

## SOUTH WEBER CITY COUNCIL AGENDA

Watch live, or at your convenience.

<https://www.youtube.com/c/southwebercityut>

**PUBLIC NOTICE** is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public work meeting commencing at 9:00 a.m. on Saturday, January 28, 2023, at City Hall, 1600 E South Weber Drive.

**OPEN** (Agenda items may be moved in order or sequence to meet the needs of the Council.)

1. Pledge of Allegiance: Councilwoman Petty
2. Prayer: Councilman Soderquist

### **TRAINING**

3. Open & Public Meetings Act Annual Training
4. Powers & Duties Review
5. Ethics Review

### **BUSINESS**

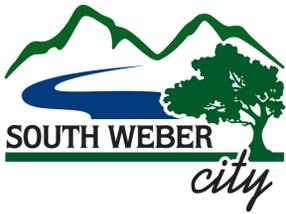
6. 2022 Year in Review & 2023 Forecast
7. Budget Priorities & Directives
8. Council Committee Priorities
9. Strategic Plan Review
10. Adjourn

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.*

The undersigned City Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/mailed/posted to: City Office building, Family Activity Center, City Website <http://southwebercity.com/>, Utah Public Notice website <https://www.utah.gov/pmn/index.html>, Mayor and Council, and others on the agenda.

**DATE: 01-20-2023**

**CITY RECORDER:** Lisa Smith



# CITY COUNCIL PLANNING RETREAT STAFF REPORT

MEETING DATE

January 28, 2023

PREPARED BY

David Larson

City Manager

ITEM TYPE

Training

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat

AGENDA ITEM

Training Items - Open & Public Meetings Act (OPMA), Powers & Duties, Ethics

PURPOSE

Receive annual required training

RECOMMENDATION

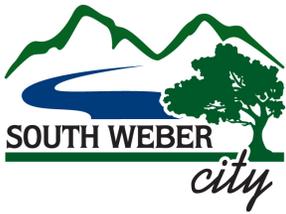
NA

BACKGROUND

The Mayor & City Council are required to receive annual training on State and City code related to OPMA, powers & duties, and ethics. City Attorney Jayme Blakesley will provide the training.

ANALYSIS

NA



# CITY COUNCIL PLANNING RETREAT STAFF REPORT

MEETING DATE

January 28, 2023

PREPARED BY

David Larson

City Manager

ITEM TYPE

Presentation

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat  
Item

AGENDA ITEM

2022 Year in Review & 2023 Forecast

PURPOSE

Review all that was achieved in 2022 and look at anticipated items of note for 2023

RECOMMENDATION

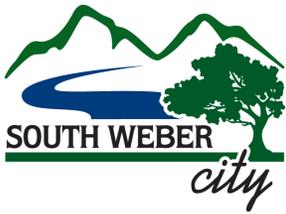
NA

BACKGROUND

Each Department Head has been asked to provide a summary report of their department for 2022 and present to the Council what they feel are important items to be aware of in 2023.

ANALYSIS

NA



# CITY COUNCIL PLANNING RETREAT STAFF REPORT

MEETING DATE

January 28, 2023

PREPARED BY

David Larson  
City Manager

ITEM TYPE

Legislative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat  
Item

AGENDA ITEM

Budget Priorities & Directives

PURPOSE

Discuss the City's general financial position and upcoming major budget needs

RECOMMENDATION

NA

BACKGROUND

Staff will provide an overview of the City's financial position then initiate a discussion on the following specific major budget items:

**Public Works Facility**

The City's number 1 budget need. Staff will present the budget ramifications of the potential two extreme options for funding the \$15 million facility project – (1) fitting the project into existing revenue and (2) only using new revenue.

**Animal Care & Control Property Tax Transfer**

State law changes now allow the County to use property tax directly to pay for animal care & control rather than contracting with each City. To facilitate this change, the City will need to step out of the approximately \$25,000 of property taxes used for animal care & control at the same time the County will step into that amount (like the previous paramedic service transfer only in reverse).

