

# SOUTH WEBER CITY CITY COUNCIL RETREAT MEETING

**DATE OF MEETING:** 3 February 2024

**TIME COMMENCED:** 9:00 a.m.

**LOCATION:** South Weber City Office @ 1600 East South Weber Drive, South Weber, UT

**PRESENT: MAYOR:** Rod Westbroek

**COUNCIL MEMBERS:** Jeremy Davis  
Joel Dills  
Blair Halverson  
Angie Petty  
Wayne Winsor

**CITY MANAGER:** David Larson

**CITY TREASURER:** Tia Jensen

**CITY RECORDER:** Lisa Smith

**CITY ENGINEER:** Brandon Jones

**COMMUNITY RELATIONS:** Shaelee King

**ADMIN SERVICES DIRECTOR:** Maryn Nelson

**FIRE CHIEF:** Derek Tolman

**RECREATION DIRECTOR:** Curtis Brown

**PARKS MANAGER:** Chay Olson

**PUBLIC WORKS DIRECTOR:** Mark Larson

**WATER MANAGER:** Mark Johnson

**SEWER MANAGER:** Corey Wilson

**Minutes:** Michelle Clark

---

**ATTENDEES:** Paul Sturm & Michael Grant

**1. Pledge of Allegiance:** Councilman Winsor

2. Prayer: Councilwoman Petty

TRAINING

3. Open & Public Meetings Act (OPMA), Powers & Duties Review, and Ethics Review (continued to 02-13-2024)

BUSINESS

4. Mission/Vision/Values & Strategic Plan Review

City Manager David Larson reviewed the vision for South Weber City is a family-focused community, driven by heritage, safety, and charm at its heart. The Primary Mission: South Weber dedicates itself to honoring its heritage, fostering a haven for families, weaving tight-knit neighborhood connections, providing reliable and financially sustainable municipal services, and building a community with heart. He conveyed staff is focusing on strategic directives which include community engagement, safety, smart growth and planning, fiscal sustainability, infrastructure, and employees.

5. Financial Position Summary & Budget Overview

Finance Director Maryn Nelson provided a summary of the City’s financial position.

<b>Unrestricted Fund Balances</b> <b>June 2023</b>		<b>Cash On Hand</b> <b>December 2023</b>  <b>PTIF - \$14,449,758</b> <b>ZIONS - \$938,236</b>	<b>Restricted Fund Balances</b> <b>June 2023</b>	
General Fund	\$1,317,908		ARPA	\$498,464
Capital Fund	\$1,188,094		RAP Tax	\$93,083
Recreation Fund	\$537,177		Class “C” Road	\$801,216
Fire Fleet Fund	\$300,668		Road Impact Fee	\$263,258
TUF Fund	\$873,198		Water Impact Fee	\$120,182
Water Fund	\$3,039,034		Sewer Impact Fee	\$841,175
Sewer Fund	\$4,096,728			
Sanitation Fund	\$543,357			
Storm Drain Fund	\$724,057			

Mrs. Nelson presented the assumptions used to create the fiscal year 2025 draft budget.

1. Hold the rate for property tax and plan 5% increase in revenue.
2. Combined 5% merit and COLA for employee wages.
3. No increase in sales tax.
4. Wildland program moves forward.

She then shared anticipated projects for 2025: Sewer will pay for Public Works Facility Bond Payment; Water, Storm Drain, and Transportation Utility Fee (TUF) will contribute to 7375 S and 925 E improvements. Supplemental budget requests included: Events (Community Services \$2,000), Side by Side (Fire \$63,000), Replace 2002 and 2010 Trailers (Parks \$7,500),

Playground Equipment at Cherry Farms (Parks \$160,000), Cameras at Cherry Farms & Train Station (Parks \$40,000), and Playground Equipment for Cedar Cove (Parks \$49,000). She noted there were no supplemental requests from the Administrative, Legislative, and Judicial Departments. Mayor Westbrook discussed upcoming legislative bills which may affect the budget. Questions surrounded property tax revenue at 5% and employee wages merit and COLA of 5%. City Manager David Larson gave the basis for the cost of living amount and agreed to research other cities concerning employee merit.

Mrs. Nelson reported on the various funds beginning with recreation whose revenue is down due to gravel pit 70% drop and impact fees decline. The city staff suggested a pricing study to help offset costs and brainstorming to increase recreation program participation. Mr. Larson divulged general fund monies have always supplemented recreation. He related programs fund themselves, but the administration and Family Activity Center (FAC) are supported by the general fund. It was stated that the Recreation, Arts, and Parks Tax (RAP) could be used to offset the deficit. It was suggested reviewing the bond on the Family Activity Center and the agreement between the City and Davis School District. Mrs. Nelson then covered the water, sewer, storm drain, transportation utility fee, and general funds and noted there will be an increase in sanitation costs due to Robinson Waste's 6% increase.

Next Mrs. Nelson moved on to budget expenses. The projected capital projects were recounted including a large apparatus reserve, fire side by side, streetlight replacement, holiday decorations, security cameras for parks, Cherry Farms Playground, and Cedar Cove Playground. She continued the review with Public Safety, Community Services, and TUF Expenses.

Dissolution of Youth Council and transferring that budget amount to events was deliberated. Councilwoman Petty met with Communities That Care which aims to prevent problems in youth before they develop. It is a cooperative, community-driven process proven to reduce alcohol and substance use, violence, crime, and other problematic behaviors. It is supported by Davis Behavioral Health. She announced Layton City is willing to work with South Weber City Youth Council and canvassed the City Council for opinions. The Council agreed to pursue that avenue.

