

SOUTH WEBER CITY CITY COUNCIL BUDGET RETREAT MEETING

DATE OF MEETING: 8 February 2025

TIME COMMENCED: 9:00 am

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 (excused)
Angie Petty
Wayne Winsor**

CITY MANAGER:

David Larson

FINANCE DIRECTOR:

Brett Baltazar

CITY ENGINEER:

Brandon Jones

CITY RECORDER:

Lisa Smith

COMMUNITY RELATIONS:

Shaelee King

TREASURER:

Tia Jensen

FIRE CHIEF:

Derek Tolman

PUBLIC WORKS MGR:

Mark Larsen

Minutes: Michelle Clark

ATTENDEES: Michael Grant and Paul Sturm

1. Pledge of Allegiance: Councilman Winsor

2. Prayer: Councilwoman Petty

Mayor Westbroek thanked everyone for attending the dinner and activity held at the Family Activity Center last night. He also thanked City Manager David Larson and city staff for putting together the budget retreat.

BUSINESS:

3. Mission/Vision Review

City Manager David Larson reviewed the vision for South Weber City as a family-focused community, driven by heritage, safety, and charm at its heart. 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, and building a community with heart.

4. Current Fiscal Health Summary

Finance Director Brett Baltazar provided a summary of the City’s financial position and announced cash on hand for all funds combined as of December 31 is approximately \$870,900 for Zions and \$15,930.488 Public Treasurer’s Investment Fund (PTIF).

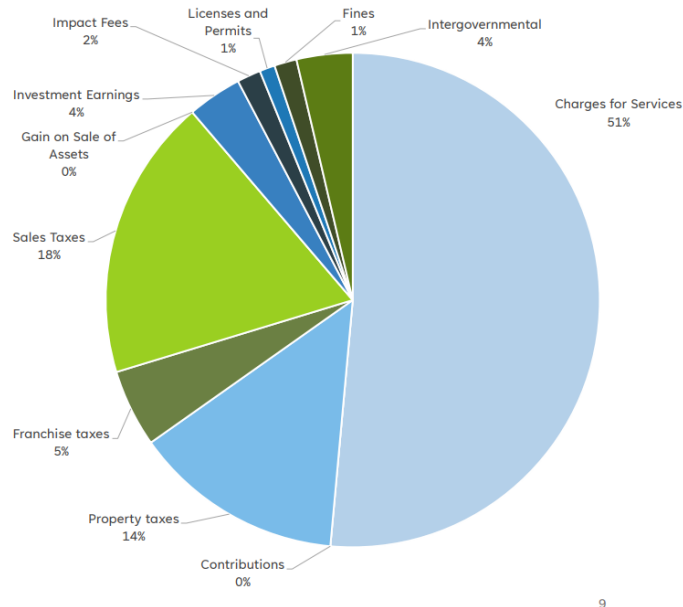
City Manager David Larson explained in December the city receives property tax which increases the cash on hand for the city. He reviewed the unrestricted fund balances (6/30/24). There is a decrease in the Recreation Fund due to not being “self-sufficient” and no General Fund transfer. Discussion took place regarding the Transportation Utility Fund (TUF) in which it was stated there are times when there is a carryover. The decrease in TUF is due to FY24 street maintenance projects. The decrease in Water Fund is due to the East Bench Transmission Line and Cornia Drive Line Replacement.

UNRESTRICTED FUND BALANCES (6/30/24)			
	FY23	FY24	+/-
General	\$1,317,910	\$1,580,390	\$262,480
Capital Projects	\$1,138,090	\$1,659,560	\$521,470
Recreation	\$537,170	\$383,830	(\$153,340)
TUF	\$873,200	\$507,720	(\$365,480)
Water	\$2,725,750	\$2,254,800	(\$470,950)
Sewer	\$4,030,440	\$4,614,210	\$583,770
Sanitation	\$543,360	\$546,730	\$3,370
Storm Drain	\$718,850	\$1,035,910	\$317,060
Fleet	\$868,030	\$1,016,050	\$148,020