**Weber River Parkway Trail**

Grant funding has been awarded through the Wasatch Front Regional Council (WFRC) for 3 major sections of the Weber River Parkway Trail extension from Cottonwood Drive to the mouth of the canyon. To access that funding, the City will coordinate the project and ensuring the proper Federal steps are taken to complete an environmental study prior to construction.

**Dispatch**

Davis County and its cities have been looking at options for consolidated dispatch services county-wide. Currently 4 dispatch centers serve county residents. Discussions are taking place that could reduce that to possibly 2 centers, one in Bountiful to serve the south county and one in Layton to serve the north county. The financial and governance structures are yet to be finalized.

**Parks Project List**

The Parks Committee has spent the last few months preparing a list of potential park maintenance and upgrade projects for all City parks and would like to present their work to the full Council for review, discussion, and prioritization.

**Fire Truck**

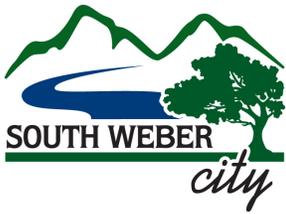
Replacement of the city's old fire engine is planned for FY2028. Current order times are 4 years out, so we need to discuss the anticipated cost and plan when to place that order.

**Future Road Projects**

The City anticipates needing to pay for the City's portion of 4 road projects at an unknown future date depending mostly on development in the area – Old Fort Road, 2700 East, 925 East/7375 South, and 7600 South (Stark Lane). Each road section has a different story, but the results are similar in that when the time comes the City will be responsible for its share. Staff feels the need to keep these projects on the radar because the timing is unknown even though they are not specific budget items for this year.

ANALYSIS

NA



# CITY COUNCIL PLANNING RETREAT STAFF REPORT

MEETING DATE

January 28, 2023

PREPARED BY

David Larson

City Manager

ITEM TYPE

Administrative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat  
Item

AGENDA ITEM

Council Committee Priorities

PURPOSE

Discuss the City Council Committees' Priorities Lists

RECOMMENDATION

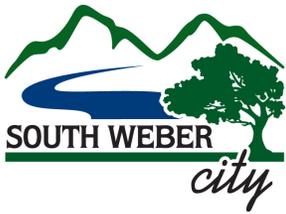
NA

BACKGROUND

Mayor Westbrook has requested each Committee Chair be prepared to overview their respective committee's projected projects for 2023 so the Council can discuss and direct committee efforts.

ANALYSIS

NA



# CITY COUNCIL PLANNING RETREAT STAFF REPORT

MEETING DATE

January 28, 2023

PREPARED BY

David Larson

City Manager

ITEM TYPE

Administrative

ATTACHMENTS

Strategic Plan Status  
Report 1/20/2023

PRIOR DISCUSSION DATES

Annual Planning Retreat  
Item

AGENDA ITEM

Strategic Plan Review

PURPOSE

Review & Update the City's Strategic Plan

RECOMMENDATION

NA

BACKGROUND

The City established its first strategic plan in January 2020 with annual reviews each subsequent year as part of the planning retreat. The Strategic Plan identifies strategic objectives, high level goals within each objective, plans and projects to accomplish those goals, and specific tasks to carry out the plans. It establishes prioritized direction to staff's daily actions and service delivery for the citizens of the community.

Attached is a status report on the items of the current Strategic Plan. Council and staff will have the opportunity to review the elements of the plan and make adjustments.

