

CITY COUNCIL RETREAT 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 public work meeting commencing at 9:00 a.m. on Saturday February 3, 2024, at City Hall, 1600 E. South Weber Dr.

OPEN (Agenda items may be moved to meet the needs of the Council.)

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

TRAINING

3. Open & Public Meetings Act (OPMA), Powers & Duties Review, and Ethics Review

BUSINESS

4. Mission/Vision/Values & Strategic Plan Review
5. Financial Position Summary & Budget Overview
6. Department Budget Specifics
7. Major Projects or Purchases
 - a. Public Works Facility
 - b. Quint Purchase
 - c. 7375 S & 925 E
 - d. Recycling Program
8. Council Committee Priorities
9. 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/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website southwebercity.com/; and Utah Public Notice website www.utah.gov/pmn/index.html.

DATE: 01-26-2024

CITY RECORDER: Lisa Smith



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

February 3, 2024

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

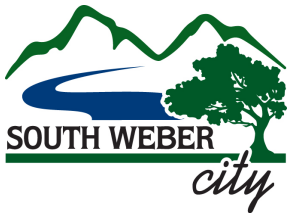
NA

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 MEETING STAFF REPORT

MEETING DATE

February 3, 2024

PREPARED BY

David Larson
City Manager

ITEM TYPE

Administrative

ATTACHMENTS

None

PRIOR DISCUSSION DATES

Annual Planning Retreat

AGENDA ITEM

Mission, Vision, & Strategic Plan Review

PURPOSE

Review the City's guiding principles

RECOMMENDATION

NA

BACKGROUND

The City's Mission, Vision, & Strategic Plan documents act as a navigational north star, keeping the work of the city moving in the right direction as planning, resource, and financial decisions are made. Prior to entering budget discussions, the Mayor requested City Manager David Larson to briefly review these principles.

ANALYSIS

Vision

A family-focused community, drive by heritage, safety, and charm at its heart

Primary Mission

Just as strong roots anchor and nourish, South Weber City dedicates itself to:

- Honoring our heritage
- Fostering a haven for families
- Weaving tight-knit neighborhood connections
- Providing reliable and financially sustainable municipal services
- Building a community with heart

Strategic Directives

1.0 Community Engagement

Develop a trusting relationship between the City and its residents through open communication, active outreach, and productive dialogue

- Active community engaged in City happenings and opportunities
- Strong social media presence.
- Increased interest in community service such as City Council and Planning Commission
- Steady community involvement in community events

2.0 Safety

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

- Lower Crime Rates
- Quicker Response Times
- Reduced accidents and speeding
- Proactive enforcement efforts outpace reactive efforts
- Increased community outreach opportunities for public safety including Police, Fire, and Code Enforcement

3.0 Smart Growth & Planning

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

- Implement a general plan with a mission statement
- Maintain a quality General Plan
- Define smart growth and planning success through proactive city code updates

4.0 Fiscal Sustainability

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

- Maintain a balanced budget
- Project future needs & plan for foreseeable expenditures
- Establish sustainable operations and maintenance procedures

5.0 Infrastructure

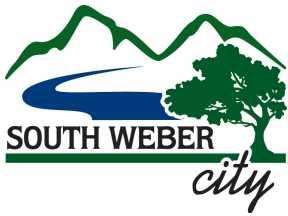
Invest in the upkeep and maintenance of existing city infrastructure (i.e., utilities, parks, roads, etc.) and plan for new infrastructure development needs and opportunities to support the growth of our community

- Provide regular updates to all capital facilities plans
- Provide for ongoing maintenance
- Establish repair and replacement plans

6.0 Employees

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

- Low turnover rate
- High employee satisfaction
- Foster a positive culture and comradery
- Increase recruitment efforts



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City Manager

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ATTACHMENTS

None

PRIOR DISCUSSION DATES

None

AGENDA ITEM

Financial Position Summary & Budget Overview

PURPOSE

Summarize the City's financial position and set the stage for this year's budget discussion

RECOMMENDATION

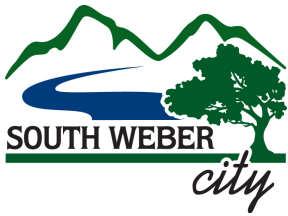
NA

BACKGROUND

The annual retreat has typically included high level strategic planning and a few major budget items and projects. Under the Mayor's direction, and as expressed by members of the City Council, the retreat this year will be focused on City finances and budget.

ANALYSIS

Finance Director Maryn Nelson will provide a summary of the City's financial position and provide context for the budget process that kicks off with the budget retreat and continues through committee meetings, budget work sessions, adoption of a tentative budget, and concludes with the adoption of the City's property tax rate, utility rates, and final budget.



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City Manager

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ATTACHMENTS

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PRIOR DISCUSSION DATES

None

AGENDA ITEM

Department Budget Specifics

PURPOSE

Individual City Division and Department Heads will review their individual budgets with the City Council

RECOMMENDATION

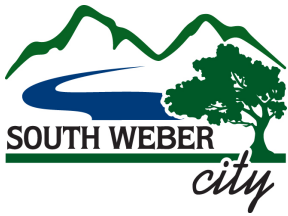
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BACKGROUND

Staff has worked to develop a starting point for budget discussions that includes what has been budgeted in the past, what is being suggested/requested for next year's budget (both operational and capital items), and what major projects should be considered for inclusion in the budget.

ANALYSIS

Each Division and Department Head has submitted budget requests and met with finance staff to discuss those requests. They will take turns presenting their individual departments' information. The hope is for all budget items known at this time to be presented to, and understood by, the full City Council prior to budget committee meetings. Committees will then have a clearer understanding of the full Council's questions, concerns, and priorities prior to vetting their individual budget assignments.



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ATTACHMENTS

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PRIOR DISCUSSION DATES

Annual Retreat

AGENDA ITEM

Major Projects or Purchases

PURPOSE

Discuss certain significant major projects that will affect the fiscal year 2025 budget

RECOMMENDATION

NA

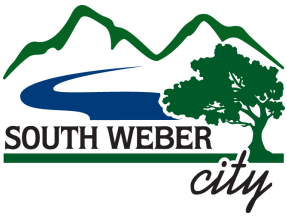
BACKGROUND

Each year the City Council contemplates many large projects or initiatives that affect the budget. The goal of this item is to make sure the Council has a chance to receive an update or ask any questions as a full body on these major budget items prior to committee meetings.

ANALYSIS

Staff will be prepared to provide an update or answer questions on the following major projects:

- Public Works Facility
- Quint Fire Truck
- 7375 S & 925 E
- Recycling Program



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PRIOR DISCUSSION DATES

Annual Planning Retreat

AGENDA ITEM

Council Committee Priorities

PURPOSE

Discuss the City Council Committees' Goals & Priorities

RECOMMENDATION

NA

BACKGROUND

Mayor Westbroek has requested each Committee Chair be prepared to overview their respective committee's projected goals & priorities for 2024 so the Council can discuss and direct committee efforts.

ANALYSIS

NA