administrative control board is four years.
- (b) The term of as close as possible to half of the initial members of an administrative control board, chosen by lot, is two years.

Amended by Chapter 100, 2023 General Session

17D-1-305 Compensation for administrative control board members.

An administrative control board member may receive compensation and reimbursement of expenses as provided in Section 17B-1-307 to the same extent as if the member were a member of a board of trustees of a special district.

Amended by Chapter 15, 2023 General Session

17D-1-306 Administrative control board review of certain charges in special service districts providing jail service.

If the legislative body of a county of the first class creates an administrative control board under this part for a special service district that provides jail service as provided in Subsection 17D-1-201(10), the administrative control board may review and approve any amount charged to the special service district as reimbursement to the county for services provided under Subsection 17D-1-103(2)(i) before the amount is included in the special service district budget.

Enacted by Chapter 360, 2008 General Session

17D-1-307 Meetings of administrative control board.

(1)

- (a) Each meeting of the administrative control board shall comply with Title 52, Chapter 4, Open and Public Meetings Act.
- (b) Subject to Subsection (2), an administrative control board shall:
 - (i) adopt rules of order and procedure to govern a public meeting of the administrative control board;
 - (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (1)(b)(i); and
 - (iii) make the rules of order and procedure described in Subsection (1)(b)(i) available to the public:
 - (A) at each meeting of the administrative control board; and
 - (B) if the special service district has a public website, on the website.

(2) Subsection (1)(b) does not affect the administrative control board's duty to comply with Title 52, Chapter 4, Open and Public Meetings Act.

Enacted by Chapter 100, 2023 General Session

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

Wednesday, June 14, 2023 - 6:00 PM
Waiting Formal Approval

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

FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT

1. CALL TO ORDER

BOARD: Chairperson Chris McConnehey, Vice Chairperson Pamela Bloom, Board Member Kelvin Green, Board Member Zach Jacob, Board Member Kayleen Whitelock, Board Member Melissa Worthen

STAFF: Council Office Director Alan Anderson, Public Services Director Isaac Astill, Mayor Dirk Burton, City Attorney Josh Chandler, Budget & Management Analyst Rebecca Condie, Utilities Manager Greg Davenport, Assistant City Administrator Jamie Davidson, Policy Analyst & Public Liaison Cassidy Hansen, City Administrator Korban Lee, Economic Development Director Chris Pengra, Council Office Clerk Cindy Quick, Administrative Services Director Danyce Steck

Chairperson McConnehey called the meeting to order at 8:43 pm

2. PUBLIC HEARINGS

a. Resolution No. 008 amending the annual budget for the City of West Jordan Fairway Estates Special Recreation District for Fiscal Year 2023.

Administrative Services Director Danyce Steck presented a budget amendment for the Fairway Estates. The initial budget allocated \$12,000 for landscaping and \$3,500 for utilities. However, it was determined that these budgets were insufficient. Consequently, a proposal was made to amend the budget by adding \$4,000 for utilities and an additional \$6,000 for landscaping, resulting in a revised budget of \$25,500. The proposal also included utilizing reserves in the amount of \$13,165 from the current fiscal year. It was also noted that there would be no change in revenues.

Chairperson McConnehey opened the public hearing at 8:45 PM

Comments:

Steve Wynn, resident asked that excess funds be used to improve the city, even when they are considered wants.

Chairperson McConnehey closed the public hearing at 8:46 PM

MOTION: Board Member Green moved to APPROVE Resolution No. 008 amending the annual budget for the City of West Jordan Fairway Estates Special Recreation District for Fiscal Year 2023.

Board Member Whitelock seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT: David Pack

The motion passed 6-0.

b. Public hearing to receive comment on the Fairway Estates Special Service Recreation District's Annual Budget for Fiscal Year 2024.

Board Member Pack returned 8:48 pm

Administrative Services Director Danyce Steck proposed amending the tentative budget for Fiscal Year 2024. Referencing the community meeting for the Fairway Estates she noted that the majority of the community expressed interest in implementing a 25% tax increase through the truth in taxation process. Estimated property tax would increase from \$10,535 to \$13,169. Additionally, the budget amendments included revising the utilities and electricity allocation from \$8,000 to \$4,350 and adjusting the maintenance budget from \$18,000 to \$11,775. The amendments would utilize \$1,956 of reserve and would be further discussed on June 28th. Ms. Steck also sought confirmation for the advertised 25% property tax increase.

Board Member Whitelock clarified that the 25% increase was presented as the maximum limit, and residents would be surveyed to gather their input. The percentage could potentially be reduced based on the survey results. Ms. Steck confirmed her understanding was correct.

Board Member Jacob inquired about the \$10,000 reduction in expenses. Ms. Steck explained that the budgets prepared in January assumed that half of the allocated funds were spent by this point, however that was overestimated.

Board Member Worthen inquired about the status of the survey, to which it was noted that an additional week was needed to complete and distribute it.

Chairperson McConnehey opened the public hearing at 8:52 PM

Comments:

None

Chairperson McConnehey closed the public hearing at 8:52 PM

Board Member Jacob inquired about the reserve numbers. Ms. Steck reported that reserves would be at \$38,000, which would help moderate future increases. Board Member Jacob expressed the opinion that reserves were relatively high. He suggested reducing reserves by only \$2,000 which could cut the proposed property tax increase in half. Ms. Steck suggested a 10% increase for the current year and recommended closely monitoring the numbers.

Board Member Green expressed gratitude to everyone who attended the community meeting, particularly extending appreciation to Mayor Burton and Public Services Director Isaac Astill for installing a basketball net in the area.

3. CONSENT ITEMS

a. Approve Meeting Minutes

- April 26, 2023 – Fairway Estates Special Service Recreation District Meeting
- May 9, 2023 – Fairway Estates Special Service Recreation District Meeting

**MOTION: Board Member Green moved to approve Consent Items as listed.
Board Member Whitelock seconded the motion.**

The vote was recorded as follows:

**YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack,
Kayleen Whitelock, Melissa Worthen**

NO:

ABSENT:

The motion passed 7-0.

4. ADJOURN

Board Member Green moved to adjourn the meeting. Board Member Whitelock seconded the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:56 pm

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on June 14, 2023. 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 _____ 2023