ANALYSIS

NA



# Strategic Plan Status Report

Description	Owner	Notes	Target Date	Status
<b>1.0 COMMUNITY ENGAGEMENT</b> <b>Develop a trusting relationship between the City and its residents through open communication, active outreach, and productive dialogue</b> Goals and Success Measures <ul style="list-style-type: none"> <li>- Active community engaged in City happenings and opportunities</li> <li>- Strong social media presence</li> <li>- Increased interest in community service such as City Council &amp; Planning Commission</li> <li>- Steady community involvement in community events</li> </ul>				
1.1 Create additional community engagement opportunities for dialogue and interaction	Trevor Cahoon	More comprehensive in all communication	12/31/2022	Ongoing
1.2 Plan two small citywide functions (a Christmas Tree and Stroll?)	Trevor Cahoon, Shaelee King	For 2022, put efforts into enhancing previously planned events rather than new ones. 2023 will have some new events	12/31/2022	In Progress
1.3 Host two town hall meetings each year	David Larson		12/31/2022	Not Started
1.4 Engage the community on fugitive dust by instituting a town hall, quarterly report from the pits, and pages on the website	Shaelee King, Trevor Cahoon	Webpage information updated	12/31/2022	In Progress
1.5 Encourage residents to explore more of the city	Shaelee King	1 social media scavenger hunt in 2022	12/31/2022	In Progress
1.6 Provide a trustworthy source of information and communicate more information on more topics to the citizens	Trevor Cahoon, Shaelee King	Significant improvement in 2022	12/31/2022	Ongoing
1.6.1 Subscribe to a texting service	Trevor Cahoon	We have completed signing up for the service and we will begin sorting out the list to what	09/15/2022	Complete

		they are interested in hearing about		
1.6.1.1 Separate different subscribers	Shaelee King		09/30/2022	Not Started
1.6.2 Create different subscription levels for email lists	Shaelee King	To this point all information has been sent to all people on the list	09/30/2022	Not Started
1.6.3 Update to website protocol/criteria for when/where/for how long	Trevor Cahoon		09/30/2022	Complete
1.6.4 Install extra TV in FAC to promote FAC & events	Curtis Brown	Installed, not yet fully functioning	08/31/2022	Complete
<b>2.0 SAFETY</b>				
<b>Ensure the protection of people and property from incident through increased community awareness, focused proactive administration and expanded reactive enforcement of city, state, and federal laws</b>				
Goals and Success Measures				
<ul style="list-style-type: none"> <li>- Lower crime rates</li> <li>- Quicker response times</li> <li>- Reduced accidents and speeding</li> <li>- Proactive enforcement efforts outpace reactive efforts</li> <li>- Increased community outreach opportunities for public safety including Police, Fire, and Code Enforcement</li> </ul>				
2.1 Establish a long-term law enforcement solution	David Larson	Public Safety committee discussion	12/31/2022	In Progress
2.1.1 Determine the desired current and future level of law enforcement presence and engagement	David Larson	Public Safety committee discussion and eventual recommendation to full Council	06/30/2023	In Progress
2.1.2 Negotiate an appropriate contract for Davis County Sheriff's Office	David Larson	Began contract discussions with DCSO on December 19	06/30/2023	In Progress
2.2 Construct additional safe pedestrian and active transportation infrastructure	Mark Larsen, Brandon Jones	Projects budgeted and prepared for bid in early 2023	12/31/2022	Ongoing
2.2.1 Complete more sidewalks on portions of South Weber Drive on the west side	David Larson, Brandon Jones	Grant application submitted. Not awarded	06/30/2023	In Progress
2.2.2 Install sidewalk at the top of 1900 East	David Larson, Brandon Jones	Will be completed along with development in the area	06/30/2023	In Progress
2.2.3 Install crosswalks on South Weber Drive	David Larson, Brandon Jones	Exact locations need to be determined	06/30/2023	Not Started
2.3 Research options for moving the City's digital sign	David Larson	Sign has been relocated	12/31/2022	Complete
2.4 Improve and implement emergency management operations plan	Trevor Cahoon, Dominic		12/31/2022	In Progress