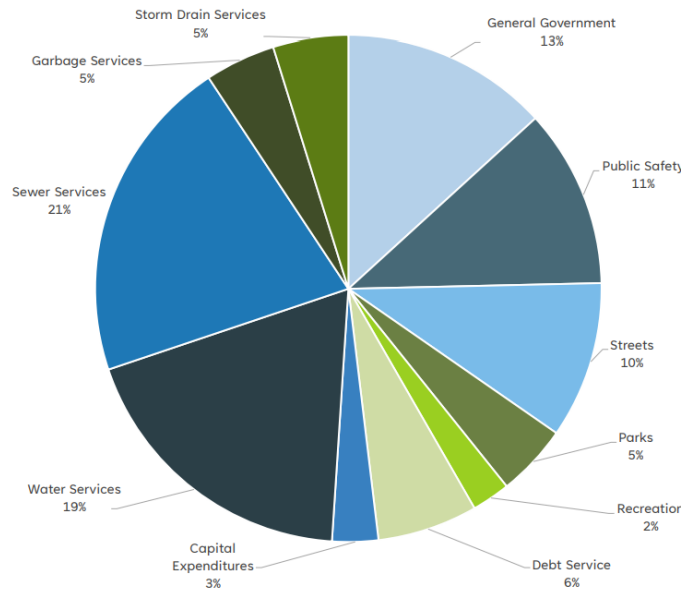
RESTRICTED FUND BALANCES (6/30/24)			
	FY23	FY24	+/-
ARPA	\$498,460	\$498,460	-
RAP Tax	\$93,083	\$178,190	\$85,110
Class C Road	\$801,216	\$801,220	-
Fire Apparatus	\$296,640	\$391,670	\$95,030
Road Impact Fee	\$263,258	\$329,870	\$66,610
Water Impact Fee	\$120,182	\$112,030	(\$8,150)
Sewer Impact Fee	\$841,175	\$908,500	\$67,320
Storm Drain Impact Fee	\$0	\$0	-
Rec Impact Fee	\$0	\$0	-
Parks Impact Fee	\$0	\$0	-
Public Safety Impact Fee	\$0	\$0	-

Mr. Baltazar reviewed the restricted fund balances. The Water Impact Fee decrease was due to use for projects and receiving less in fees in FY24. The Storm Impact Fee went to the South Bench Drive project to pay back Capital Projects. Recreation and Public Safety Impact Fees paid toward the FAC/Fire Station Bond. Parks Impact Fee refunded Capital Projects for Canyon Meadows Park West.

Mr. Baltazar moved onto the FY26 draft budget and FY25 revenue summary less fund balance and transfers.



Discussion took place regarding the decrease in funds received from Staker/Parson Companies. Mr. Larson explained South Weber City fees are based on the city service level and cost. He then reviewed the expense summary pie chart.



5. Current FY 2025 Recap

Mr. Larson reviewed the Total Budget for FY 2025 - \$13.4M with the breakdown of Governmental \$7M, Business \$6.4M, General \$4.4M, Capital Project \$387,000, TUF \$805,000, Fleet \$732,000, Recreation \$397,500, Road Improvements \$45K, Park Improvements \$41K, Recreation Improvements \$10K, Public Safety Improvements \$3K, Water \$2.5M, Sewer \$2.8M, Storm Drain \$632K, and Sanitation \$594K.

Mr. Larson announced the department heads are continually reviewing and evaluating needs. Major projects/purchases completed include park cameras, Cedar Cove playground, dump truck

(ordered), and FAC scoreboard. Major projects/purchases planned or in progress include Public Works Facility; Streetlight Replacement Program; Lawnmowers; Curb/gutter & Sidewalk Repair; Studies for Water, Sewer, and Transportation Utility Fees (TUF); Forklift; 1375 E Waterline Replacement; and Storm Drain Audit.

Mr. Larson reported Cedar Cove Park playground equipment has been installed. Councilman Dills suggested using artificial intelligence (AI) to identify grants available for city parks. Chief Tolman announced he is currently applying for grants for the purchase of a side-by-side vehicle. Councilwoman Petty acknowledged she is aware of other city departments searching for grants. Mr. Larson agreed grants are a funding source the city needs to utilize. He then reviewed the debt summary and the three bonds for the FAC/Fire Station, Water, and Public Works Facility. Councilman Winsor requested city staff report in more detail on the debt service ratio and bond obligation in a future meeting. Mr. Baltazar confirmed he has been working on those numbers.