## **6. Department Budget Specifics**

Each Division and Department Head submitted budget requests and met with finance staff to discuss those requests. They took turns presenting their individual budgets to the Council.

### **Recreation Expenses**

Recreation Director Curtis Brown shared that referees have moved to employees and program costs have increased. A competition baseball tournament is scheduled at Cherry Farms Park. Raising rates for recreation programs may be possible and still be competitive and the FAC brings in money from rentals. Summer programs are scheduled for basketball, baseball, volleyball, and softball clinics. Council suggested the possibility of new programs bringing in more revenue for the department. Mr. Brown was also urged to investigate options for concessions at tournament events run by outside vendors.

### **Parks Expenses**

Parks Director Chay Olson referenced a recent inspection of playground equipment by the Utah Local Governments Trust who provides the city's insurance. Cherry Farms and Cedar Cove

Parks equipment need to be replaced for safety purposes. Cameras will be installed at Cherry Farms and the train station for \$40,000. Cedar Cove playground is budgeted at \$49,000.

### **Street Expenses**

Public Works Director Mark Larsen announced the TUF (\$1,000,000) will be used for 7375 S and 925 E improvements.

### **Water Expenses**

Water Manager Mark Johnson expressed the Cornia Drive replacement line is completed. Capital projects include upsizing to a 10" water line at 7375 S 925 E (\$125,000).

### **Sewer Expenses, Storm Drain Expenses, & Sanitation Expenses**

Storm Drain Manager Corey Wilson reviewed sewer, storm drain, and sanitation expenses.

### **Fire Expenses**

Fire Chief Tolman revealed suicide among firefighters is an enormous risk and current legislation is trying to address that problem by requiring each city's mental health program to include an outside provider and the employee assistance program (EAP) does not meet the requirement. He plans to apply for grants to help pay for the estimated cost of \$10,000 per year. He further declared new state law requires all fire departments to have a baby box which will alert the department through dispatch if an infant is left, and the cost is currently unknown. The city International Organization for Standardization (ISO) rating changed from 7 to 4 which is a substantial improvement. He acknowledged he is researching the purchase of an ice machine. Consolidation of Davis County dispatch will cost approximately \$4,000 per year. He communicated insurance companies have stopped paying for ambulance supplies which adversely affects revenue. He is looking at all possible wildland revenue options. The Fire Department requested a side-by-side vehicle to access trails and hillside locations. Councilman Winsor suggested contacting Weber Fire District who covers Uintah to see if they would be willing to jointly own a side by side. Councilwoman Petty advised leasing might be a better option.

City Manager David Larson portrayed the current large apparatus rotation funds. The desired delivery date is fall 2028 (FY 2029) with the current build time of 3 to 4 years bringing the order date to fall 2024. The current price for a quint is \$1.3 million with current savings at the end of FY24 projected at \$391,000. The balance to save over five FYs (25-29) would be \$909,000 annually. He presented options to get to that amount.

## **7. Major Projects or Purchases**

### **a. Public Works Facility**

### **b. Quint Purchase**

The City Council assigned the Public Safety Committee to review and report recommendations on purchase method for the Quint. Mr. Larson added City Treasurer Tia Jensen will be compiling information for fleet management and maintenance.

### **c. 7375 S & 925 E**

This project entails increasing the right-of-way, curb, gutter, and sidewalk along with infrastructure upgrades to storm drain and sewer. The total cost is estimated at \$3,133,993. Mayor Westbrook advocated looking at classifying this road as a regional collector for it to be eligible for state and county transportation funds. Councilman Winsor proposed city staff prepare a cash flow projection for this project. Councilman Halverson added it needs to be designed and bids obtained to understand the full cost of the project.

#### **d. Recycling Program**

City Manager David Larson reported there are 18 years of usability remaining at the landfill, and the goal is to look at ways to divert waste with universal recycling. The city needs to consider the cost of monthly utility fees and recycle cans, and type of process wanted. Mayor Westbrook discussed options of a service bundle, current residents opting out, and new residents automatically added to the program.

### **8. Council Committee Priorities**

Committee Chairs reviewed their 2024 priorities.

#### **Municipal Utilities:**

- Public works building on track and within budget.
- Conduct water rate study.
- Review process for streetlights conversion from Rocky Mountain Power (RMP) to City owned and ensure this continues.
- Vehicle replacement for both small vehicles and large equipment. (Establish rotation evaluation schedule and parameters)
- Determining where the American Rescue Plan Act (ARPA) money will be spent as it must be utilized this year.

#### **Admin/Finance:**

- Define role of the Administration & Finance committee
  - What goes to committee and what goes directly to Council?
- Develop fleet management policy.
- Develop reserve fund policy.
- Develop 5-year cash flow plan.

#### **Public Safety:**

- Quint purchase strategy
- Increasing public awareness of fire prevention and traffic
- Review contract with Davis County Sheriff's Department
- Look into Citizen Emergency Response Team (CERT) Program
- 5-year hazardous mitigation plan and projects

#### **Events Committee:**

- Way to increase attendance at events.
- Continue to drive excitement with all communication channels.
- Keep current on City website.

- Be judicious with expenses.
- Add value to all events.

**Parks/Recreation:**

- Manage funding for all the parks.
- Inspect each park.
- Develop needs versus wants list for the next 5 years.
- Continue to work with train club.
- Summer programs at the Family Activity Center

**Code Committee:**

- Continue updating City Code
- Soliciting City Council approval for primary focus items.

**9. Adjourn**

Councilwoman Petty moved to adjourn the meeting at 2:42 p.m. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

APPROVED:  Date 02-27-2024  
 Mayor: Rod Westbrook

   
 Transcriber: Michelle Clark

Attest:   
 City Recorder: Lisa Smith