	Clippinger			
2.4.1 Develop a Multi-Hazard Mitigation Plan	David Larson, Trevor Cahoon	Plan is in development and on track to be completed by April 2023	06/30/2023	In Progress
2.5 Research cost and effectiveness of City-owned dust mitigation equipment	David Larson, Trevor Cahoon	Equipment cost was researched, and Council determined not to include the purchase in the current budget	12/31/2022	Complete
<b>3.0 SMART GROWTH AND PLANNING</b>				
<b>Manage continual community expansion with a unified vision that is conveyed through the City's General Plan which is centered around family, heritage, and community</b>				
Goals and Success Measures				
<ul style="list-style-type: none"> <li>- Implement a general plan with a mission statement</li> <li>- Define smart growth and planning</li> </ul>				
3.1 Understand cost to citizens at build out based off all residential vs commercial in undeveloped areas General Plan Updates for clarity	Trevor Cahoon	Will review information during retreat	12/31/2022	Complete
3.2 Define City Center Concept	David Larson	PR Committee assigned to generate ideas that can be presented to Council then the public	12/31/2022	In Progress
3.3 Identify future location of City Hall	David Larson	Rolled into the City Center Concept discussion	12/31/2022	In Progress
3.4 Update city code items	Trevor Cahoon		12/31/2022	In Progress
3.5 Update design guidelines	Trevor Cahoon	R5-SG zoning change to include design standards for multi-family	12/31/2022	In Progress
3.6 Proactive code updates and how to manage operations	David Larson	Killin' it	12/31/2022	In Progress
3.7 Reduce Dust Issues	David Larson	Quin is actively reporting his dust monitoring efforts. The State Legislature anticipates a gravel pit bill this upcoming session. The Health Department has agreed to do a study on our fugitive dust	12/31/2022	In Progress
3.8 Update land use development process in City Code	Trevor Cahoon	Joint work session held in November to clarify process but does not require a code change	12/31/2022	Complete
3.9 Improve and simplify the revision and update process for the general plan	Trevor Cahoon	Will complete before next GP update	12/31/2022	Not Started
3.10 Plant more trees	Mark Larsen	Parks staff is drafting a plan for trees throughout city-owned property. They've	06/30/2023	In Progress

		worked with USU.		
<b>4.0 FISCAL SUSTAINABILITY</b> <b>Ensure the ability of the City to provide quality public services through careful, long-range planning and evaluation of current decisions in the context of future fiscal impacts</b> Goals and Success Measures - Maintain a balanced budget - Project future needs & plan for foreseeable expenditures - Establish sustainable operations and maintenance procedures				
4.1 Implement ongoing revenue philosophies	David Larson, Mark McRae	Complete for FY23 budget	06/30/2022	Ongoing
4.2 Increase rainy day fund by 1% every year	Mark McRae	Complete for FY23 budget	06/30/2022	Ongoing
4.3 Prepare 10 - year revenue projection for all funds	Mark Larsen, Curtis Brown, Derek Tolman, Mark McRae, Trevor Cahoon		06/30/2023	In Progress
4.4 Establish ongoing expenditure philosophy	Mark McRae		06/30/2022	Ongoing
4.5 Establish reserve funding sources	Mark McRae	Will be finalized through rate studies and capital facilities plans	12/31/2022	25%
4.6 Improve communication of budget	Mark McRae	Received GFOA award for budget presentation	12/31/2022	Ongoing
4.6.1 Create a visual budget model	Mark McRae		09/30/2022	Complete
4.6.2 Create a 10-year operations and maintenance projection document	Mark McRae		12/31/2022	In Progress
4.7 Develop and long-term plan for funding sustained upkeep of parks	Mark McRae, Mark Larsen, David Larson		06/30/2023	In Progress
4.8 Encourage preferred businesses to consider locating in our City	Trevor Cahoon	Multiple commercial developments in process	12/31/2022	In Progress
<b>5.0 INFRASTRUCTURE</b> <b>Invest in the upkeep and maintenance of existing city infrastructure (i.e., utilities, parks, roads, etc.) and plan for new infrastructure development needs and opportunities to support the growth of our community</b> Goals and Success Measures - Provide regular updates to all capital facilities plans				