6. Draft FY2026 Budget

Budget Requests Overview – Mr. Larson explained the FY2026 Draft Budget Overview which include total revenue of \$13,770,500 and an increase of \$330,500 at 2.5%. He noted this is a budget assumption that holds the property tax rate with a projected 3% increase for new growth, revenue forecasts based on prior year actuals and current year trends, no supplemental requests included, and projects to be determined. He then reviewed the main sources of income for the city which include property tax, sales tax, and development revenue. He presented an overview of the General Fund Expenses \$4,438,000 by General Fund Departments, Special Revenue Funds, and Enterprise Funds. Councilman Dills requested breaking down the Administrative Fund.

Department	Amount	+/-	% Chg
GENERAL FUND DEPARTMENTS			
Legislative	\$66,000	-	-
Judicial	\$55,000	\$1,000	2%
Administrative	\$1,131,000	\$37,000	3%
Public Safety	\$384,000	\$11,000	4%
Fire	\$1,076,500	(\$84,500)	-7%
Com Services	\$560,000	\$28,000	5%
Streets	\$544,000	\$30,000	6%
Parks	\$611,500	\$26,500	5%
SPECIAL REVENUE FUNDS			
Recreation	\$410,500	\$8,000	2%
TUF	\$805,000	-	-
Fleet	\$473,000	-	-
ENTERPRISE FUNDS			
Water	\$2,489,000	\$25,000	1%
Sewer	\$2,017,000	\$6,000	<1%
Sanitation	\$594,000	-	-
Storm Drain	\$617,000	\$5,000	1%

Department Budgets Overview

Mr. Larson reviewed the **FY2026 Supplemental Request Amounts**:

TITLE	AMOUNT	# of REQUESTS	DESCRIPTION
OPERATIONAL	\$262,500	6	Ongoing
VEHICLES/EQUIPMENT	\$97,000	2	1 Lease and 1 Purchase
CAPITAL PROJECTS	\$327,000?	7	One-time, large purchase or save for purchase
TOTAL	\$686,500?	15	

He then reviewed the **FY2026 Operational Budget Requests.**

#	TITLE	AMOUNT	DEPT/FUND	TYPE	DESCRIPTION
1	Payment in Lieu	\$10,000	All	Ongoing Personnel	Increase PIL from \$400/mo to \$500/mo
2	Code Enf Officer	\$40,000	Com Dev/ General	Ongoing Personnel	New PT position
3	Sprinkler Clock Rotation	\$10,000	Parks/ General	Ongoing Operations	Create a clock replacement rotation schedule
4	Background Checks	\$2,500	Recreation	Ongoing Operations	Require background checks for volunteer coaches
5	Emergency Mgr	\$120,000	Pub Safety/ General	Ongoing Personnel	New FT benefitted position
6	Rec Prog Coord	\$80,000	Recreation	Ongoing Personnel	New FT benefitted position
	TOTAL	\$262,500			

Discussion took place regarding payment in lieu (PIL) for opting out of insurance coverage. An increase from \$400/mo. to \$500/mo. is recommended. Currently, there are eight out of twenty-one full-time employees who signed up for PIL.

Mayor Westbrook expressed he is asked about code enforcement from citizens on a weekly basis. He proposed creating a new position for a Code Enforcement Officer/Building Inspector in the amount of \$40,000. Councilman Davis agreed with combining the two responsibilities. Public Works Director Mark Larsen said a Code Enforcer needs to commit to being out in the field. It was stated the city currently has a company conducting building inspections. Mr. Larsen conveyed it is difficult to find a building inspector with the required certifications which can take several years to obtain.

Discussion took place regarding the Sprinkler Clock Rotation in the amount of \$10,000 and creating a clock replacement rotation schedule. The City Council agreed.

Mr. Larson proposed requiring background checks for volunteer coaches in the amount of \$2,500. The City Council agreed but voiced concern about the timeline for completing the background checks.