<ul style="list-style-type: none"> <li>- Provide for ongoing maintenance</li> <li>- Establish repair and replacement plans</li> </ul>				
5.1 Maintain current existing infrastructure	Mark Larsen		12/31/2022	Ongoing
5.2 Look at future needs for the organization	Mark Larsen, Mark McRae, Brandon Jones, David Larson		12/31/2022	Ongoing
5.2.1 Establish a Capital Facilities Plan for the General Fund	Mark McRae, David Larson	Evaluated current facility needs	12/31/2022	In Progress
5.3 Update CFP Plans approximately every 5 years - 2022/2023 = Transportation, Water, Sewer	David Larson, Brandon Jones	Transportation is nearing completion. Water and Sewer are in progress	06/30/2023	In Progress
5.3.1 Update Transportation CFP/IFFP/IFA	Trevor Cahoon, Brandon Jones, David Larson	Nearing completion	03/30/2023	In Progress
5.3.2 Update Water CFP/IFFP/IFA/Rate Study	David Larson, Brandon Jones	CFP is in progress	04/30/2023	In Progress
5.3.3 Update Sewer CFP/IFFP/IFA/Rate Study	Brandon Jones, David Larson	CFP is in progress	06/30/2023	In Progress
5.4 Establish a Park master plan across all parks	David Larson, Mark Larsen	Parks Committee has been meeting regularly and touring all city park facilities	12/31/2022	In Progress
5.4.1 Finalize canyon meadows park master plan	David Larson, Mark Larsen	See above	12/31/2022	In Progress
5.4.2 Update train club agreement	David Larson	Draft is complete. Train Club is reviewing.	12/31/2022	In Progress
5.4.3 Create a new Park amenity every 2 years	Mark Larsen	Plan for new amenities will be in the parks master plan	12/31/2022	In Progress
5.4.4 Create Parks list of current and future amenities with cost estimates	Mark Larsen, Brandon Jones, David Larson	List is being established during the parks committee tour of all park facilities	10/31/2022	In Progress
5.5 Fix cracked and raised sidewalks	Mark Larsen, Brandon Jones	Small project completed in June to grind down raised sidewalks. Additional sidewalk reconstruction is slated for bid in early 2023	12/31/2022	Ongoing
<b>6.0 EMPLOYEES</b>				

<b>Recruit, develop, and retain quality employees by maintaining a positive culture, providing fair and appropriate pay, and demonstrating a commitment to the growth and development of City staff</b> Goals and Success Measures - Low turnover rate - High employee satisfaction - Foster a positive culture and comradery - Increase recruitment efforts				
6.1 Emphasize the culture and comradery within the organization	Trevor Cahoon, Mark McRae, Derek Tolman, Curtis Brown, Mark Larsen, Brandon Jones, David Larson	Additional employee events have been established. Department Head meeting agenda regularly includes discussion about culture and leadership	12/31/2022	Ongoing
6.1.1 Organize staff and employee activities with families to increase friendships	David Larson, Trevor Cahoon	2023 event calendar complete	12/31/2022	Complete
6.2 Summarize and communicate "total" pay for employees (wage + benefits)	David Larson, Mark McRae, Trevor Cahoon	Statement available in new payroll system	12/31/2022	Complete
6.3 Pay more to attract and keep employees	David Larson	Market-based pay adjustments began in July 2022	06/30/2022	Complete
6.4 Project buildout staffing needs for all departments	Trevor Cahoon, David Larson	PW complete, still working on other departments	12/31/2022	In Progress
6.5 Improve City facilities that support community service delivery	David Larson	PW Facility recently completed preliminary design and cost estimate. City Hall Update Project to bid in January	12/31/2022	In Progress