There is a request for a full-time benefit position for an Emergency Manager in the amount of \$120,000. There are state requirements for this position. Chief Tolman discussed legal obligations surrounding this position in which South Weber City falls short. He conveyed that right now the City Manager and Community Services Manager are assigned to manage the Emergency Operation Center (EOC). The Council voiced concern that neither of them live in the city. Councilman Dills suggested contracting someone to update the city’s emergency plan. Councilwoman Petty pointed out the Public Safety Committee has discussed this item and feels it is a priority. Councilman Davis was not convinced it needs to be a full-time position. Chief Tolman offered his expertise and willingness to help. The EOC will be located at the new Public Works Facility.

Mr. Larson presented the need for a full-time Recreation Program Coordinator with a salary of \$80,000. The purpose is to alleviate the excessive workload of the Recreation Manager and allow for an option to replace the Recreation Director upon retirement. Mr. Larson believed this position will enhance the city program. Councilman Dills discussed his concerns with the Family Activity Center not making money. Councilman Davis favored this position if there is a plan to increase revenue to sustain it.

Mr. Larson reviewed the **FY2026 Budget Requests for Vehicles/Equipment.**

#	TITLE	AMOUNT	DEPT/FUND	TYPE	DESCRIPTION
7	Side by Side	\$75,000	Fire/ Cap Projects	One-time	Purchase - fire rescue vehicle
8	Chief Truck	\$20-22,000	Fire/ Fleet	Ongoing	Lease – proper vehicle for position
TOTAL		\$97,000			

Fire Chief Tolman is currently driving the Toyota which is not practical in many fire situations. A truck could be bought for \$20-22,000. Chief Tolman announced he received current information from Young who is willing to sell a side by side for approximately \$45,000. Councilman Winsor suggested purchasing a fully equipped 4x4 truck for the cost of a side-by-side. Further discussion took place regarding the need. Councilman Dills queried if Chief Tolman has investigated grants for the side by side as South Weber does have trails and limited access areas. Chief Tolman iterated he is in the process of applying for a grant, but the requirements are not a great match, so an award is unlikely. Councilman Dills suggested a South Weber Fire Department fund raiser to help with the cost. Councilman Winsor was against the purchase of a side by side. Councilman Dills favored the purchase if there is a grant. Councilwoman Petty and Councilman Davis favored the purchase. Chief Tolman suggested putting the side by side on a 20-year rotation. Councilman Dills recommended budgeting \$25,000 and continue discussion while waiting on the grant.

Chief Tolman gave an update on the emergency vehicle rotation and switching out the Dodge to Tacoma trucks. It was stated the trucks have low mileage upon which Councilman Dills queried if there is a need to have that many trucks. Chief Tolman explained the department needs two vehicles for times when one is out of commission for mechanical reasons.

FY 2026 Budget Requests for Capital Projects:

#	TITLE	AMOUNT	#	TITLE	AMOUNT
1	Payment in Lieu	\$10,000	9	Fire Station Remodel	\$100,000
2	Code Enf Officer	\$40,000	10	FAC Security Cameras	\$27,000
3	Sprinkler Clock Rotation	\$10,000	11	FAC HVAC	\$10,000?
4	Background Checks	\$2,500	12	Rec Sign	\$45,000?
5	Emergency Mgr	\$120,000	13	Speed Trailer	\$10,000
6	Rec Prog Coord	\$80,000	14	Digital Sign at 475 E	\$45,000?
7	Side by Side	\$75,000	15	Multi-Hazard Mitigation Plan (MHMP)	\$90,000
8	Chief Truck	\$20-22,000	TOTAL		\$686,500?

Chief Tolman elaborated on the \$100,000 budget request for the Fire Station remodel. He conveyed there is a need to add a bedroom, fix electrical, update the bathroom, and maintenance upkeep. Councilman Dills suggested Chief Tolman submit a detailed breakdown of costs for the remodel request. Councilman Davis discussed the need for saving for the future for these types of items.

The FAC needs were reviewed. City Manager David Larson discussed the purchase of \$27,000 for FAC security cameras to either amend this year's budget or include it in the FY 2026 Budget. Councilwoman Petty suggested discussing this item in a closed session. The council agreed. It was stated the Family Activity Center needs an updated HVAC system with an estimate of \$10,000. Councilman Winsor recommended city staff have a conversation with the Davis County School District concerning this item. Councilman Dills suggested the possibility of creating a maintenance fund for facilities. Mr. Larson stated anything that is a General Fund related government expense is in the Capital Facilities Fund. The Council was canvassed about their opinion concerning an updated recreation sign across from City Hall in the amount of \$45,000. It was decided this is not a priority.

Dialogue moved to safety requests starting with \$10,000 for flashing speed trailers around the city. Councilman Dills added the signs do remind individuals to slow down. Councilman Davis suggested installing permanent signs in "hot spot" locations for \$3,500 each. Councilman Dills questioned if this option is a substitute for Davis County Sheriff's Department. Mr. Larson recounted data shows unless there is enforcement, individuals overlook the speed signs over time. Mayor Westbroek voiced the need to update the school zone crossing on South Weber Drive. Councilman Dills discussed the need to add school crossing signs on Lester Drive as well as painting the curb red.

Mr. Larson segued into the possibility of a digital sign at the city entrance near Old Fort/475 E for \$45,000. The Mayor and Council agreed it is not a priority.

Mr. Larson explained the Multi-Hazard Mitigation Plan (MHMP) match portion of grant application project for east tank scoping at \$90,000. Councilman Winsor voiced it is likely a grant will be available for the design phase. City Engineer Brandon Jones stated this is a valuable portion of the city's water system. Mr. Larson explained there is a process to go through to potentially receive grant money, which creates additional time, process, and money. He will contact the city's grant assistant and put together more information for the City Council or have the Municipal Utilities Committee review.

Finance Director Brett Baltazar noted changes from last year. Proposed increases by department for Administrative (\$20,000 for elections and \$10,000 for audit); Judicial by \$1,000; Public Safety \$11,000; Community Service by \$28,000; streets by \$30,000 (for part-time wages, health benefits, and utilities); parks by \$500; recreation by \$8,000; water by \$25,000; sewer by \$6,000; and storm drain by \$5,000. Decreases were presented for the Fire Department and fleet management with all others remaining the same.

City Treasurer Tia Jensen reviewed Fleet Management Rotation:

FY 2024-2025 Fleet Rotations

Department	Year	Vehicle
PW 2 Storm	2022	Ford F-350
PW 4 Parks	2022	Ford F-350
PW 12 Streets	2022	Ford F-350
Fire Brush-1	2022	Ford F-550
Fire Brush-2	2022	Ford F-550
Fire Medic-1	2022	Ram 2500
Fire BC-1	2022	Ram 2500

FY 2025-2026 Fleet Rotations

Department	Year	Vehicle
PW 1 Streets	2022	Ford F-350
PW 3 Sewer	2022	Ford F-250
PW 6 Water	2022	Toyota Tundra
PW 13 Parks	2023	Ford F-550
PW 14 Water	2023	Ford F-550
Comm Serv	2023	Ford F-150

7. Major Projects

7375 S & 925 E

City Manager David Larson explained the 7375 S 925 E project will include the upgrade of two streets to meet City Standard width, drainage, new pavement, and addition of sidewalk to provide a safe route for pedestrians, especially students. The project will also include two water projects, one from the current water Capital Facilities Plan and one from the updated plan (which will soon to before the Council for adoption). There will also be a reconstruction storm drain project from the Storm Drain Capital Facilities Plan for 7375 S 925 E. This will be a total project cost of \$4,361,197.50.

Mayor Westbrook discussed upgrading the narrow section of road on 7800 South and Daniel Drive. He added it is a safety hazard for school buses dropping off students and the road is not wide enough for two vehicles to pass. City Engineer Brandon Jones verified the need for upgrade; however, the hope was a developer would pay for it.

- **Recycling Program** *(to be discussed later)*
- **Code Enforcement Program** *(to be discussed later)*

8. Adjourn: Councilwoman Petty moved to adjourn the meeting at 3:05 p.m. Councilman Davis 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: *Rod Westbrook* Date 02-25-2025
 Mayor: Rod Westbrook

Michelle Clark
 Transcriber: Michelle Clark

Lisa Smith
 Attest: City Recorder: Lisa Smith

